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
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Alisha L. Molyneux
Haig T. Huynh
Rocky P. Kingree
Zachary C. Taimanglo
Eric R. Overton
Kristin D. Smith

April 13, 2017

Hand-Delivered

GCA 34-17-406
Speaker Benjamin J.F. Cruz

APR 17 2017
Time: 1136 AM PM File No.
Received By:

2017 APR 17 AM 11:45

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 Tuesday, March 21, 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: _____

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Tuesday, March 21, 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, March 14, 2017
B. Notice: 48 Hours — The Guam Post, Friday, March 17, 2017

IV. Determination of Quorum

V. Approval of Minutes: Regular Meeting of Tuesday, February 27, 2017

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)
E. Records Retention Policy
F. APD FY2018 Budget

VII. New Business

VIII. Executive Session

A. Personnel Issues

IX. Public Discussion

X. Adjournment and Next Meeting Date

Tuesday, April 25, 2017 at 12:30PM

WikiLeaks' latest release raises questions about who and why

WASHINGTON (AP) – It's not just who did it, but why.

WikiLeaks' release of nearly 8,000 documents that purportedly reveal secrets about the CIA's tools for breaking into targeted computers, cellphones and even smart TVs has given rise to multiple theories about who stole the documents and for what reason.

Perhaps it was a U.S. spy or contractor who felt jilted. Maybe the CIA was exposed by a foreign country that wanted to embarrass U.S. intelligence. Could it have been a CIA insider worried about Americans' privacy rights?

Some possible motives behind last week's disclosure:

From the source

In a statement released with the documents, the anti-secrecy group launched by Julian Assange in 2006 said the source told the organization that there are policy questions in urgent need of public debate Among them were "whether the CIA's hacking capabilities exceed its mandated powers" and the "problem of public oversight of the agency."

The CIA, while not confirming that the documents are authentic, isn't necessarily buying that explanation. "As we've said previously, Julian Assange is not exactly a bastion of truth and integrity," CIA spokeswoman Heather Fritz Horniak said. She said the CIA's work would continue "despite the efforts of Assange and his ilk."

Robert Chesney, a national security law expert from the University of Texas School of Law, said WikiLeaks could have put the material online to damage the reputation of U.S. intelligence agencies.

"Julian Assange is in the business of trying to reduce American power. That's just fact," he said. "It's about giving the CIA's reputation a black eye," he said.

Assange said during an online news conference Thursday that it was "not true" that WikiLeaks was focused on the United States. He cited recent publications dealing with Germany and Turkey and numerous references to Russia and China throughout WikiLeaks' previous releases. "People raise this for distracting reasons, to try to question the messenger because the content itself is so powerful," he said.

Jilted contractor

Spies go rogue for many reasons: money, a quest for fame, ego, they are coerced or compromised.

WikiLeaks said the material came from an "isolated high-security network" inside the CIA's Center for Cyber Intelligence. The group said the material "appears to have been circulated among former U.S. government hackers and contractors in an unauthorized manner" and that one of them gave WikiLeaks part of this cache.

Assange suggested that spies, former intelligence officials and contractors had been sharing the material, potentially to feed a growing for-profit market in electronic espionage tools. He said it appeared that not only was it being spread among contractors and former American computer hackers for hire, but "now may be in the black market."

Traditionally, money has been a key motive. But Frank Cilluffo, who directs the Center for Cyber and Homeland Security at George Washington University, thinks leakers might leak for different reasons today. "If they were doing it to make money, why would they go to WikiLeaks?" he asked.

He said Edward Snowden, a former contractor for the National Security Agency who leaked classified material exposing U.S. government surveillance programs, was not motivated by money. Likewise, Chelsea Manning, who was convicted of leaking many thousands of classified government and military documents to WikiLeaks while serving as an intelligence analyst in Iraq, said she did it not for money but to raise awareness about the war's impact on innocent civilians.

