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
Rocky P. Kingree
Zachary C. Taimanglo
Kristin D. Smith
Earl Anthony V. Espiritu
Nathan A. Ho
Theresa G. Rojas

August 20, 2018

Hand-Delivered

GL# 34-18-2232
Speaker Benjamin J.F. Cruz

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

AUG 2 1 2018
Time: 11:30 [X] AM [ ] PM File No. 34-3008
Received By: Glenn

2018 AUG 21 AM 11:40

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, August 14, 2018.

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: _____

2232

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Tuesday, August 14, 2018 – 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, August 7, 2018
B. Notice: 48 Hours — The Guam Post, Friday, August 10, 2018

IV. Determination of Quorum

V. Approval of Minutes: Regular Meeting of Tuesday, May 22, 2018

VI. Old Business:

A. Financial Status Update (PDSC and APD) Allotment Releases
B. Public Defender Service Corporation Report – 3rd Quarter Monthly Statics **(EXHIBIT A)**
C. APD Managing Attorney's Report – 3rd Quarter Monthly Statistics **(EXHIBIT B)**
D. PDSC NLADA AmeriCorps VISTA Member Program Update **(EXHIBIT C)**

VII. New Business:

A. PDSC Lapsed Funds Request **(EXHIBIT D)**
B. APD's Request for Add'l Funding from Judiciary **(EXHIBIT E)**
C. BJA 6th Amendment Training & Technical Assistance Program **(EXHIBIT F)**

VIII. Public Discussion:

IX. Adjournment and Next Meeting Date: Tuesday, September 25, 2018 at 12:30 p.m.

Police: Man crashed vehicle while stalking ex-girlfriend

By Jamie Ward
jamie@postguam.com

Guam Police Department officers arrested a man Wednesday on suspicion of causing a traffic collision in Yigo, injuring himself while stalking his intended target and victim in a nearby vehicle.

Keith Cruz, 30, was apprehended and charged with felony terrorizing, two felony counts each of advanced stalking and family violence, in addition to misdemeanor resisting arrest for his alleged role in the incident, which initially began Tuesday and stemmed from him violating a protective order.

High-speed crash

According to a Superior Court of Guam magistrate's complaint, the crash occurred as Cruz's Toyota Highlander was passing a woman's vehicle on Route 15. Cruz's vehicle collided with a concrete pole, breaking it in two, with the vehicle bursting into flames shortly thereafter.

The court documents also state Cruz's alleged stalking victim made the 911 call alerting them to Cruz's crash and fire, and that it was she along with other drivers who helped Cruz from his smoldering vehicle. The documents state she was unaware Cruz was following her until right before the crash.

As medics attended to Cruz, he allegedly jumped up and chased after the woman. The documents state she ran off in fear of her safety, and that Cruz ran off into the jungle trying to flee when police arrived on the scene.

Cruz was caught by GPD about 600 feet from the initial crash site.

Incident the day before

He allegedly was aware that he'd violated a protective order in causing the accident. Documents state he also violated the order the previous day when witnesses were forced to call police after Cruz refused to leave despite being told by his ex-girlfriend to do so.

The woman reportedly told police at the time of that incident that she feared for her safety, and that she had made it known to him then that he was violating the protective order.

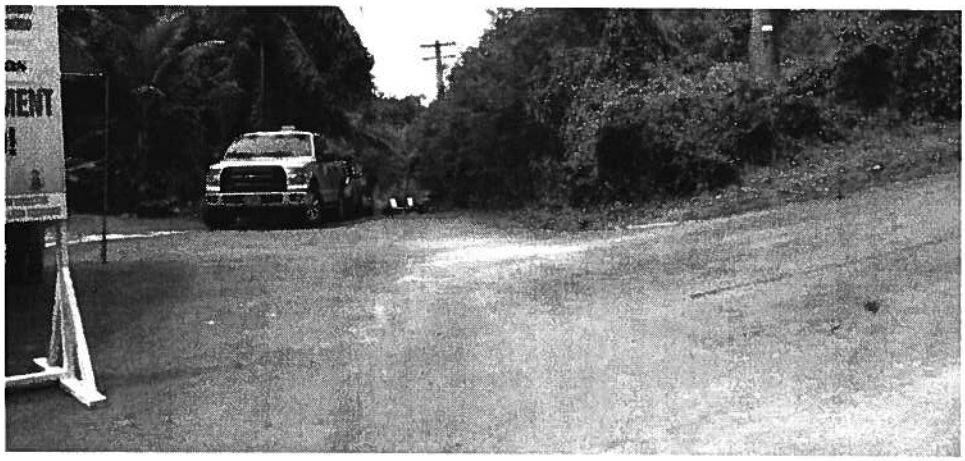
The charges



Keith Cruz, 30, was charged with felony terrorizing, two felony counts each of advanced stalking and family violence, and resisting arrest as a misdemeanor.



