EXECUTIVE DIRECTOR
Stephen P. Hattori

DEPUTY DIRECTOR
Richard S. Dirkx
ADMINISTRATIVE DIRECTOR
Cathyann C. Gogue

PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pupbleku)

GOVERNMENT OF GUAM
779 Route 4
Sinajåña, Guam 96910
Tel: (671) 475-3100 ◆ Fax: (671) 477-5844

STAFF ATTORNEYS
Jocelyn M. Roden
Peter J. Sablan
Ali N. Nusbaum
William B. Jones
Kristine B. Borja
William C. Bischoff
Alisha L. Molyneux
Halg T. Huynh
Rocky P. Kingree
Zachary C. Taimanglo
Eric R. Overton
Kristin D. Smith

March 16, 2017

Hand-Delivered

GA# 34-17-300
Speaker Benjamin J.F. Cruz

MAR 17 2017
Time: 9:37 (X) AM ( ) PM File No.
Received By

2017 MAR 17 AM 9:19

Speaker Benjamin J.F. Cruz
I Mina'trentai Kuåttro Na Liheslaturan Guåhån
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Dear Speaker Cruz,

Håfa Adai! Pursuant to §8113.1 of Chapter 8 Title 5 GCA, enclosed you will find one (1) compact disc containing an electronic file of the meeting packet of the Public Defender Service Corporation Board of Trustees' meeting conducted on Monday, February 27, 2017.

We appreciate your attention to this matter, and look forward to answering any questions you may have regarding the electronic recording of the aforementioned minutes.

Dångkolo na Agradesimento.

Sincerely,

CATHY GOGUE
Board Secretary

Enclosure

ACKNOWLEDGED RECEIPT

Received By: _____

Name (please print): _____

Date: _____

0300

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Monday, February 27, 2017 – 12:30 P.M.
Conference Room
Public Defender Service Corporation

A G E N D A

I. Call to Order

II. Roll Call

III. Proof of Due Notice of Meeting:

A. Notice: 5 Working Days — The Guam Post, Tuesday, February 20, 2017
B. Notice: 48 Hours — The Guam Post, Friday, February 23, 2017

IV. Determination of Quorum

V. Approval of Minutes: Regular Meeting of Tuesday, December 20, 2016

VI. Old Business:

A. Financial Status Update (PDSC, Domestic Violence and APD) Allotment Releases
B. Public Defender Service Corporation Update
C. Alternate Public Defender Update
D. APD Corporate Vehicle Acquisition (Procure/Lease)

VII. New Business:

A. Retention Policy
B. APD FY2018 Budget

VIII. Executive Session

A. APD Attorney Level 5 (Managing Attorney) Performance Evaluation
B. Executive Director Annual Performance Evaluation

IX. Public Discussion

X. Adjournment and Next Meeting Date

Tuesday, March 28, 2017 at 12:30PM

Norma McCorvey, Jane Roe of Roe v. Wade decision legalizing abortion, dies at 69

By Emily Langer
The Washington Post

Norma McCorvey, who was 22, unwed, mired in addiction and poverty, and desperate for a way out of an unwanted pregnancy when she became Jane Roe, the pseudonymous plaintiff in the 1973 U.S. Supreme Court decision that established a constitutional right to an abortion, died Feb. 18 at an assisted-living facility in Katy, Texas. She was 69.

Her death was confirmed by Joshua Prager, a journalist working on a book about Roe v. Wade. The cause was a heart ailment.

McCorvey was a complicated protagonist in a legal case that became a touchstone in the culture wars, celebrated by champions as an affirmation of women's freedom and denounced by opponents as the nationwide legalization of murder of the unborn.

When she filed suit in 1970, she was looking not for a sweeping ruling for all women from the highest court in the land, but rather, simply, the right to legally and safely end a pregnancy that she did not wish to carry forward. In her home state of Texas, as in most other states, abortion was prohibited except when the mother's life was at stake.

On Jan. 22, 1973, the Supreme Court handed down its historic 7-to-2 ruling, written by Justice Harry Blackmun, articulating a constitutional right to privacy that included the choice to terminate a pregnancy.

The ruling established the trimester framework, designed to balance a woman's right to control her body and a state's compelling interest in protecting unborn life. Although later modified, it was a landmark of American jurisprudence and made Jane Roe a figurehead - championed or reviled - in the battle over reproductive rights that continued into the 21st century.

Her story

According to the most sympathetic tellings of her story, Norma McCorvey was a victim of abuse, financial hardship, drug and alcohol addiction, and personal frailty. For much of her life, she subsisted at the margins of society, making ends meet, according to various accounts, as a bartender, a maid, a roller-skating carhop and a house painter. She found a measure of stability with a lesbian partner, Connie Gonzalez, but even that relationship reportedly ended in bitterness after 35 years.

McCorvey fully shed her courtroom pseudonym in the 1980s, lending her name first to supporters of abortion rights and then, in a stunning reversal, to the cause's fiercest critics as a born-again Christian. But even after two memoirs, she remained an enigma, as difficult to know as when she shielded her identity behind the name Jane Roe.

She admitted that she peddled misinformation about herself, lying about even the most crucial juncture in her life: For years, she claimed that the Roe pregnancy was the result of a rape. In 1987, she recanted, saying that she had become pregnant "through what I thought was love." Although the details of her account were legally unimportant, abortion foes pointed to the lie to discredit McCorvey and her case.

According to the most sympathetic tellings of her story, she was a victim of abuse, financial hardship, drug and alcohol addiction, and personal frailty. For much of her life, she subsisted at the margins of society, making ends meet, according to various accounts, as a bartender, a maid, a roller-skating carhop and a house painter. She found a measure of stability with a lesbian partner, Connie Gonzalez, but even that relationship reportedly ended in bitterness after 35 years.

GUAM ELECTION COMMISSION
Kumision Ileksion Guåhan
2nd Floor, Suite 200 GCIC Building
414 West Soledad Avenue, Hagåtña, Guam 96910
Tel: (671) 477-9791 • Fax: (671) 477-1895
E-Mail: vote@gec.guam.gov Website: www.gec.guam.gov

GUAM ELECTION COMMISSION REGULAR MEETING

The Guam Election Commission has scheduled its monthly meeting for **Wednesday, February 23, 2017 at 5:30 p.m.**, at the Guam Election Commission Conference Room 200, 414 W. Soledad Ave., GCIC Building, Hagåtña, Guam.

The public is invited. For individuals requiring special accommodations, auxiliary aids or services please contact the Guam Election Commission. For more information, you may call Helen M. Atalig at (671) 477-9791 or send an email to vote@gec.guam.gov.

This advertisement is paid with Government funds.

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan
850 Gov. Carlos Camacho Road
Tamuning, Guam 96913

PUBLIC NOTICE
BOARD OF TRUSTEES MEETING

Date: Thursday, February 23, 2017
Time: 6:00 p.m.
Place: 1st Floor, Daniel L. Webb Conference Room

An executive session will take place before regular business.

Please contact Toni Tenorio, EEO Officer/ ADA Coordinator at 647-2218/2418 for special accommodations, auxiliary aids, or other services.

/s/ PeterJohn D. Camacho, M.P.H.
Hospital Administrator/CEO

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct its regular scheduled board meeting on **Monday, February 27, 2017 at 12:30 p.m.** at the Conference Room of the Public Defender Service Corporation, located at the MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation.

Individuals requiring special accommodations are asked to contact Ms. Cathy Gogue at 475-3100.

/s/ KATHERINE A. MARAMAN
Chairman

This public notice is paid for with government funds.

Doc. No. 34GL-17-0300.*CD

Sen. Thomas Ada
Committee on Land

Public Hearing
Tuesday, February 28, 2017
Barrigada Community Center

AGENDA

6:00pm

Bill No. 13-34 (COR) – T.C. Ada and J.V. Espaldon
An act to add a new § 61218 to Article 2 of Chapter 61, Title 21, Guam Code Annotated, relative to r**ezoning Lot Naval Air Station Agaña 17 (EDC parcel 1) and Lot Naval Air Station Agaña 20 (EDC parcel 2) from Agricultural (A) to Light Industrial Zone (M1).**

Bill No. 18-34 (COR) – T.C. Ada
An act to transfer a portion of Lot No. 5412-R11, Municipality of Mangilao, from the **Chamorro Land Trust inventory to the University of Guam,** for expansion of the GADTC.