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EDWARD B. CALVO
Honorable Governor
RAYMOND S. TENORIO
Honorable Lt. Governor

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OPEN JOB ANNOUNCEMENT

The A.B. Won Pat International Airport Authority, Guam (GIAA), a public corporation and instrumentality of the Government of Guam, seeks qualified individuals to establish a list for the following positions:

Announcement No. 05-17
ENGINEER I (Mechanical)

Announcement No. 06-17
ENGINEER II (Mechanical)

Announcement No. 07-17
ENGINEER III (Mechanical)

Please refer to www.guamairport.com for complete details on these positions. Submit Applications to the GIAA Personnel Office, 3rd floor Administrative Offices, Airport Terminal. Should you need additional information or clarification, please call (671) 646-0300~03.

CHARLES H. ADA II
Executive Manager

PETER ROY MARTINEZ
Deputy Executive Manager

AD PAID FOR BY:
ATURIDAT PUETTON BATKON AIREN ENTENASIONAT GUAHAN

P.O. Box 8770 Tamuning, GU 96931
Tel: (671) 646-0300 Fax: (671) 646-8823

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION

The Judicial Council of Guam will conduct its monthly meeting on Thursday, March 16, 2017, in the Justice Monessa G. Lujan Appellate Courtroom located on the 3rd Floor of the Guam Judicial Center, 120 West O'Brien Drive in Hagåtña at 12:00 p.m. The agenda will be made available prior to the meeting. In addition, there will be an Executive Session of the Judicial Council of Guam following the discussion of regular meeting agenda items. The agenda for the Executive Session will be to discuss the appeals pursuant to JC Resolution 14-016 and Grievance Appeal No. 16-001.

Any person(s) needing special accommodations, auxiliary aids or services, please contact the Administrator of the Courts at 475-3544, or Joanna S. McDonald at 475-3300.

/s/ CHIEF JUSTICE KATHERINE A. MARAMAN
Chairman

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct its regular scheduled board meeting on **Tuesday, March 21, 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.

GUAM DEPARTMENT OF EDUCATION

OFFICE OF SUPPLY MANAGEMENT

500 Mariner Avenue, Suite A-13 Barrigada, Guam 96913-1608
Telephone 671-475-0438 Fax 671-472-5001
Website: www.gdoe.net/procurement

JON J.P. FERNANDEZ
Superintendent of Education

CARMEN T. CHARFAUROS
Administrator
Supply Management

INVITATION FOR BID

GDOE IFB 013-2017
SUMMER SCHOOL BUSSING

SUBMISSION DATE: Tuesday, March 28, 2017 at 10:00 a.m. ChST

THIS IFB PACKAGE IS AVAILABLE FOR IMMEDIATE PICK UP AT THE OFFICE OF SUPPLY MANAGEMENT
TIYAN BUILDING A.
500 MARINER AVENUE
OR FOR IMMEDIATE DOWNLOAD AT:

http://www.gdoe.net/procurement

A NON-REFUNDABLE FEE OF $10.00 (CASH ONLY) IS REQUIRED UPON PICK-UP

THIS AD IS 100% FEDERALLY FUNDED
Grant Award #S403A150005

/s/ CARMEN T. CHARFAUROS
SUPPLY MANAGEMENT ADMINISTRATOR

Doc. No. 34GL-17-0406.*

For: **JON J.P. FERNANDEZ**
SUPERINTENDENT OF EDUCATION

Governor assembles team to deal with illegal dumping

If you see someone illegally dumping trash, take a photo of the vehicle and give the Guam Environmental Protection Agency a call, the governor's office stated.

If Guam residents need help with trash pickup, they can call Guam EPA at 300-4751, or they may call the governor's office at 472-8931 and speak to Community Affairs, according to the governor's office.

Basta Y Basula

Gov. Eddie Calvo on Wednesday announced the newly created Basta Y Basula, a team to address illegal dumping and clean up some of the island's worst illegal dumpsites.

The Department of Public Works and the Guam EPA will be leading this effort.

"There are illegal dumping areas throughout the island - some of them are so bad you can see the trashed areas on Google Earth," the governor said. "That just saddens and frustrates me. This is our home. Why would we want to see the beauty of the paradise we've been blessed with marred by unsightly and unhealthy trash?"

"In some areas, particularly up north, there is trash piled up in areas that are right above our water lens - as little as 20 feet of limestone and dirt is all that separates the trash from the water that we drink, that we bathe in, that we use to cook our food," he said.