COLLISION: *Workers assess the damage after an SUV slammed into a concrete pole and burst into flames at about 7:30 a.m. Wednesday in Yigo. Post file photo*



Paving project smoothens pothole-dotted Ordot street

NEWLY PAVED: *Chalan Anonas Street in Ordot-Chalan Pago now sports a newly paved surface after residents in the area spent years dealing with potholes. The completion of the street's paving was marked with a ribbon-cutting ceremony Thursday attended by administration and village officials. The village road is one of more than two dozen that have been completed or are under construction as part of the island-wide pavement resurfacing project, the governor's office announced in a press release.*

Photo courtesy of the Office of the Governor



NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct its regular scheduled board meeting on **Tuesday, August 14, 2018 at 12:30 P.M.** in the Conference Room of the Public Defender Service Corporation, located at 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
Chairwoman

This public notice is paid for with government funds.

Doc. No. 34GL-18-2232.*

Detainee accused of using cellphone in jail

By Jamie Ward
jamie@postguam.com


Brandon Acosta

A prison detainee is facing an additional charge after reportedly using a cellphone while in jail to call his girlfriend and mother.

Brandon Acosta, 23, has been charged with a second-degree felony count of promoting prison contraband and using a communications device for an alleged incident in July.

According to a Superior Court of Guam magistrate's complaint, Guam Police Department officers were alerted on July 16 that Acosta may have used a cellphone to contact members of his family and girlfriend while he was detained in the Department of Corrections facilities in Mangilao and Hagåtña.

Officers then confirmed with a witness, who provided police with a phone number, that she had received calls from Acosta, the complaint states. GPD then executed a search warrant for the number, confirming it had made numerous contacts to a Department of Corrections phone.

Acosta was interviewed and said that he had used another inmate's Paytel phone account to connect with an outside number that then connected him to his mother's and girlfriend's numbers.

Court documents state that acosta eventually admitted to possessing and using a cellphone to call his mother while at the Hagåtña Detention Facility.

Previous charges

He is being held behind bars on charges of burglary, theft, drug possession and criminal trespass. Acosta is accused of breaking into three of his neighbors' homes and stealing various items including a water blaster, children's piggy banks and a leaf blower.

Port Authority opens regional training center

The Port Authority of Guam has opened its Regional Maritime Training Center at the seaport.

The center provides a venue for training in law enforcement, cyber security, emergency management and other courses related to maritime law enforcement and port operations, the agency announced Monday.

The agency kicked off the center with a course taught by the National Association of State Boating Law Administrators. The tactical operators course provides the credentials to operate alongside the U.S. Coast Guard for high-value or high-interest ships arriving or departing the Port of Guam, the agency stated.

'It's only fitting'

"The Port is proud of its in-house professional instructors and this new classroom," stated General Manager Joanne Brown. "It's only fitting that we have the capability to provide training opportunities in the maritime industry to our island and regional partners."

The new classroom can accommodate students and instructors from on and off island.

(Daily Post Staff)



RIBBON-CUTTING: *The Port Authority of Guam on Monday hosts officials at a ribbon-cutting for its regional training center. Dignitaries included Del. Madeleine Bordallo, Lt. Gov. Ray Tenorio, Coast Guard Sector Guam commander Capt. Christopher Chase and Port Authority General Manager Joanne Brown. Photo courtesy of the Port Authority of Guam*

Rios gets more time to mull guilty plea withdrawal

By John O'Connor
john@postguam.com


Vincent Rios

With a new attorney by his side, accused drug dealer Vincent Rios will have about two weeks to decide whether to move forward with his request to withdraw from his guilty plea.

Chief Judge Frances Tydingco-Gatewood of the District Court of Guam allowed more time for defense attorney Phillip Torres to review the case. He made his entry as Rios' attorney last week and said he was able to do some preliminary review, but he hasn't been able to personally speak with Rios' former defense counsel.