Individuals requiring special accommodations should submit request to Rick Salas at 473-3301.
Paid for by funds of the Committee on Land.
www.senatorada.org

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Committee on Land

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are asked to contact Ms. Cathy Gogue at 475-3100.

/s/ KATHERINE A. MARAMAN
Chairman

This public notice is paid for with government funds.

EAGLE GOLF CLUB

INCOME STATEMENT
For the year ending December 31, 2016

Revenues		
Beginning balance	$ 8,035.49	
Membership dues	$ 6,334.00	
Tournament fees	$ 9,890.00	
Greenies Fund	$ 1,053.00	
Members' contributions	$ 3,386.00	
Sponsor	$ 150.00	
Proceeds from fundraising	$ 58,825.00	
Gross Income	$ 87,673.49	$ 87,673.49
Expenses		
Tournament expenses	$ 35,299.94	
Fundraising expenses	$ 32,584.04	
Professional fee/Publication	$ 230.00	
Charitable contributions	$ 6,903.00	
Total Expenses	$ 75,016.98	$ 75,016.98
Net Income		**$ 12,656.51**

BALANCE SHEET
For the year ending December 31, 2016

ASSETS	
Cash	$ 12,656.51
TOTAL ASSETS	$ 12,656.51
LIABILITIES	
Accounts payable and other liabilities	$ 11,000.00
Net assets, unrestricted	$ 1,656.51
TOTAL LIABILITIES AND NET ASSETS	$ 12,656.51

PUBLIC NOTICE

The Guam Developmental Disabilities Council (GDDC) will hold its General Membership Meeting on Wednesday, March 8, 2017, 11:00 am to 2:00 pm at the Hilton Guam Resort & Spa, Chuchuku Room. All Council members are urged to attend. The meeting is open to the public. For persons requiring special accommodations, please contact 735-9127 to make arrangements with the hotel.

This Ad was paid by the Developmental Disabilities Assistance and Bill of Rights Act, Federal Law 106-402.

EDDIE BAZA CALVO
GOVERNOR
RAY TENORIO
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT
123 Chalan Kareta, Mangilao, Guam 96913-6304

JAMES W. GILLAN
DIRECTOR
LEO G. CASIL
DEPUTY DIRECTOR

NOTICE OF PUBLIC HEARING

PURSUANT TO § 9301, DIVISION 1, CHAPTER 9 TITLE 5 GCA, ALL AGENCIES OF THE GOVERNMENT OF GUAM ARE REQUIRED TO PUBLISH A NOTICE OF PUBLIC HEARING ON THE ADOPTION, PROMULGATION, REPEAL, RECISSION, OR AMENDMENT OF RULES. THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES WILL BE ACCEPTING PUBLIC COMMENTS ON THE PROMULGATION OF RULES AND REGULATIONS GOVERNING THE FOLLOWING:

SCHOOL BUILDING SANITATION
DATE: Thursday, March 9, 2017
TIME: 3:00 P.M. TO 5:00 P.M.
PLACE: DIVISION OF SENIOR CITIZENS CONFERENCE ROOM
CASTLE MALL, MANGILAO

Copies of the proposed rules and regulations are available for inspection at the Division of Environmental Health (DEH) on the 2nd floor of the Department of Public Health and Social Services in Mangilao, and on the DPHSS webpage at dphss.guam.gov. Please call DEH at 735-7221 for questions and assistance.

JAMES W. GILLAN, Director

Guam Memorial Hospital Authority
Aturidått Espetåt Mimunåt Guåhan
850 Gov. Carlos Camacho Road
Tamuning, Guam 96913

INVITATION FOR BID

GMHA IFB No. 012-2017
Professional Services for the Construction of SNU's Emergency Walkway

Submission Time: 10:00 a.m. / Opening Time 10:30 a.m.

A mandatory preliminary bid conference and site inspection is required and will be conducted on March 02, 2017 @ 9:00 hours at GMHA SNU (Skilled Nursing Unit) located at Sabana Barrigada Heights.

All bids must be sealed and submitted in duplicate to the Materials Management Department by March 09, 2017. Bidding documents are available at the same office for a non-refundable fee of $20.00 per set.

For procurement opportunities, please visit our public information page at www.gmha.org.

/s/ Peter John D. Camacho, M.P.H.
Hospital Administrator/CEO

MONGMONG TOTO MAITE COMMUNITY WELFARE ASSOCIATION

P.O. Box 785 . Hagatna, Guam . 96932 • Tel: (671) 477-9090 Fax: (671) 472-6494

Statement of Financial Position
December 310 2016

ASSET	
Cash	**$ 3,042.21**
LIABILITIES	**-0-**
TOTAL ASSET & LIABITLITIES	**$ 3,042.21**

Statement of Activity
For the year ended December 31, 2016

Balance at the beginning of the year	**$ 3,042.31**
Income for the year	**$11.221.31**
TOTALINCOME	**$14,263.52**
EXPENSES	
Comrnunity activities and assistance	**$13,650.00**
TOTAL ASSET AT TIIE END OF THE YEAR	**$ 613.52**

Verified & correct to the best of my knowledge:

/s/ SONYA A.U. NAPUTI SANCHEZ
President

/s/ PATRICIA C. MANIBUSAN
Secretary

Doc. No. 34GL-17-0300-GD

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Tuesday, December 20, 2016 – 12:30PM
Public Defender Service Corporation Conference Room

M I N U T E S

I. CALL TO ORDER:

The meeting was called to order by the Chairman, Chief Justice Robert J. Torres, Jr., at 12:52 PM.

II. ROLL CALL:

Present:	Chief Justice Robert J. Torres, Jr., Chairman Presiding Judge Alberto C. Lamorena, III Mrs. Annette J.U. Ada, Member
Absent:	Attorney Jehan'ad G. Martinez, GBA President (Excused Attorney Donna M. Cruz, Member (Excused)
Others Present:	Attorney Stephen P. Hattori, PDSC Executive Director Richard Dirkx, Deputy Director Attorney AnaMaria C. Gayle, APD Managing Attorney Cathy Gogue, Administrative Director Bernadette L.P. Lizama, Personnel Specialist IV Joyce Trecepona for Michael S. Moreno, Chief Fiscal Officer Julito B. Tingson, MIS Administrator Kenneth A. Lim, Computer Systems Analyst Robbie T. Call, Chief Investigator Cecelia M. Fernandez, Administrative Assistant Eleanor Quenga-Rios, Administrative Assistant

III. PROOF OF DUE NOTICE OF MEETINGS:

"Notice of Public Meeting" was published in the Guam Post on Tuesday, December 13, 2016 and Friday, December 16, 2016.

IV. DETERMINATION OF QUORUM:

With the presence of three (3) of the five (5) board members, a quorum was determined for the meeting.

V. **APPROVAL OF MINUTES:** Minutes of the regular board meeting held on Tuesday, October 17, 2016 were adopted and approved, subject to corrections.

VI. **OLD BUSINESS:**

A. Financial Status Update (PDSC and APD Allotment Releases). Accounting Technician Joyce Trecepona, who reported for Chief Fiscal Officer Michael Moreno, she stated that we are at one hundred percent (100%) collection level for FY2016. For FY2017, we received $501,000.00 from DOA – which brings us at fifty five percent (55%) for the current year's budget.

Domestic Violence (STOP 20145 Grant Funding). Ms. Trecepona reported that the additional $14,000.00 was approved by the STOP grant which brings the budget through to December 31, 2016.

APD Allotment. Ms. Trecepona advised the board that we are pending the finalization of the FY2017 agreement between the Judiciary and PDSC. Administrative Director Cathy Gogue stated that since we do not have a signed agreement, we have not asked for any allotments from Judiciary for FY2017. Per Executive Director Stephen Hattori, we are trying to negotiate administrative costs as we are receiving no benefit from APD for all the work we provide. Our computer guys spend a lot of time helping APD that we are not able to help out our people here at PDSC. Additionally, we provide a lot of support and absorb other resources that we want to exercise the reimbursement of administrative cost within the agreement with Judiciary. Chief Justice Torres suggested that we bring this up to the Judicial Council. Presiding Judge Alberto Lamorena, III added that Managing Attorney Gayle should include administrative cost in their budget for the next fiscal year.