Multi-agency effort

Basta Y Basula includes the governor's senior staff, the lieutenant governor's Islandwide Beautification Task Force, Guam EPA, DPW, Guam Police Department, Department of Parks and Recreation, Bureau of Statistics and Plans and the Guam Department of Education. The team will be working on an educational campaign as well as looking for ways to strengthen Guam's laws to hold people accountable for illegally dumping their trash.

The team will also work with the Guam Solid Waste Authority to encourage people to sign up for curbside trash pickup.

(Daily Post Staff)

Six Teacher of the Year finalists named

The Guam Department of Education and the Foundation for Public Education announced the six semi-finalists for the 2017 Teacher of the Year. They are:

- Melissa B. Camacho - Jose Rios Middle School
- Billy Jay Navarre - Upi Elementary School
- Monica G. Cepeda - Ordot Chalan Pago Elementary School
- Analyn V. Palugod - Adacao Elementary School
- Melanie C. Escobar - Wettengel Elementary School
- Mabel M. Uncangco - Tamuning Elementary School

They will move on to the interview phase, which will narrow down the group to three finalists. The last phase includes classroom observations conducted by the judges. ***(Daily Post Staff)***

NOTICE OF PUBLIC MEETING

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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.



GUAM WATERWORKS AUTHORITY
"Better water. Better Lives."
Gloria B. Nelson Public Service Building,
688 Route 15, Mangilao, Guam 96913
Tel: (671) 300-6026/27 • Fax: (671) 649-3750

*THIS AD IS PAID FOR BY GWA (PUBLIC LAW 26-12)

INVITATION FOR BID

The GUAM WATERWORKS AUTHORITY will receive sealed bids for the following, **GWA IFB 2017-08 for Galvanized Pipes**. Bids in duplicate copy will be accepted until **10:00 a.m.** Chamorro Standard Time and **GWA IFB 2017-11 for Printer Pool Plan**. Bids in duplicate copy will be accepted until **2:00 p.m.** Chamorro Standard Time, **April 05, 2017** at the GWA Procurement Office first floor located at the Gloria B. Nelson Public Services Building in Mangilao at which time and place all bids will be publicly opened and read aloud. All bids must be accompanied by a Bid I Performance Bond in the amount of 15 percent (15%) of the total bid price. Bid security may be bid/performance bond, Surety Bond, certified check or cashier check made payable to Guam Waterworks Authority. A non-refundable amount of $15.00 is required for the purchase price of every set of bidding documents which are available at the GWA Procurement Office. Bidders can download a bid package at www.guamwaterworks.org without charge, although vendors are strongly encouraged to contact or visit GWA Procurement Office to register to ensure that updated information, notices or bid amendments are distributed to you.

GWA reserves the right to revise or reject any or all proposals and to waive any minor imperfection in the bid proposal in the interest of the Guam Waterworks Authority.

/s/ MIGUEL C. BORDALLO, P.E.
General Manager

GUAM DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT
500 Mariner Avenue, Suite A-13 Barrigada, Guam 96913-1608
Telephone 671-475-0438 Fax 671-472-5001
Website: www.gdoe.net/procurement

JON J.P. FERNANDEZ
Superintendent of Education

CARMEN T. CHARFAUROS
Administrator
Supply Management

INVITATION FOR BID

GDOE IFB 009-2017
AIR CONDITIONING SYSTEMS PREVENTIVE MAINTENANCE, INSPECTION, AND REPAIR SERVICES

SUBMISSION DATE: Thursday, April 6, 2017 at 10:00 a.m. ChST

Note: It is solely the Bidder's responsibility to review the website on a daily basis for the issuance of Amendments/Clarifications for any possible changes to the IFB.

INTERESTED BIDDERS MAY DOWNLOAD THE IFB PACKAGE AT
http://www.gdoe.net/procurement

IFB packages are available for download on the GDOE website and can be reviewed at the GDOE Office of Supply Management.

A non-refundable fee of $10.00 (cash only) is required upon pick-up or submission.

This advertisement is One Hundred Percent (100%)
LOCALLY FUNDED

/s/ CARMEN T. CHARFAUROS
SUPPLY MANAGEMENT ADMINISTRATOR

For: **JON J.P. FERNANDEZ**
SUPERINTENDENT OF EDUCATION

Doc. No. 34GL-17-0406.*

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Monday, February 27, 2017 – 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 Katherine A. Maraman, at 12:47 PM.