Torres replaced attorney Howard Trapp. A letter submitted to Tydingco-Gatewood as part of the plea withdrawal motion alleged Trapp was not completely open to Rios about the time he might spend in prison and that this information was not relayed to him.

Trapp exited the case in a subsequent hearing. The withdrawal of plea was made without counsel, Tydingco-Gatewood said. She added that if the defense wished to continue with the motion to withdraw the plea, there would need to be an evidentiary hearing because Rios was claiming ineffective counsel.

The prosecution is against the plea withdrawal.

Rosetta San Nicolas, the attorney representing the government, said the prosecution did not believe the defense's counsel was not efficient.

She said Trapp was able to negotiate out of a potential life sentence for Rios that might have been recommended based on his prior convictions.

Federal prosecutors in May recommended that Rios be sentenced to 30 years for his involvement in a lucrative drug scheme. The federal government contended that he provided no substantial assistance despite pleading guilty.

18 pounds of meth

Rios and his girlfriend, Sue Ann Baker, were picked up by law enforcement in November 2016 after they retrieved packages they mailed to their personal post office box. The packages contained 18 pounds of methamphetamine hidden in inflatable air mattresses and three clear, plastic heat-sealed bags.

Law enforcement found an additional 196 grams of meth and $14,745 cash concealed in a blue bag in the air filter of Rios' Mercedes Benz.

The Bureau of Alcohol, Tobacco, Firearms and Explosives seized approximately $1.1 million from Rios' safety deposit boxes at two local banks, as well as his Apusento Gardens condominium and Dededo home.

Baker pleaded guilty and was sentenced to two years in April.

Rios agreed to forfeit the cash, vehicles and property. He is alleged to have been involved in a criminal conspiracy for years and brought "unprecedented quantities" of meth to the island, according to the prosecution.

Rios pleaded guilty on March 29, 2017. He was to be sentenced on July 31 prior to his withdrawal of his guilty plea.

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
Chairwoman

This public notice is paid for with government funds.

Doc. No. 34GL-18-2232.

PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Tuesday, May 22, 2018 – 12:30 PM
Public Defender Service Corporation Conference Room

MINUTES

I. CALL TO ORDER:

The meeting was called to order by the Chairwoman, Chief Justice Katherine A. Maraman, at 12:45PM.

II. ROLL CALL:

Present:	Chief Justice Katherine A. Maraman, Chairwoman Presiding Judge Alberto C. Lamorena, III Attorney Jacque T. Terlaje, GBA President Mrs. Annette J.U. Ada, Member
Absent:	Attorney Donna M. Cruz, Member (Excused)
Others Present:	Attorney Stephen P. Hattori, PDSC Executive Director Attorney Richard Dirkx, Deputy Director Ana Maria Gayle, Managing Attorney Cathy Gogue, Administrative Director Michael S. Moreno, Chief Fiscal Officer Robbie Call, Chief Investigator Bernie Lizama, Personnel Specialist IV Kenneth Lim, Computer Systems Analyst Ely Quenga-Rios, Administrative Assistant Shannel Mendiola, APD Administrative Assistant Audre Hattori, APD Legal Secretary Supervisor

III. PROOF OF DUE NOTICE OF MEETINGS:

"Notice of Public Meeting" was published in the Guam Post on Wednesday, May 15, 2018 and May 18, 2018.

IV. DETERMINATION OF QUORUM:

With the presence of four (4) out of the five (5) board members, a quorum was determined for the meeting to proceed.

V. APPROVAL OF MINUTES:

Motion to approve the minutes of Tuesday, April 3, 2018 was made by Presiding Judge Alberto Lamorena and seconded by Attorney Jacque Terlaje. The minutes were adopted and approved, subject to corrections.