B. Public Defender Update. Executive Director Hattori advised the board that we lost several attorneys and that we are now in the process of hiring new attorneys. We hired Zach Taimanglo on a Limited Term Appointment (LTA) and will be bringing over Eric Overton from APD. We will also have another attorney from the AG's office who will also be transferring over. Overton and the other attorney from the AG's is set to start work at PDSC on January 9th. In filling these positions, we will have one more attorney position to fill.

Chief Justice Torres asked if the attorney hired at above step from Minnesota (Richard Hermes) accepted the position with PD. ED Hattori confirmed that he did not accept the position we offered Attorney Hermes.

ED Hattori went over PD's statistics1,027 cases opened. 70 pre-judgement cases per attorney with 14 attorneys

C. Alternate Public Defender Update. Managing Attorney Gayle advised the board that we are losing Eric Overton to PD – his last day at the office is December 30th. We are

working to close the announcement to hire an Administrative Assistant and a Legal Secretary Supervisor and two lawyer positions. We hope to fill those positions soon.

Chief Justice Torres asked if the Administrative Assistant position was advertised. MA Gayle confirmed it was advertised and closed. Now, we just needs to review the applications and set up the interviews. Chief Justice Torres also asked if APD hires an Administrative Assistant does that mean there will not be a need to use PD's administrative services or will they still need PD's administrative service being that APD's assistant will not be able to do all the administrative work. MA Gayle confirmed that APD's Admin. Assistant will not be able to do everything. Chief Justice Torres asked what will APD's Admin. Assistant be doing for APD. MA Gayle mentioned that this person will be coordinating with PD's administrative services since APD does not have anyone to do any administrative work. Since the office's inception, we were not set-up or designed that way – to handle our administrative responsibilities. Public Defender will continue to do a bulk of the admin support work for APD. The Admin. Assistant will help with procurement. Chief Justice Torres stated that he does not believe there is enough work at APD to have a full-time Admin. Assistant at APD. He had recommended that the hiring for this position be carefully considered as he believes that there is not enough administrative work at APD for this individual.

New Office Space. Managing Attorney Gayle added that APD will be meeting with MV Pangilinan to look at the new office but has not been able to do so. We are supposed to be out of DNA by the end of March.

Corporate Vehicle. The corporate vehicle is on hold and we would like to keep it on the agenda.

D. DPHSS Legal Assistance Service Program. According to AD Gogue, at the last board meeting, we mentioned we would be meeting with Department of Public Health & Social Services' Senior Citizens Program regarding our ability to provide legal services to Guam's senior citizens. We did met with Art San Agustin and he wanted us to outline what PDSC would do for their program. The meeting was positive and we will update the board relative to our ability to service DPHSS. From our meeting, Mr. San Agustin, stated that we send a letter of interest that will include the cost structure. Once DPHSS approves our request, they will put together a MOU for the overflow that their current contractor, Tom Fisher, is unable to handle.

E. Shanks-Kindlon Training: April 5 – 8, 2017. AD Gogue explained how PDSC put training together for PDSC and APD earlier in the year, and the training was well received by the attorneys who attended. Again in 2017, we want to bring the Shanks-Kindlon team for a half-day session for the private bar and two full-day sessions for the APD/PD attorneys.

AD Gogue stated that in planning for such training, we want to make sure that we had the following budget approved and set aside so that we are able to make arrangements accordingly:

PDSC/APD Legal Clinic

Airline Tickets (NY-GUM: RT) $6,939 X 2 Trainers	$13,878.00
Hotel Accommodations ($195 X 5 Days)	$975.00
Venue Rental for 3 Days (Refreshments / Lunch)	$5,000.00
TOTAL	**$19,853.00**

In reviewing the budget, Chief Justice Torres asked if the budget was split based on the number of attorneys rather than the fifty-fifty split that is presented in the budget. AD Gogue explained to the board that rather than splitting the cost on a pro rata basis, it makes more sense to share the cost at 50 percent between both offices. PDSC does all the work administratively, with support staff, MIS and the Administrative Director's time – we found it equitable to suggest the 50/50 split. AD Gogue added that if APD were to send their attorneys off-island for the training it would be more than the $9,000.00 that is suggested with the fifty percent split.

Chief Justice Torres explained that he could see the administrative costs being split but not the entire training budget. AD Gogue added that the attorney difference between PDSC and APD is 13 to 6 – which is about half. She further explained to the board that all the resources used for such training is absorbed by PDSC – with no direct or indirect cost being shared with APD. Chief Justice Torres stated that maybe a 45/55 split be considered for the training. He added that there clearly should be additional cost to APD for all the organization by PDSC.

AD Gogue reiterated that she is agreeable to the 45-55 split for training costs and not a pro rate. Chief Justice Torres asked Presiding Judge Lamorena his thoughts on the matter. Presiding Judge Lamorena also asked MA Gayle if she will be providing administrative support, Ms. Gayle mentioned she was never asked. AD Gogue informed the board that APD has never provided admin support to PDSC but will ask in the future. Presiding Judge Lamorena commented that he will go with what the board comes up with. Chief Justice Torres suggested we consider a 60-40 split in which AD Gogue agreed would be equitable to both APD and PDSC.

Chief Justice Torres asked if MA Gayle is prepared to send all her attorneys to the training for roughly $9,000.00. MA Gayle stated that she plans to have all the APD attorneys attend the training. ED Hattori mentioned that the half-day session with the private bar attorneys will allow us to develop a closer working relationship with the other defense attorneys and offer some CLE for their attendance. The Chief Justice suggested PDSC charge a minimal fee for the training and ED Hattori said he would offer the training to the attorneys on the Private Attorney Panel and the Juvenile Panel which Presiding Judge Lamorena says will help defray some of the cost.

Referring back to the budget, Chief Justice Torres inquired about the airline tickets and why it is so high at $7,000.00 per ticket. He then asked if the tickets were for economy class. AD Gogue replied that the airfare is for business class tickets on Delta. She

further explained to the board that like the last training, the Shanks-Kindlon team has waived their honorarium fee for the airline up-grade. After checking with United, the cost for business class tickets would be about $3,000.00 per person. The $7,000.00 is a rough estimate and we will probably go below the estimated budget provided to the board. Chief Justice Torres stated that the $7,000.00 is really high for airfare. He added that he is uncomfortable with the $14,000.00 budget for airfare and feels better at allocating $10,000.00 and no more than $5,000.00 each for airfare. AD Gogue commented that she will work to ensure that the budget for airfare stays within the amount approved by the board. Chief Justice Torres suggested that we reduce the budget by approximately $3,878.00 – which will bring the total training budget to $16,000.00.

Presiding Judge Lamorena asked if we are anticipating a third trainer. ED Hattori explained we are trying to get the investigators certified by flying out a trainer. Presiding Judge Lamorena suggested that we approve a budget now so that we do not have to come back to ask for a training budget for the investigators. Chief Justice Torres was hesitant to approve the investigator training budget without knowing who the trainer will be and what they will do for PDSC/APD. Unlike the Shanks-Kindlon team, they are proven commodities. We have their CVs (curriculum vitae) and know of their prior presentation success. We know in a nutshell what they will be doing for PDSC/APD. ED Hattori and AD Gogue agreed that since we do not have a trainer identified yet, ideally we would like to include the investigator training during the same time period with attorneys; however, we would prefer to wait so that we can bring the details to the board. Chief Justice Torres suggested that management come in for more money for the investigators once the program and trainer is finalized.

There being no further discussion, motion was made by Presiding Judge Lamorena and seconded by Trustee Ada to approve the training budget of $16,000.00 for the Shanks-Kindlon. There being no objections, motion carried.

Resolution No. 03-17

VII. EXECUTIVE SESSION

A. Performance Evaluation of Managing Attorney Gayle. The board went into Executive Session to discuss MA Gayle's performance evaluation survey results at 1:15PM.

The board reconvened session at 1:30PM.

After review and discussing MA Gayle's annual performance results conducted through Survey Monkey, it was agreed that the survey be shared with Ms. Gayle. Chief Justice Torres announced that MA Gayle will provide the opportunity to respond to the results of the survey at the next board meeting.

Chief Justice Torres stated that MA Gayle was asked to address some of the statements in the evaluation report and that she put together a report that addresses her accomplishments and areas of improvement that have been identified through the survey. As discussed during executive session, she will address some of the summary comments and the overall evaluation provided through the survey. MA Gayle is to come up with an action plan to address some of the areas for improvement for the board's review and input at the next board meeting – which is currently scheduled for January 17, 2016.