II. ROLL CALL:

Present:	Chief Justice Katherine A. Maraman, 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 Michael S. Moreno, Chief Fiscal Officer Julito B. Tingson, MIS Administrator Kenneth A. Lim, Computer Systems Analyst Robbie T. Call, Chief Investigator Attorney John P. Morrison Attorney Zac C. Taimanglo 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, February 20, 2017 and Friday, February 23, 2017.

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, December 20, 2016 were adopted and approved, subject to corrections.

VI. **OLD BUSINESS:**

A. Financial Status Update (PDSC and APD Allotment Releases). Chief Fiscal Officer Michael Moreno stated that PDSC's allotment is at eight two percent (82%) as of today's date.

Domestic Violence (STOP 20145 Grant Funding). CFO Moreno stated that we are awaiting the amendment to the STOP 2015 Grant to reimburse PDSC for the money advanced for the program's payroll. Currently, the DVP is at zero percent funding level. Executive Director Hattori offered background information on the DVP financial situation. According to ED Hattori, the program, at the start of this calendar year, is not funded at one hundred percent (100%) – like in the past. Consequently, the board approved the use of PDSC lapse funds to pay for half of the Family Violence Program (FVP) Specialist's salary up until December 2017. Therefore, we have assigned the specialist to do restraining orders, in addition to the protective orders that are a part of the STOP 2015 grant. Having the FVP specialist be partially funded by PDSC justifies our ability to have this person complete restraining orders – which helps with our transition as we move to lift the moratorium on civil matters.

APD Allotment. We are at one hundred percent (100%) collection level for FY2017. We just received the 2nd half of APD's allotment; which completes their FY2017 funding levels from Judiciary.

B. Public Defender Update. ED Hattori reported to board that we picked up four hundred forty seven (447) new cases for the 1st quarter of FY2017. Out of those cases, sixty six (66) were resolved. Chief Justice Maraman inquired of the disposition of the cases. Based on the discussion that ensued, Chief Justice Maraman and Presiding Judge Lamorena stated that they were more interested in seeing the total assigned cases to each attorney, to include the newly assigned cases that were presented for the first quarter of the fiscal year. Additionally, PDSC needs to ensure that the administrative support staff puts in the disposition of all their cases in Abacus so that accurate numbers are provided in the quarterly report relative to closed cases. Presiding Judge Lamorena stated that he would like to see the total number of cases that are still open. ED Hattori responded that when he last ran a comprehensive report, the total number of cases that were open was one thousand ninety eight (1,098). He added that every attorney has no more than one hundred twenty (120) active cases assigned to them.

ED Hattori advised the board that while he would like to fill the fifteenth (15th) vacant attorney slot identified in our FY2017 staffing pattern, our caseload is much lighter than when the moratorium was placed in 2008. However, the quality of our work has significantly improved, with our attorneys going to trial and writing more motions. However, if we filled the 15th attorney for our Criminal Division, our caseload would

be much smaller than when the moratorium was placed by the board and much lower than the maximum ABA standards. Today, we are operating at about half of the maximum ABA standards relative to caseload. Attorney Richard Dirkx added that we are about a month into the new attorney assignments that the ED put into place for the start of the year. Based on court room assignment, there is an Attorney 4, who serves as the lead attorney, for each of the courtrooms. Right now, the new assignment appears to be working very well with the junior attorneys getting the experience they need to enhance their trial experience.

ED Hattori advised the board that he will bring to the board his recommendation for the 15th attorney slot at one of the proceeding board meetings.

Moving on to other PDSC matters, Administrative Director Cathy Gogue reminded the board of the legal clinic that the PD and APD attorneys will be attending from April 6 – 8, 2017. Presiding Judge Lamorena mentioned that the request to excuse the attorneys from court was brought up at the Robes meeting. AD Gogue stated that based on the approval of the board, we will be charging the Private Attorney Panel (PAP) $25.00 to attend the April 6th session. The attorneys who attend will receive four (4) CLE credits.