VI. OLD BUSINESS:

A. FINANCIAL STATUS UPDATE

Chief Justice Maraman inquired about the ten percent (10%) withholding being implemented by DOA for all government departments. Executive Director Stephen Hattori commented that the Corporation's budget will be cut by $136,000 for the year (per BBMR advisement dated March 29, the total amount is $136,536 or 3.25% of PDSC's total budget). Chief Fiscal Officer Mike Moreno verified this information. He added that we need to talk to the Director of DOA to release the 10% they have been withholding since the beginning of the fiscal year. Once this amount it adjusted, we will see an increase in our releases. Administrative Director Cathy Gogue also informed the board a letter was sent out to DOA about the 10% cut to the budget. We requested that DOA at least go with BBMR's Circular No. 18-04 with a change to our annual budget of eight percent (8%). While we made the request with DOA to go with BBMR's recommended cut, we have yet to hear back from them. Chief Justice Maraman questioned the 74% collection in allotments at this point. She stated that the difference of 25% is more than the 10% cut by DOA. AD Gogue commented that based on a meeting PD had the day before with Speaker BJ Cruz, our allotments are far better than that of the legislature. Speaker Cruz mentioned that they have not received their allotment for February. We are awaiting our April allotment. Therefore, relatively speaking, we are better off than most line agencies and the legislature. ED Hattori explained that historically, PDSC uses its reserves to offset shortages from DOA. Then by December, we get the entire amount appropriated to PD at the end of the calendar year. CFO Mike Moreno then confirmed that for FY2017, we received our entire allotment at the end of December.

B. PDSC EXECUTIVE DIRECTORS REPORT

ED Hattori reported PDSC is submitting their numbers for the quarter. He further explained how the attached packet shows current Active Cases and Pre-Bench Warrants. In going through the numbers with the board, he referred to pages 12-13 (Agenda Item #VI-B). In reviewing the stats, PDSC received 429 cases in the second quarter. He added how Presiding Judge Lamorena leads all courtrooms with the largest case load of 90. ED Hattori added that PDSC's budget hearing is scheduled for June 6, 2018 at 10:00 AM. He invited all board members to join management at the upcoming budget hearing.

C. APD MANAGING ATTORNEY'S REPORT

Managing Attorney Annie Gayle advised the board that APD has added in the 1st and 2nd quarter stats that she will be submitting to Judiciary's finance office. She further adds that there is nothing new to report at APD.

VII. NEW BUSINESS:

A. PDSC'S COST CUTTING RECOMMENDATIONS (EXHIBIT C)

ED Hattori referred to Exhibit C, page 19. Based on the $136,000 cut for the year, PDSC will stick with the top five cost cutting recommendations which are as follows:

1. Suspended recruitment of all vacant positions at PDSC
2. No travel until GovGuam finance's improve

3. No external training that will cost the Corporation money
4. Reduce operational expenses deemed unessential unless justified and approved by the Administrative Director
5. Suspend Night Differential Pay

He added that we will not recommend consideration of the last 3 items identified below:

1. Implement Quality Time Program
2. Implement 32 or 36 Hour Work Week
3. Suspend Increments

We will continue to monitor the government's finances before we can make any further recommendations to the board for consideration. ED Hattori ensured the board that PDSC will figure out how much the Corporation will need for the fiscal year, and will ask for such amount at a future board meeting. AD Gogue advised the board that PDSC did not receive their organic growth in FY18, and are now only asking for FY19's organic growth. Estimation of lapse funds needed for FY2018 is approximately $200,000.

B. **APD COST CUTTING RECOMMENDATIONS (EXHIBIT D)**

Managing Attorney Annie Gayle reported that on March 16 a memo went out to APD staff regarding their cost cutting proposal for FY2018. The first 6 cost cutting measures listed below have been implemented as of February 16:

1. Freeze all vacant positions
2. Suspend locally funded training
3. Suspend Miscellaneous Supplies Purchas unless approved by the Management Attorney
4. Suspend staff development funding
5. Suspend night differential pay
6. Suspend purchase of office vehicle

MA Gayle stated that the staff meeting they held was to discuss their cost cutting measures and to let everyone in their office know the course of action they are taking due to the government's finances. She also reported that with the 13% cut by Judiciary, APD will know more about their budget in July.

Chief Justice Maraman asked if anyone had any questions regarding the reports provided by PD and APD. There being none, the board moved on to New Business.

C. **APD ABACUS TRAINING BUDGET (EXHIBIT E)**

MA Gayle requested for ABACUS training as she explained how APD has been using ABACUS – APD's case management system that it has been using since its existence. She further explained how since Legal Secretary Supervisor (LLS) Audrey Hattori has been at APD, she has been able to clean up the system and is the best user of ABACUS in the office. MA Gayle further explained how the ABACUS training will allow APD to get more involved in training and that this is the first time the vendor (ABACUS) is offering this conference. It was further explained to the board how LSS Hattori would be on the phone with ABACUS support and how they can't answer many of her questions she has had relative to ABACUS usage. She further described how APD needs more

training and how the online training would not be as beneficial as attending the off island training. MA Gayle stated how PDSC's MIS Administrator (MISA), Julito Tingson, supports this training.