In terms of the next scheduled board meeting, Chief Justice Torres suggested that the meeting be moved to January 18, 2016, subject to approval by the incoming Chief Justice. He stated that since her swearing in is scheduled for Tuesday, January 17th at 10:00AM, it is possible that he or she will be able to come to the board meeting but it is best to confirm such possibility.

Presiding Judge Lamorena suggested that maybe the meeting be moved to January 24th. Chief Justice Torres stated that the question would be if the incoming Chief Justice will go to the conference of Chief Justices at the end of January. Chief Justice Torres will ask the new Chief Justice what her schedule will be like, and if the 18th will work for the next scheduled board meeting.

Before adjourning, Presiding Judge Lamorena thanked Chief Justice Torres for his leadership in the last three years. There have been a lot of positive changes with the PDSC/APD since his leadership over the past three years. AD Gogue mentioned the expansion of the office under his leadership, and that the board will be invited to the ribbon cutting of Civil Division once it opens up. She then invited the board members to tour the newly renovated area of PDSC. AD Gogue advised the board that the Corporation received more for less with the renegotiation of their contract with MV Pangilinan.

VIII. **PUBLIC DISCUSSION:** None.

IX. **ADJOURNMENT AND NEXT MEETING DATE**. Motion to adjourn the meeting was made by Presiding Judge Lamorena and seconded by Trustee Ada. There being no further business to discuss, the meeting adjourned at 1:41PM.

The next regularly scheduled board meeting will be on Wednesday, January 18, 2017, at 12:30PM in the Public Defender Service Corporation Conference Room.

Respectfully submitted,

CATHY GOGUE
Secretary

Case Type	Total
Civil	3
Consultation	2
Felony	151
Juvenile	85
Misdemeanor	194
Protective Order	10
Special Proceedings	2
Grand Total	**447**

Attorney	Total
ALM	35
ANN	43
ERO	20
HTH	39
JMR	26
KBB	29
KDS	20
PJS	24
RPK	31
RSD	46
SPH	39
SS	3
WBJ	42
WCB	35
ZCT	15
Grand Total	**447**

Disposition	Total
Acquittal	1
Conflict	23
Conflict - APD appointed	1
Conflict-APD Appointed	1
CONSUL-NA	3
DISMISSAL	4
Dismissed & Exp.	1
Dismissed W/O	7
Dismissed w/Prej	1
EXCEEDS PDSC ELIGIBILITY GUIDELINES	1
Income Exceeded	2
Ordered	3
Petition Granted	5
Petition Granted OR Denied	5
SUBSTITUTION	8
(blank)	
Grand Total	**66**

Status	Total
C	69
D	1
DFRD	4
POST	61
PRE	295
PRE-BW	17
Grand Total	**447**

ALTERNATE PUBLIC DEFENDER
First Quarter 2017
Opened Cases

CASE TYPES	
Case Type	**Count**
APPEAL	1
FAM VIO	14
FELONY	39
JUV	26
MIS	40
PINS	7
TRAF VIO	3
Grand Total	**130**

REFERRAL SOURCE	
Referred By:	**Count**
Alberto E. Tolentino	3
Anita A. Sukola	2
Public Defender - Richard Dirkx	2
Public Defender Service Corp.	24
Superior Court	99
Grand Total	**130**

Prepared on January 11, 2017

Doc. No. 34GL-17-0300.*CD

Agenda Item #VII-B

Records Retention Policy Revisions

BEFORE THE
PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
RESOLUTION NO. 04-05
RELATIVE TO THE APPROVAL OF
AN AMENDMENT TO THE
PDSC RECORDS RETENTION SCHEDULE
INVOLVING THE RETENTION PERIOD OF
CLIENT FILES

WHEREAS, On June 13, 1995 the Board of Trustees of the Public Defender Service Corporation adopted Resolution Number PDSC 95-04 reflecting a Records Retention Schedule in order to provide for the preservation and/or disposition of PDSC records in a manner consistent with Government of Guam records retention policies and procedures; and

WHEREAS, Authorization to dispose of PDSC Client Files (Reproduction on Microfilm Completed) after seven (7) years was designated; and

WHEREAS, The Corporation's previous archiving method of microfilming has proven obsolete and is no longer an acceptable method of archiving clients' records, while budgetary constraints have prevented the acquisition of updated equipment; and

WHEREAS, Storage space for these records has become extremely limited, forcing the PDSC to place boxes of files in areas which are hazardous to the operations of the organization; and

WHEREAS, Duplicates of these documents are also on file with the courts of Guam, thereby providing another source of records retention for PDSC clients; and

WHEREAS, It has become impractical, unfeasible and hazardous for the PDSC to continue to retain these records; now therefore be it

RESOLVED, The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 5, 2005, authorized the amendment of the PDSC Records Retention Schedule to reflect the retention period for all closed client files, archived or not, at ten (10) years from the opening dates; and be it further

RESOLVED, The PDSC Executive Director, or her designee, shall develop standard operating procedures specifically describing the archiving methods to be used by the Corporation, and is also authorized to dispose of these records in a safe and orderly fashion, provided that prior notice to PDSC clients is published in a newspaper of general circulation, giving them an opportunity to take

possession of their respective files, with an assurance that the confidentiality of clients' records is preserved and well-guarded at all times.

DULY AND REGULARLY ADOPTED this 5th day of April, 2005.

Chief Justice F. PHILIP CARBULLIDO
Chairman

ATTEST:

BERNADETTE S.N. CHARGUALAF
Secretary

STANDARD OPERATING PROCEDURE

DIVISION/SECTION:		
SECRETARIAL DIVISION		
NUMBER:	**DATE OF ISSUE:**	**EFFECTIVE DATE:**
001-FY2017	**February 27, 2017**	
SUBJECT:		
Case Closure Policy and Procedure		

Policy: Establishing efficient processes for orderly case file closure is central to running a professional practice, managing risk and fulfilling PDSC's client care obligations.

Purpose: This policy sets out best practices for managing file closure at the termination of a matter and the need to manage risks inherent in the mismanagement of file administration, and in particular, leaving a file open when it is ready for closure, or closing cases prior to the expiration of PDSC's legal obligation. PDSC is likely to improve the effectiveness of the office practice when an efficient system in file management is implemented.

Scope: Legal Secretaries, Records Division

Responsibilities: Review and manage file closure as an integral part of case processes and procedures for on-going systematic file management.

Definitions: N/A

Procedure: **Print and use "FILE CLOSING CHECK LIST" to complete the file closing process.**

1. On Abacus change case status to "CLOSED".
2. Enter date of closure which is the filing date of the closure order or dismissal order or withdrawal order.
3. If litigation or domestic matter, prepare and file a withdrawal as attorney of record.
4. Ensure the following documents have been scanned and linked:
    a. Judgments
    b. Plea Agreements
    c. Withdrawals
    d. Closure Orders
    e. Closure Hearing Notes
    f. Jury Verdict Forms
5. If you have not yet done so, the client should have received a copy of his/her Judgment and Plea Agreement. PDSC's received copy should be scanned and linked.
6. It is not necessary to remove any documents from the file.
7. Final note on Abacus should read "Date of Closure – Date Destroy".
   Entry Sample: Closure Date: 07/01/2016 – Destroy: July 2024
8. Transmit to Records.

References:

Abacus Matter Record
Vanessa L. Diaz and the Legal Secretaries
Director Stephen Hattori and Attorneys
Records Section

nothing follows

BEFORE THE BOARD OF TRUSTEES
OF THE PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO
THE ADOPTION OF A "RECORDS RETENTION SCHEDULE"
FOR THE PUBLIC DEFENDER SERVICE CORPORATION

RESOLUTION NO. PDSC 95-04

WHEREAS, The Public Defender Service Corporation is in need of a Records Retention Schedule in order to provide for the preservation and/or disposition of its records in a manner consistent with the Government of Guam's records retention policies and procedures; and

WHEREAS, The attached Records Retention Schedule was developed specifically for the use of the Public Defender Service Corporation; and

WHEREAS, The implementation of this schedule will ensure the following:

1. The preservation of records deemed of permanent value;
2. The timely and systematic removal of records from office space to less expensive storage facilities (i.e., GSA Storage Warehouse and/or reproduction on microfilm); and
3. The destruction of records no longer considered useful;

now therefore be it

RESOLVED: The Board of Trustees of the Public Defender Service Corporation, in its meeting of June 13, 1995, directed the Executive Director to approve and implement the attached **"RECORDS RETENTION SCHEDULE"** ; be it further

RESOLVED: This "RECORDS RETENTION SCHEDULE" shall take effect immediately upon adoption by the Public Defender Service Corporation Board of Trustees.