C. <u>Alternate Public Defender Update</u>. Managing Attorney Gayle advised the board that two new attorneys will be starting at APD on March 7th. We have Aleyshia Young as an Attorney I, who will be assigned to juvenile and misdemeanor cases. Lisa Lorig, who is an Assistant Attorney General, will be coming over as an Attorney III. Attorney Lorig will be transferring from the Attorney General's office since we lost Eric Overton to the PD. Additionally, we recently hired Legal Secretary Supervisor, Norma Aguon, who started with our office today. She transferred from PDSC, bringing over 21-years of legal experience.

MA Gayle went over APD's stats that need to be refined in order for the board to make sense of the numbers. Chief Justice Maraman stated that what she would like to see is the cases that are pending – more so, what is the attorney caseload and how many cases are assigned to each attorney. MA Gayle said that these numbers will be provided at the next board meeting.

D. <u>Corporate Vehicle</u>. MA Gayle reported that they have been working to either purchase or lease a car for APD. This item has been on the board agenda for over a year now and that they have been waiting for special lease promotions similar to that which is offered in the states. However, she stated that she doesn't believe that any of the car rental companies currently have competitive mainland rates that we have been anticipating. Therefore, MA Gayle included the rental of an automobile in the FY2018 budget under contractual services – similar to that of PD's. She further explained that when APD started, we did not need a car because the staff size and client numbers were much smaller than what it is today. Additionally with our growth, our move to Sinajana, and the fact that we serve subpoenas, interview witnesses out in the field as well as file documents at the AG's office, there is a need for a small SUV. We are requesting for this line item in the FY2018 budget. The car will help us with general operations. APD

has decided to budget for this item for the upcoming fiscal year as opposed to trying to use lapsed funds to obtain an automobile for field work.

E. **<u>Records Retention Policy</u>**. AD Gogue explained to the board that there are currently two (2) board resolutions, 04-05 and 95-04, which addresses how the Corporation is to handle the retention of PDSC records and/or files. The first board resolution provides for time standards of how long files are to be maintained throughout the office. The retention period is standard to that of all GovGuam departments and agencies. The second board resolution provides that client files be destroyed, whether they are archived or not, that are 10-years old from the date of closure. However, AD Gogue advised the board that with the latest resolution, it also requires that advertisements be placed in a publication of general circulation. Therefore, when the latest resolution was approved by the board, the PDSC did take out an advertisement in the Marianas Variety advising that files will be destroyed if clients did not request to retrieve their files by a certain date. In going through this process, no former clients came in to review or retrieve their files. Therefore, PDSC is suggesting the removal of paying for an ad in the resolution as well as including archiving of files/records in digital format so that the physical file is destroyed, minimizing the space that client files are currently taking in PDSC/APD offices. For example, PDSC started complete scanning of client files in 2016. A client file that is opened and closed in 2016 or thereafter can be destroyed since all documents will be available through PDSC's case management software, Abacus. By including today's technology, and having Abacus be the source for client information and case disposition, we will free up physical office space as the ease of retrieval of client information is stored indefinitely on PDSC/APD's cloud based software – Abacus. AD Gogue added that in 2005, we implemented Abacus for case management, and that today, all client documents and notes are available through Abacus.

The changes recommended to Resolution 04-05 are as follows:

1. Files can be destroyed that are 10-years old from closure, whether they are archived or not. We are recommending that we destroy files under these same circumstances that are seven years old from date closed. In changing the 10 to 7, we are staying within the GovGuam standard of 7-years.
2. That PDSC/APD not be required to pay for advertisements to destroy such records since the court has all judgements and orders for PDSC/APD cases.
3. The SOP for closed files be developed that includes Abacus as the base for all client information. All clients' notes and documents be scanned and linked into Abacus for ease of retrieval by attorneys, investigators and legal clerks.

Presiding Judge Lamorena inquired if final judgements and orders are given to the clients. ED Hattori replied that this is the current process, and that we have become the public library for our clients should they lose their documents, they do come back to our office to retrieve the extra copies we have on file.