MISA Tingson advised the board that this is ABACUS' first user/vendor conference. He added that LSS Hattori may possibly benefit from the training by providing the trainers with scenarios she has experienced to help APD's office run more efficiently.

Chief Justice Maraman asked if this is an IT computer technology training? MISA Tingson replied that it is not, but it is geared towards operations and training the end use. He further explained how ABACUS law is normally used for private practice as it has a billing feature that is not used within the agency, but more of case management.

AD Gogue informed the board that while the MIS Administrator presented this conference for PDSC to attend, she explained that this is not the right timing considering GovGuam's bleak finances. She did pose the question to MISA Tingson the possibility of organizing an ABACUS training similar to the virtual Westlaw training we provided earlier in the year to PDSC and APD attorneys as well as secretaries. MISA Tingson added that there may be contractors who can come out, but also specified how the ABACUS conference is the first of its kind and how there will be other vendors attending. AD Gogue request that the MISA Tingson explore the possibility of bringing someone to Guam as well as other possibilities for ABACUS Law training that is beneficial to both PD and APD. MISA Tingson said that he would look into this as an option.

ED Hattori explained how ABACUS has been implemented at PD and APD since 2000, and that there has been absolutely no training provided to either office. He explained how everyone has had to learn on the fly. He shares how he would like the system to work for us rather than having us worker harder using ABACUS. ED Hattori gave the example of how, today, attorneys do not need to have the physical file to look into a case but now through their computer through ABACUS. AD Gogue agreed with MA Gayle that LSS Hattori is probably the most proficient user at both offices and would like to co-share the cost for the training. However, based on current finances, we are not willing to share the expense at this time.

Justice Maraman asked about the cost for the training being almost $3,000. LSS Hattori advised that the cost is around $3,300. Attorney Jacque Terlaje asked if the travel expense includes lodging. LSS Hattori confirmed the inclusion of lodging that would be covered through per diem. ED Hattori added that it may be cheaper to send someone out for the training and hopefully have that person come back and train APD/PD users rather than bringing someone to Guam.

Attorney Terlaje asked LSS Hattori if she has reviewed the tracks/modules that would be available for this training. LSS Hattori confirmed that she had, and was looking at the modules that would benefit both offices. Attorney Terlaje asked if there are online webinars. LSS Hattori stated that the webinars are not very long and typically does not provide enough time to ask questions, which leaves her with more questions about the system.

AD Gogue again suggested the possibility of bringing a trainer to Guam. LSS Hattori explained how she understands where Ms. Gogue is coming from about bringing a trainer to Guam but explained how she started with ABACUS here at PDSC before moving to APD. She stateD the problems/improvements needed for PDSC is to implement SOP's. Without the SOPs you are not able to train employees because there are no set systems in place. She stated that the first thing she

did at APD is develop SOPs for ABACUS. The users at APD know what is expected from them relative to the system's usage.

Presiding Judge Lamorena stated how he is in agreement with AD Gogue that having a trainer come out and train as many employees as possible would be beneficial to both offices. Until there is stability in our finances, local travel should be restricted unless there is another source of funding. He added that he is reluctant to support this request at this point in time. Presiding Judge Lamorena agrees that training is needed but because of the financial circumstances we are facing, it is a luxury we can't afford at this time. Chief Justice Maraman shared how the Judiciary has adopted the position to pay for the attendee's tuition, with no funding of air travel or per diem. Presiding Judge Lamorena agreed with the possibility of pay for the participant's tuition of $595.

Chief Justice Maraman asked if there was any further discussion relative to this request. There being none, motion was made to disapprove the travel request to attend the ABACUS law conference.

D. <u>PDSC NLADA AMERICORPS VISTA MEMBER PROGRAM</u> (EXHIBIT F)

AD Gogue reported to the board how PDSC applied for a grant with AmeriCorps before they knew what the government's finances were. They got the grant and didn't know how much the investment would be for the Corporation's cost-share to execute the grant. As we were successful in getting the grant, PDSC's cost-share is $17,000. She further stated how PDSC is not in the position to take on this expense right now – in light of GovGuam's finances – however, it is unfortunate to possibly turndown the amount that AmeriCorp will invest in the program.