DULY AND REGULARLY ADOPTED this 13th day of June, 1995.

Honorable ALBERTO C. LAMORENA III
Chairman

ROBERT J. TORRES, Esq.
Member

Senator MARK C. CHARFAUROS
Member

PUBLIC DEFENDER SERVICE CORPORATION

RECORDS RETENTION SCHEDULE

DESCRIPTION OF RECORDS:	FILING ARRANGEMENT:	RECOMMENDED DISPOSITION:
PERSONNEL & COMPUTER SERVICES DIVISION:		
OFFICIAL PERSONNEL FILES		
a. Active	Alphabetically	Permanent; Microfilm
b. Inactive	Alphabetically	Permanent; Microfilm
CORRESPONDENCE, PUBLIC LAWS, FEDERAL REGULATIONS, DIRECTIVES, POLICIES AND PROCEDURES FOR ADMINISTERING TERRITORIAL AND/OR FEDERAL LAWS PERTAINING TO PERSONNEL FUNCTIONS AND COMPUTER SERVICES	Subjectively/ Numerically	Permanent
CORRESPONDENCE AND RECORDS PERTAINING TO THE RECRUITMENT OF EMPLOYEES AND OFFERING APPOINTMENTS TO POTENTIAL EMPLOYEES	Subjectively	Job applications are filed and destroyed after 1 year; if appointment is accepted, job application is filed with personnel folder
CORRESPONDENCE AND SUBJECT FILES RELATING TO THE ADMINISTRATION AND OPERATION OF PERSONNEL FUNCTIONS AND COMPUTER SERVICES HAVING NO HISTORICAL OR LEGAL VALUE	Subjectively/ Chronologically	Destroy after 3 years
OFFICIAL PAYROLL FILES		
a. Time Cards	Numerically/ Chronologically	Destroy after receipt of audit report
b. Employee Service Cards	Numerically/ Chronologically	Permanent

RECORDS, PROPERTY & MICROFILM SECTION:

Client Files (Reproduction on Microfilm completed)	Numerically	Destroy after 7 years
Microfilm Rolls	Numerically	Permanent
Attorneys' Monthly Dockets	Chronologically	Destroy after 1 year
Clientele Log Books	Numerically	Permanent
Microfilm Log Books (Master Copy)	Numerically	Permanent
Statistical Reports (Quarterly)	Chronologically	Destroy after 2 years
General Correspondence--- Administrative/Management		
a. Intra-Office Memoranda	Chronologically	Destroy after 3 years
b. Inter-Office Memoranda	Chronologically	Destroy after 3 years
c. PDSC Property Receipts/ Property Inventory	Chronologically	Destroy obsolete records
d. Transfer Receipts For Records Storage	Chronologically	Permanent
e. Governor's Circular	Chronologically	Destroy after 2 years
f. Executive Orders/ Directives	Chronologically	Destroy after 2 years
g. Proclamations	Chronologically	Destroy after 1 year

SPECIAL INVESTIGATIONS DIVISION:

Investigator's Log Book	Chronologically	Destroy after 2 years
Notary Public Record Book	Chronologically	Permanent
Notary Public Appointment Book	Chronologically	Destroy after 1 year

PROCESS OFFICERS DIVISION:

Documents Received For Services (Log Book)	Chronologically	Destroy after 1 year
Completed Services (Log Book)	Chronologically	Destroy after 1 year

LEGAL SECRETARIAL DIVISION:

Notary Public Record Books	Chronologically	Permanent
Minutes of Division Meetings	Chronologically	Destroy after 3 years
Attorneys' Appointment Books/Calendars	Chronologically	Destroy after 2 years

LEGAL CLERICAL DIVISION:

Incoming Court Documents Log	Chronologically	Destroy after 2 years
Agana Services Log	Chronologically	Destroy after 1 year
Incoming Documents (other than Court) Log	Chronologically	Destroy after 1 year
Client Reception Log	Chronologically	Destroy after 1 year
File Disbursement Log	Chronologically	Destroy after 1 year

FISCAL/ACCOUNTING DIVISION:

Payroll Registers	Chronologically	Destroy after 10 years
Cancelled/Voided Checks	Numerically/ Chronologically	Transfer to storage after 5 years; Destroy after 10 years

Check Register	Numerically/ Chronologically	Transfer to storage after 5 years; Destroy after 10 years
Purchase Orders	Numerically	Destroy after 3 years
Vouchers (for Check Issuance)	Numerically/ Chronologically	Transfer to storage after 6 years; destroy 10 years after completion of audit and receipt of audit report; microfilm audit report
Vendors' Records	Alphabetically	Destroy after receipt of audit report; microfilm audit report
Income Tax Withholdings/ W-2s (copies)	Chronologically	Destroy 10 years after completion of audit and receipt of audit report; microfilm audit report
Contracts (Equipment Maintenance/Service Agreements)	Alphabetically/ Subjectively	Destroy 5 years after completion of services and receipt of audit report; microfilm audit report
Bank Statements	Chronologically	Transfer to storage after 5 years; Destroy after 10 years

LAND CLAIMS DIVISION:

Land Claims Motions filed with District Court of Guam	Numerically	Destroy after 5 years
Land Claims Orders filed with District Court of Guam	Numerically	Destroy after 5 years
Correspondence from Land Claims Class Attorney	Subjectively (Estates)	Destroy after 5 years

Correspondence from Land Claims Probate Attorneys	Subjectively (Estates)	Destroy after 5 years
Correspondence from Judge, District Court of Guam	Subjectively (Estates)	Destroy after 5 years
Client Files	Alphabetically/ Numerically	Permanent
Land Claims Database by Payees	Alphabetically	Permanent
Land Claims Database by Lot Numbers	Numerically	Permanent
Updated Land Claims Listings, by Payee and Lot Numbers	Alphabetically/ Numerically	Destroy after 5 years

Agenda Item #VII-B

APD FY2018
BUDGET REQUEST

FOOTNOTES:

For Fiscal Year 2018, an increase of $**166,665** or 13% is requested over the appropriation level for Fiscal Year 2017. The following are details for the additional requests:

1. PERSONNEL SERVICES:

$ 44,723 **REGULAR SALARIES/INCREMENTS/SPECIAL PAY:** Increase is to pay for mandated attorneys' pay adjustments, employees' salary increments, night differential.

$ 13,419 **BENEFITS:** Increase is needed to fund for mandated government's share of retirement contributions of 27.41% (basis: FY 2017 retirement rate). The health, dental and life insurance rates were calculated at current levels. Should the retirement, and/or insurance rates increase in FY 2018, we will be requesting a supplemental budget to cover these costs.

$ 58,142 **SUB-TOTAL FOR PERSONNEL COSTS (18%)**

2. OPERATIONS:

a. $ -0- **TRAVEL (Off-Island/Local Mileage Reimbursement):**

b. $109,239 **CONTRACTUAL SERVICES:**

- Malpractice Insurance ($4,100)
- Westlaw Services ($8,405)
- Annual Phone Maintenance ($4,847)
- Lease of Copier Machines ($3,300)
- Internet Domain Name Renewal ($1,500)
- Abacus Tech Support ($6,300)
- Network Security Services ($1,000)
- Antivirus Software License ($600)
- Notary Bonding ($600)
- Carbonite Server Essentials ($1,000)
- G-Suite ($1,680)
- Vehicle Lease ($5,100)
- Vehicle Insurance ($1,100)
- Contents Insurance ($975)
- Maintenance of Copier Machines ($1,800)
- Administrative Support Fee ($99,984)

c.	**$ 494**	**OFFICE SPACE RENTAL**
d.	**$ 690**	**SUPPLIES AND MATERIAL**
e.	**-$ 1,900**	**SMALL EQUIPMENT:** Please refer to Form 96A for details.
f.	**$ -0-**	**MISCELLANEOUS:** Please refer to Form 96A for details
g.	**$ -0-**	**DRUG TESTING:** Costs kept at FY 2017 level.
h.	**$ -0-**	**UTILITIES:** Costs kept at FY 2017 level.
	$108,523	**SUB-TOTAL FOR OPERATIONAL COSTS (Increase 87%)**