Relative to the keeping client documents, the only exception Attorney Dirkx would like to see PDSC keep is Orders of Expungement. We should continue to keep such orders

since we are the only office that will have this document. After discussions ensued regarding the modifications to the retention policy and the presented SOP, Chief Justice Maraman suggested that perhaps this item be tabled until the next board meeting. **Motion was made by Presiding Judge Lamorena, seconded by Trustee Ada and approved by acclamation**.

F. **APD FY2018 Budget**. At this point, Chief Justice Maraman recused herself from voting and asked Trustee Ad preside over the meeting at this point. Thereafter, MA Gayle reviewed the APD budget request with the board. She stated that APD is not requesting for any new personnel in FY2018. The only increase requested by APD in personnel cost is the standard budgeted increase for employee benefits which include increments, healthcare and life insurance for APD employees that total $44,000. In terms of operations, the correlating increase will be for the new employees hired in FY2017.

Under Contractual Services, increases include a new server as well administrative costs for PDSC to handle and provide administrative support to APD. According to CFO Moreno, the admin costs that PDSC would like to access to APD comes up to approximately twenty-two percent (22%) of the cost for the Administrative Director, Personnel Specialist, MIS and Fiscal's personnel as well as other administrative support staff who handles the day-to-day functions for APD. CFO Moreno explained that he took the total number of employees combined for both PDSC and APD at 65, which includes APD's 14 employees, he then divided that total cost to come up with a pro-rated percent of twenty-two (22). From the twenty-two percent (22%), CFO Moreno then took the total cost for all administrative staff that provides administrative support to APD to come up with the administrative cost for APD at $99,984. If APD were to outsource or hire at least four (4) dedicated employees to handle their day-to-day operations, APD would need at a minimum, an Administrative Officer, Accountant II, Personnel Specialist II and a Computer Specialist for a total cost of $365,000/year for APD's dedicated administrative support staff.

ED Hattori added to the discussion that similar to the court, who provides School Resource Officers (SRO) to GDOE, there is an administrative fee that Judiciary of Guam accesses to GDOE for the SRO who are out in the public school system. Chief Justice Maraman suggested that since the budget is not due to the Judicial Council until the April meeting, she suggested deferment of the APD budget until PDSC's March meeting. She stated that she will advise the Administrator of the Courts that the budget from APD will be delayed until after the PDSC Board of Trustees' meeting in March.

There being no further discussion, motion was made by Presiding Judge Lamorena, seconded by Trustee Ada and approved by acclamation to table APD's FY2018 Budget Request until the March board meeting.

VII. **PUBLIC DISCUSSION:** There being no further new business, Chief Justice Maraman asked that public discussion be moved up before Executive Session. Chief Justice Maraman recognized Attorney Dan Somerfleck to see if he had any matters he would like to bring

up under public discussion. After hearing Attorney Somerfleck's reasons for attending PDSC's meeting, Chief Justice Maraman asked that his concerns be addressed at the March meeting under Executive Session.

The board called for a recess and went into Executive Session at 1:36 PM.

VIII. EXECUTIVE SESSION

Reconvening from Executive Session at 1:51 PM, Chief Justice Maraman advised of the following:

A. **Charmaine San Nicolas' Personnel Issue.** ED Hattori will provide his recommendation in Executive Session at the March meeting.

B. **Attorney 5, Managing Attorney Gayle's Performance Evaluation**. This will be addressed at the March meeting since there are not enough board members to fully address MA Gayle's performance evaluation.

C. **Performance Evaluation for ED Hattori**. Attorney Donna Cruz will chair ED Hattori's evaluation and will make recommendations to the board at the next board meeting.

In terms of the next scheduled board meeting, Chief Justice Maraman stated that according to the by-laws, the board meetings are to be every fourth (4^{th}) Tuesday of the month. She suggested that this schedule continue and that the next meeting be as scheduled on March 28.

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 1:53PM.

The next regularly scheduled board meeting will be on Tuesday, March 28, 2017, at 12:30PM in the Public Defender Service Corporation Conference Room.

Respectfully submitted,

CATHY GOGUE
Secretary

Agenda Item #VI-E
(Old Business)

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. Expungements
    g. Judgment of Acquittal 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 #VI-E
(Old Business)

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

[BD-1]

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).

[BBMR SP-1]

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

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)
								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	----	----	$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.

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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
	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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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

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

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**		