AD Gogue shared some of the benefits to PDSC if they participated in this grant program. She advised the board that the Vista program has two program parts which are as follow:

1) Community Service
2) Data Capacity Building

Through the grant, an AmeriCorp Vista member will be assigned to work a 40-hour week and be paid a stipend every 2-weeks through the grant. There are some applicants already interested in participating in PDSC's program with others who may apply before the deadline. Further explanation was provided that PDSC's expense is to pay for the site managers to get trained in addition to PDSC's VistaCorp membership. Chief Justice Maraman asked if the program is through the Governor's office. She added that the court stopped participating in the program because the participants who were hired were confined to the program guidelines, and that the match for the court was expensive.

ED Hattori explained how AmeriCorps will provide a stipend which helps the recipient with his/her college tuition. AD Gogue informed the board that this is a pilot grant and the proposal will include the Vista members helping PDSC identify service members/providers in addition to expanding networking with other providers.

Attorney Terlaje asked what the qualifications were to participate in the program. According to Program Coordinator (PC) Cathy Moylan, the participant must be a college graduate and over the age of 21. AD Gogue stated the responsibility of PDSC is at the barebones minimum as required by the grant. No salaries or benefits will be paid, but the only expense will be for the training of the two site managers as well as Vista membership.

Attorney Terlaje stated that the grant is in the same boat as the previous training request. From what she understands, a major portion of the funds requested is for travel expenses. There is not an absolute need for this program to be integrated into PDSC's daily operation at this time. Right now, $17,000 is a huge bite in the budget. **Chief Justice Maraman suggested that we table this agenda item for the June or July meeting. She asked that management check with the grantors to see if such award can be delayed for the next fiscal year.**

VIII. PUBLIC DISCUSSION:

AD Gogue reminded the board of the budget hearing scheduled for Wednesday, June 6, 2018 at10:00AM in the Legislative Hearing Room. Chief Justice Maraman stated that she received a letter about how the budget request needs to be presented as a Zero Based Budget during the hearing.

VII. ADJOURNMENT AND NEXT MEETING DATE:

There being no further discussion, motion was made by Trustee Annette Ada and seconded by Attorney Terlaje to adjourn the meeting. There being no objections, the next board meeting is scheduled for Tuesday, June 26, 2018.

Respectfully submitted,

CATHY GOGUE
Secretary

Agenda Item: VI-B
(Exhibit A)

PDSC Third Quarter
Monthly Statistics

Public Defender Service Corporation

All Cases Opened 3rd Quarter Fiscal Year

(April - June)

No. of Cases Opened

PD Attorney/Case Type	Bench Warrant Issued For PRE Status Case	Closed	Deferred	Post Judgment	Unresolved Pending Case	Grand Total
Ali N. Nusbaum		**4**		**6**	**12**	**22**
Criminal Felony (NEW)		*2*			*7*	*9*
Criminal Misdemeanor (NEW)		*2*		*6*	*2*	*10*
(blank)					*3*	*3*
Alisha L. Molyneux		**6**	**1**	**1**	**21**	**29**
Criminal Felony (NEW)		*3*		*1*	*4*	*8*
Criminal Misdemeanor (NEW)			*1*		*11*	*12*
Protective Order (NEW)		*3*			*4*	*7*
(blank)					*2*	*2*
Clyde Lemons, Jr.	**3**				**5**	**8**
Criminal Felony (NEW)	*2*				*2*	*4*
Criminal Misdemeanor (NEW)	*1*					*1*
(blank)					*3*	*3*
Earl Anthony V. Espiritu		**4**		**7**	**10**	**21**
Criminal Felony (NEW)					*2*	*2*
Criminal Misdemeanor (NEW)		*2*		*2*	*5*	*9*
Juvenile Delinquent (NEW)		*2*		*5*	*1*	*8*
Special Proceedings (NEW)					*1*	*1*
(blank)					*1*	*1*
Jocelyn M. Roden		**6**	**2**	**1**	**18**	**27**
Criminal Felony (NEW)		*2*	*1*		*4*	*7*
Criminal Misdemeanor (NEW)		*2*	*1*	*1*	*7*	*11*
Protective Order (NEW)		*2*			*2*	*4*
Special Proceedings (NEW)					*1*	*1*
(blank)					*4*	*4*
Kristin D Smith	**1**	**6**				**7**
Criminal Misdemeanor (NEW)	*1*					*1*
Juvenile Delinquent (NEW)		*3*				*3*
Juvenile Guardianship (NEW)		*2*				*2*
Juvenile Person In Need Of Services (NEW)		*1*				*1*
Kristine B. Borja	**1**	**8**		**3**	**19**	**31**
Criminal Misdemeanor (NEW)	*1*	*3*			*5*	*9*
Juvenile Delinquent (NEW)		*1*		*3*	*5*	*9*
Protective Order (NEW)		*4*			*4*	*8*
Special Proceedings (NEW)					*1*	*1*
(blank)					*4*	*4*
Nathan A. Ho		**4**		**6**	**10**	**20**
Criminal Misdemeanor (NEW)		*1*		*2*	*1*	*4*
Juvenile Delinquent (NEW)		*1*		*3*	*3*	*7*
Juvenile Guardianship (NEW)		*2*			*2*	*4*
Juvenile Person In Need Of Services (NEW)				*1*	*2*	*3*
Special Proceedings (NEW)					*1*	*1*
(blank)					*1*	*1*