$166,665 **TOTAL INCREASE FOR FY 2018 OVER FY 2017 AUTHORIZED LEVEL**

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - COMBINED BUDGET DIGEST

					C-B	D/B
		A	B	C	D	E
Budget Account Code	Appropriation Classification	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Proposed Budget	Increase/ (Decrease) in $$	Increase/ (Decrease) in %
	PERSONNEL SERVICES					
111	Regular Salaries/Increments/Special Pay	$670,762	$814,616	$859,339	$44,723	5%
112	Overtime/Special Pay					
113	Benefits	244,546	300,581	314,000	13,419	4%
	TOTAL PERSONNEL SERVICES	$915,307	$1,115,197	$1,173,339	$58,142	5%
	OPERATIONS					
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$189	$1,350	$1,350	$0	0%
230	CONTRACTUAL SERVICES:	24,535	33,052	142,291	109,239	331%
233	OFFICE SPACE RENTAL:	65,990	65,602	66,096	494	1%
240	SUPPLIES & MATERIALS:	5,872	5,690	6,380	690	12%
250	EQUIPMENT: <$5000.00	9,448	7,900	6,000	-1,900	-24%
271	DRUG TESTING	40	1,000	1,000	0	0%
290	MISCELLANEOUS:	19,601	9,700	9,700	0	0%
	TOTAL OPERATIONS	$125,676	$124,294	$232,817	$108,523	87%
	UTILITIES					
	Power	$0	$0	$0	$0	$0
	Water/ Sewer	0	0	0	0	0
363	Telephone Services	0	300	300	0	0%
	TOTAL UTILITIES	$0	$300	$300	$0	0%
	INDIRECT COST	$0	$0	$0	$0	0%
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0	$0	0%
	TOTAL APPROPRIATIONS	$1,040,983	$1,239,791	$1,406,456	$166,665	13%

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)					
UNCLASSIFIED	0	0	0	0	
CLASSIFIED	11	14	14	0	
TOTAL FTEs	11	14	14	0	

Government of Guam
Fiscal Year 2018
Program Budget Digest

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - ATTORNEYS

		A	B	C
Budget Account Code	Appropriation Classification	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$0	$491,087	$516,144
112	Overtime/Special Pay	0	0	0
113	Benefits	0	175,345	183,905
		0	0	0
	TOTAL PERSONNEL SERVICES	$0	$666,432	$700,049
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	27,151	37,706
233	OFFICE SPACE RENTAL:	0	65,602	66,096
240	SUPPLIES & MATERIALS:	0	5,690	6,380
250	EQUIPMENT: <$5000.00	0	3,900	2,000
271	DRUG TESTING	0	1,000	1,000
290	MISCELLANEOUS:	0	7,500	9,500
	TOTAL OPERATIONS	$0	$110,843	$122,682
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	300	300
	TOTAL UTILITIES	$0	$300	$300
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$0	$777,575	$823,031

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	5	6	6
TOTAL FTEs	5	6	6

Note 1 - Contractual: The request for funds under this category is to pay for Malpractice Insurance ($4,100), lease of copy machine ($3,300), West Law Services ($8,405), maintenance agreement for PDS phones and internet services ($4,847), and renewal for Internet Domain ($1,500), Abacus tech support ($2,871), to pay for off-site back up ($428) and network security ($1,000) and antivirus software license ($600). The additional request is to pay for email G-Suite ($1,680), and. Vehicle Lease ($5,100), Insurance ($2,075) Maintenance Copy Machine ($1,800).
Note 2 - Equipment: The request for funds is to pay for replacement computers for 1 attorney ($2,000)..
Note 3 - Miscellaneous: The request for funds is to pay for Guam Bar Dues ($2,100) , the registration fees for attorneys/staffs' on-island training/conference ($5,500), annual NACDL dues ($200), legal subscriptions/training materials ($500), and publication for job/RFP/Bid announcements($1,200).

Government of Guam
Fiscal Year 2018
Program Budget Digest

[BD-1]

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - INVESTIGATIVE SERVICES

Budget Account Code	Appropriation Classification	A FY 2016 Expenditures & Encumbrances	B FY 2017 Authorized Level	C FY 2018 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$0	$122,388	$135,880
112	Overtime/Special Pay	0	0	0
113	Benefits	0	41,049	44,042
		0	0	0
	TOTAL PERSONNEL SERVICES	$0	$163,437	$179,922
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$1,350	$1,350
230	CONTRACTUAL SERVICES:	0	1,899	1,399
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	2,000	2,000
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	2,100	100
	TOTAL OPERATIONS	$0	$7,349	$4,849
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$0	$170,786	$184,771

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	1	2	2
TOTAL FTEs	1	2	2

Note 1- Contractual: The request for funds is to pay for Abacus Tech Support ($857), Server essentials ($142), and Notary bonding ($400)
Note 2 - Equipment: The request for funds is to pay for replacement of obsolete workstations ($2,000)
Note 3 - Miscellaneous: The request for funds is to pay for and 2 process servers ($100).

Government of Guam
Fiscal Year 2018
Program Budget Digest

[BD-1]

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL SECRETARIAL SERVICES

		A	B	C
Budget Account Code	Appropriation Classification	FY 2016 Expenditures & Encumbrances	FY 2017 Authorized Level	FY 2018 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$0	$111,295	$115,454
112	Overtime/Special Pay		0	0
113	Benefits	0	46,856	51,336
		0	0	0
	TOTAL PERSONNEL SERVICES	$0	$158,151	$166,790
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	1,999	1,699
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$0	$1,999	$1,699
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$0	$160,150	$168,489

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	2	3	3
TOTAL FTEs	2	3	3

Note 1- Contractual: The request for funds is to pay for Abacus Tech Support ($1,285), Server essentials ($214), and Notary bonding ($200)

Government of Guam
Fiscal Year 2018
Program Budget Digest

[BD-1]

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - LEGAL CLERICAL SERVICES

Budget Account Code	Appropriation Classification	A FY 2016 Expenditures & Encumbrances	B FY 2017 Authorized Level	C FY 2018 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$0	$58,770	$60,785
112	Overtime	0	0	0
113	Benefits	0	20,543	18,153
		0	0	0
	TOTAL PERSONNEL SERVICES	$0	$79,313	$78,938
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	1,499	999
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	2,000	2,000
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	100	100
	TOTAL OPERATIONS	$0	$3,599	$3,099
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$0	$82,912	$82,037

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	1	2	2
TOTAL FTEs	1	2	2

Note 1- Contractual:The request for funds is to pay for Abacus Tech Support ($857), Server essentials ($142)
Note 2 - Equipment<$5000: For replacement of computer.
Note 3- Miscellaneous: The request is to pay for process server fees.

Government of Guam
Fiscal Year 2018
Program Budget Digest

[BD-1]

JUDICIARY
Agency: PUBLIC DEFENDER SERVICE CORPORATION
Program: ALTERNATE PUBLIC DEFENDER - ADMINISTRATIVE

Budget Account Code	Appropriation Classification	A FY 2016 Expenditures & Encumbrances	B FY 2017 Authorized Level	C FY 2018 Proposed Budget
	PERSONNEL SERVICES			
111	Regular Salaries/Increments/Special Pay	$0	$31,076	$31,076
112	Overtime	0	0	0
113	Benefits	0	16,788	16,564
		0	0	0
	TOTAL PERSONNEL SERVICES	$0	$47,864	$47,640
	OPERATIONS			
220	TRAVEL - Off-Island/Local Mileage Reimburs.	$0	$0	$0
230	CONTRACTUAL SERVICES:	0	504	100,488
233	OFFICE SPACE RENTAL:	0	0	0
240	SUPPLIES & MATERIALS:	0	0	0
250	EQUIPMENT: <$5000.00	0	0	0
271	DRUG TESTING	0	0	0
290	MISCELLANEOUS:	0	0	0
	TOTAL OPERATIONS	$0	$504	$100,488
	UTILITIES			
	Power	$0	$0	$0
	Water/ Sewer	0	0	0
363	Telephone Services	0	0	0
	TOTAL UTILITIES	$0	$0	$0
	INDIRECT COST	$0	$0	$0
450	CAPITAL OUTLAY >$5000.01	$0	$0	$0
	TOTAL APPROPRIATIONS	$0	$48,368	$148,128

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)			
UNCLASSIFIED	0	0	0
CLASSIFIED	0	1	1
TOTAL FTEs	0	1	1

Note 1 - Contractual: The request for funds is to pay for Abacus License and Tech Support Fee ($504) and the Administrative Support Annual Fee to PDSC ($99,984).

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
Summary
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: **ALTERNATE PUBLIC DEFENDER**

PROGRAM: **SUMMARY**

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	----	ATTORNEYS	----	----	$507,856	$0	$2,200	-	$6,088	$516,144	$140,872	$2,970	$0	$7,484	$1,122	$29,605	$1,851	$183,904	$700,049
2	----	INVESTIGATIVE SERVICES	----	----	126,227	7,282	0	-	2,370	135,880	37,245	495	0	1,970	374	3,496	463	44,043	179,922
3	----	LEGAL SECRETARIAL	----	----	114,798	0	0	-	656	115,454	31,646	1,485	0	1,674	561	14,951	1,018	51,335	166,789
4	----	LEGAL CLERICAL	----	----	60,247	0	0	-	538	60,785	14,111	990	0	881	374	1,572	224	18,153	78,938
5	----	ADMINISTRATIVE	----	----	31,076	0	0	----	0	31,076	8,518	495	0	451	187	6,510	403	16,564	47,640
			Grand Total:	----	$840,204	$7,282	$2,200	----	$9,653	$859,339	$232,392	$6,435	$0	$12,460	$2,618	$56,134	$3,960	$313,999	$1,173,339

* **10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~**

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

FUNCTIONAL AREA:

DEPARTMENT/AGENCY ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	Input by Department														Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	AL5-7	$112,997	$0	$0	3/27/2019	$0	112,997	$ 30,972	$495	$0	$ 1,638	$187	$3,781	$224	$ 37,298	$150,295
2	APD-101	ATTORNEY L-4	GEORGE NEIL P. VALDES	AL4-4	84,200	0	0	5/30/2018	1,681	85,881	23,540	495	-	1,245	187	6,517	375	32,359	118,241
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	AL4-6	94,194	0	1200	3/16/2018	2,946	98,340	26,626	495	-	1,426	187	4,809	278	33,821	132,161
4	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	AL4-6	94,194	0	0	8/13/2018	773	94,967	26,030	495	-	1,377	187	1,464	224	29,778	124,745
5	APD-108	ATTORNEY L-3	LISA D. LORIG	AL3-3	71,446	0	1000	6/15/2018	688	73,134	19,772	495	-	1,060	187	6,517	375	28,406	101,540
6	APD-111	ATTORNEY L-1	ALEYSHIA F. YOUNG	AL1-1	50,825	0	0	3/6/2019	0	50,825	13,931	495	-	737	187	6,517	375	22,242	73,067
			Grand Total:	----	$507,856	$0	$2,200	----	$6,088	$516,144	$ 140,872	$2,970	$0	$ 7,484	$1,122	$29,605	$1,851	$ 183,904	$700,049

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G +H+I+J) Subtotal
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-101	ATTORNEY L-4	GEORGE NEIL P. VALDES	0	0	0	0	0	0	0	0
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	0	1,200	0	0	0	0	0	1,200
4	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	0	0	0	0	0	0	0	0
5	APD-108	ATTORNEY L-3	LISA D. LORIG	0	1,000	0	0	0	0	0	1,000
6	APD-111	ATTORNEY L-1	ALEYSHIA F. YOUNG	0		0	0	0	0	0	
			Grand Total:	$0	$2,200	$0	$0	$0	$0	$0	$2,200

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

[BBMR SP-1]

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	Input by Department														Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	ML04-16	$74,032	$4,271	$0	3/27/2018	$1,096	$79,399	$21,763	$0	$0	$1,151	$187	$1,924	$240	$25,266	$104,665
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	KL04-6	52,195	3,011	0	2/13/2017	1,274	56,480	15,481	495	0	819	187	1,572	223	18,777	75,257
3																			
4																			
5																			
			Grand Total:	----	$126,227	$7,282	$0	----	$2,370	$135,880	$37,245	$495	$0	$1,970	$374	$3,496	$463	$44,043	$179,922

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	$4,271	$0	$0	$0	$0	$0	$0	$4,271
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	3,011	0	0	0	0	0	0	3,011
			Grand Total:	$7,282	$0	$0	$0	$0	$0	$0	$7,282

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-113	LEGAL SECRETARY - Supervisor	NORMA D. AGUON	L-4	$41,479	$0	$0		$0	$41,479	$11,369	$495	$0	$601	$187	$6,510	$403	$19,566	$61,045
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-9	41,349	0	0	3/20/2018	656	42,005	11,514	495	0.00	609	187	1,924	240	14,969	56,974
3	APD-106	LEGAL SECRETARY II	VACANT	I-3	31,970					31,970	8,763	495	0.00	464	187	6,517	375	16,801	48,771
			Grand Total:	----	$114,798	$0	$0	----	$656	$115,454	$31,646	$1,485	$0	$1,674	$561	$14,951	$1,018	$51,335	$166,789

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-113	LEGAL SECRETARY - Supervisor	NORMA D. AGUON	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	0	0	0	0	0	0	0	0
3	APD-106	LEGAL SECRETARY II	VACANT	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

[BBMR SP-1]

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H-9	$35,287	$0	$0	3/4/2019	$0	$35,287	$9,672	$495	$0	$512	$187	$1,572	$224	$12,662	$47,949
2	APD-110	LEGAL CLERK I	LEONA J. SISON	F-3	24,960	0	0	2/23/2018	538	25,498	4,439	495	0	370	187	0	0	5,491	30,990
			Grand Total:	----	$60,247	$0	$0	----	$538	$60,785	$14,111	$990	$0	$881	$374	$1,572	$224	$18,153	$78,938

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-110	LEGAL CLERK I	LEONA J. SISON	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ADMINISTRATIVE

Government of Guam
Fiscal Year 2018
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.01*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1		ADMINISTRATIVE ASSISTANT	NEW	J-1	$31,076	$0	$0	10/1/2018	$0	$31,076	$8,518	$495	$0	$451	$187	6,510	403	$16,564	$47,640
			Grand Total:	----	$31,076	$0	$0	----	$0	$31,076	$8,518	$495	$0	$451	$187	$6,510	$403	$16,564	$47,640

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2017 GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2017 GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2017 GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Overtime Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H +I+J) Subtotal
1		ADMINISTRATIVE ASSISTANT	NEW	$0	$0	$0	$0	$0	$0	$0	$0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

[BBMR SP-1]

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
Summary
(CURRENT)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: **ALTERNATE PUBLIC DEFENDER**

PROGRAM: **SUMMARY**

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment Date	Increment Amt.	(E+F+G+I) Subtotal	Benefits: Retirement (J *27.41%)	Benefits: Retire (DDI) ($19.02*26PP)	Benefits: SS (6.2%*J)	Benefits: Medicare (1.45%*J)	Benefits: Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	----	ATTORNEYS	----	----	$480,223	$0	$2,200	-	$8,022	$489,445	$133,554	$2,970	$0	$7,097	$1,122	$24,771	$1,702	$171,216	$660,661
2	----	INVESTIGATIVE SERVICES	----	----	112,519	7,282	-	-	1,294	121,095	33,192	495	-	1,756	374	3,496	463	39,776	160,871
3	----	LEGAL SECRETARIAL	----	----	112,359	-	-	-	-	112,359	30,798	1,485	-	1,629	561	14,951	1,018	50,442	162,801
4	----	LEGAL CLERICAL	----	----	57,199	-	-	-	519	57,718	15,820	990	-	837	374	1,572	224	19,817	77,535
			Grand Total:	----	$762,300	$7,282	$2,200	----	$9,835	$780,617	$213,364	$5,940	$0	$11,319	$2,431	$44,790	$3,407	$281,252	$1,061,869

* **10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~**

1/ FY 2016 (Proposed) GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2016 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: ATTORNEYS

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

	Input by Department														Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	AL5-6	$101,009	$0	$0	3/27/2018	$0	$101,009	$ 27,687	$495	$0	$ 1,465	$187	$3,781	$224	$ 33,838	$ 134,847
2	APD-101	ATTORNEY L-4	GEORGE NEIL P. VALDES	AL4-3	81,294	0	1200	5/30/2018	2,425	84,919	22,947	495	0	1,231	187	6,517	375	31,753	116,672
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	AL4-5	89,057	0	0	3/16/2017	2,786	91,843	25,174	495	0	1,332	187	4,809	278	32,275	124,118
4	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	AL4-5	89,057	0	0	8/13/2017	593	89,650	24,573	495	0	1,300	187	1,464	224	28,243	117,893
5	APD-108	ATTORNEY L-3	LISA D. LORIG	AL3-2	68,981	0	1000	6/15/2017	2,219	71,200	19,242	495	0	1,032	187	1,683	226	22,865	94,065
	APD-111	ATTORNEY L-1	ALEYSHIA F. YOUNG	AL1-1	50,825	0	0	3/6/2019	0	50,825	13,931	495	0	737	187	6,517	375	$ 22,242	73,067
			Grand Total:	----	$480,223	$0	$2,200	----	$8,022	$489,445.46	$ 133,554	$2,970	$0	$ 7,097	$1,122	$24,771	$1,702	$ 171,216	$ 660,661

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2016 (Proposed) GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2016 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	APD-100	ATTORNEY L-5 (MNG ATTY)	ANA MARIA C. GAYLE	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-101	ATTORNEY L-4	GEORGE NEIL P. VALDES	0	1,200	0	0	0	0	0	1,200
3	APD-102	ATTORNEY L-4	JOHN P. MORRISON	0	0	0	0	0	0	0	0
4	APD-103	ATTORNEY L-4	JAMES N. SPIVEY, JR.	0	0	0	0	0	0	0	0
5	APD-108	ATTORNEY L-3	LISA D. LORIG	0	1,000	0	0	0	0	0	1,000
	APD-111	ATTORNEY L-1	ALEYSHIA F. YOUNG								
			Grand Total:	$0	$2,200	$0	$0	$0	$0	$0	$2,200

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

[BBMR SP-1]

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: INVESTIGATIVE SERVICES

	Input by Department														Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	ML04-15	$71,528	$4,271	$0	3/27/2018	$0	$75,799	$20,777	$0	$0	1,099	$187	$1,924	$240	$24,226.59	$100,026
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	KL04-5	40,991	3,011	0	2/13/2016	1,294	45,296	12,416	495	0	657	187	1,572	223	15,549	60,845
			Grand Total:	----	$112,519	$7,282	$0	----	$1,294	$121,095	$33,192	$495	$0	1,756	$374	$3,496	$463	$39,776	$160,871

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2016 (Proposed) GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2016 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	+E+F+G+H+I+J) Subtotal
1	APD-104	INVESTIGATOR II	NORMA L. SALAS	$4,271	$0	$0	$0	$0	$0	$0	$0
2	APD-109	INVESTIGATOR I	JULIE ANN G. SABLAN	3,011	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL SECRETARIAL

FUND:

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-113	LEGAL SECRETARY - Supervisor	NORMA D. AGUON	L-4	$41,479	$0	$0		$0	$41,479	$11,369	$495	$0	$601	$187	$6,510	$403	$19,566	$61,045
2	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	J-8	$40,077	$0	$0	3/20/2018	$0	$40,077	$10,985	$495	$0	$581	$187	$1,924	$240	$14,412	$54,489
3	APD-106	LEGAL SECRETARY II	VACANT	I-3	30,803	0	0		0	30,803	8,443	495	$0	447	187	6,517	375	16,464	47,267
			Grand Total:	----	$112,359	$0	$0	----	$0	$112,359	$30,798	$1,485	$0	$1,629	$561	$14,951	$1,018	$50,442	$162,801

* Night Differential / Hazardous / Worker's Compensation / etc.

1/ FY 2016 (Proposed) GovGuam contribution rate of 27.41% for the Government of Guam Retirement is subject to change.

2/ FY 2016 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
				Special Pay Categories							
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	~~Night~~ Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	~~Nurse~~ Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	+E+F+G+H+I+J) Subtotal
	APD-113	LEGAL SECRETARY - Supervisor	NORMA D. AGUON								
1	APD-105	LEGAL SECRETARY III	JANET L. ROSARIO	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-106	LEGAL SECRETARY II	VACANT	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

1/ 10% of reg. rate, applicable from 6pm- 6am, ~~employee must work 4 hours consecutive after 6pm for entitlement of the pay~~

2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

[BBMR SP-1]

Government of Guam
Fiscal Year 2017
Agency Staffing Pattern
(CURRENT)

FUNCTIONAL AREA:

DEPARTMENT/AGENCY: ALTERNATE PUBLIC DEFENDER

PROGRAM: LEGAL CLERICAL

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title	Name of Incumbent	Grade / Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J *27.41%)	Retire (DDI) ($19.02*26PP)	SS (6.2%*J)	Medicare (1.45%*J)	Life 1/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	H-7	$33,150	$0	$0	10/4/2017	$0	$33,150	$9,086	$495	$0	$481	$187	$1,572	$224	$12,045	$45,195
2	APD-110	LEGAL CLERK I	LEONA J. SISON	F-2	24,049	0	0	2/23/2017	519	24,568	6,734	495	0	356	187	0	0	7,772	$32,340
			Grand Total:	----	$57,199	$0	$0	----	$519	$57,718	$15,820	$990	$0	$837	$374	$1,572	$224	$19,817	$77,535

* Night Differential / Hazardous / Worker's Compensation / etc.

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2/ FY 2016 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

	Input by Department										
					Special Pay Categories						
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
					1/	2/	3/	4/	5/	6/	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay Reg + 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	)+E+F+G+H+I+J) Subtotal
1	APD-107	LEGAL CLERK II	MICHAEL S. BORRETA	$0	$0	$0	$0	$0	$0	$0	$0
2	APD-110	LEGAL CLERK I	LEONA J. SISON	0	0	0	0	0	0	0	0
			Grand Total:	$0	$0	$0	$0	$0	$0	$0	$0

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2/ Applies to law enforcement personnels

3/ Applies to solid waste employees

4/ 1 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday

5/ 1 ½ of reg. rate of pay on daily work exceeding 8 hours

6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2016? Yes	No
Malpractice Insurance	1 year		$ 4,100.00	x	
Westlaw Services (+1 attorney)	1 year		$ 8,405.00	x	
Annual Phone Maintenance	1 year		$ 4,847.00	x	
Lease of Copier Machine (Continuing Lease)	12 mons	249.00	$ 3,300.00	x	
Internet - Domain Name and Email Hosting Web Site	1 year		$ 1,500.00	x	
Abacus License / Tech Support	1 year		$ 6,300.00	x	
Network Security Services	1 year		$ 1,000.00	x	
Antivirus Software License	1 year		$ 600.00	x	
Notary Bond	1 year		$ 600.00	x	
Carbonite Server Essentials	1 year		$ 1,000.00	x	
G-Suite	1 year		$ 1,680.00		x
Vehicle Lease	1 year		$5,100.00		x
Vehicle Insurance	1 year		$1,100.00		x
Contents Insurance	1 year		$975.00		x
Maintenance of Copier Machines	1 year		$1,800.00		x
Administrative Support Fee			$ 99,984.00		x
Total Contractual			**$ 142,291.00**		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2016? Yes	No
Office Supplies (batteries, binders, calling cards,			$ 6,380.00	x	
computer disks, daily appointment calendars,					
computer cdr/disks, daily appointment calendars,					
envelopes, expandable folders, fasteners, file foders,					
file labels, notary books, notary seals, clips,					
pens/pencils, post it, postage stamps, scotch tape,					
staplers, staples, two/three hole punch,					
two/three hole perforator, correction tape, xerox					
paper, yellow pads). Computer supplies (parts, ink /					
toner, cartridges) Sundries (hand sanitizer, clorox					
wipes, water)					
Total Supplies & Materials			**$ 6,380.00**		

Schedule D - Equipment<$5,000.00

Item	Quantity	Unit Price	Total Price	Funded in FY 2016? Yes	No
Replace Obsolete Workstation	3	2,000.00	$ 6,000.00	x	
Total Equipment			**$ 6,000.00**		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2016? Yes	No
Guam Bar Dues	6		$ 2,100.00	x	
Professional Dues for NACDL	1	200.00	$ 200.00	x	
Legal Subscriptions/Training Materials			$ 500.00	x	
Process Server Fees	4	50.00	$ 200.00	x	
Local Training for Attorneys and Staff			$ 5,500.00	x	
Publication of Job Announcements/Bids			$ 1,200.00	x	
Total Miscellaneous			**$ 9,700.00**		

Schedule F - Capital Outlay>$5,000.01

Item	Quantity	Unit Price	Total Price	Funded in FY 2016? Yes	No
Total Capital Outlay			**0.00**		