Prepared By: JT

Source: PDSC Case Management System

8/8/2018

Public Defender Service Corporation

All Cases Opened 3rd Quarter Fiscal Year

Peter J. Sablan	*(April - June)*	**4**		**5**	**19**	**28**
Criminal Felony (NEW)		*4*		*1*	*7*	*12*
Criminal Misdemeanor (NEW)				*4*	*5*	*9*
Special Proceedings (NEW)					*1*	*1*
(blank)					*6*	*6*
Richard S. Dirkx	**1**	**5**	**1**	**4**	**12**	**23**
Criminal Felony (NEW)		*2*		*1*	*3*	*6*
Criminal Misdemeanor (NEW)	*1*		*1*	*3*	*6*	*11*
Protective Order (NEW)		*3*			*3*	*6*
Rocky P. Kingree	**1**	**2**		**1**	**14**	**18**
Criminal Felony (NEW)	*1*	*1*			*7*	*9*
Criminal Misdemeanor (NEW)		*1*		*1*	*4*	*6*
Special Proceedings (NEW)					*1*	*1*
(blank)					*2*	*2*
Stephen P. Hattori	**4**	**10**		**1**	**18**	**33**
Ciminal Appeals (NEW)					*1*	*1*
Consultation Matters (NEW)		*1*				*1*
Criminal Felony (NEW)	*4*	*4*		*1*	*12*	*21*
Criminal Misdemeanor (NEW)					*3*	*3*
Juvenile Guardianship (NEW)		*5*				*5*
Special Proceedings (NEW)					*1*	*1*
(blank)					*1*	*1*
Theresa Victoria G. Rojas	**3**	**7**		**4**	**26**	**40**
Criminal Felony (NEW)	*3*	*2*		*1*	*12*	*18*
Criminal Misdemeanor (NEW)					*3*	*3*
Juvenile Guardianship (NEW)		*4*			*1*	*5*
Juvenile Person In Need Of Services (NEW)		*1*			*5*	*6*
Juvenile Status Offense (NEW)				*3*	*1*	*4*
(blank)					*4*	*4*
William B. Jones	**1**	**3**		**7**	**24**	**35**
Criminal Felony (NEW)		*3*			*10*	*13*
Criminal Misdemeanor (NEW)	*1*			*1*	*3*	*5*
Juvenile Guardianship (NEW)					*6*	*6*
Juvenile Person In Need Of Services (NEW)				*2*	*2*	*4*
Juvenile Status Offense (NEW)				*4*		*4*
(blank)					*3*	*3*
William C Bischoff	**2**	**3**		**3**	**16**	**24**
Ciminal Appeals (NEW)					*1*	*1*
Criminal Felony (NEW)	*2*	*2*		*1*	*11*	*16*
Criminal Misdemeanor (NEW)		*1*		*2*	*2*	*5*
(blank)					*2*	*2*
Zachary C. Taimanglo		**9**		**4**	**17**	**30**
Consultation Matters (NEW)		*1*				*1*
Criminal Felony (NEW)		*3*		*3*	*10*	*16*
Criminal Misdemeanor (NEW)		*5*		*1*	*2*	*8*
(blank)					*5*	*5*
Grand Total	**17**	**81**	**4**	**53**	**241**	**396**

Prepared By: JT
Source: PDSC Case Management System
8/8/2018

Agenda Item: VI-C
(Exhibit B)

APD Third Quarter
Monthly Statistics

ALTERNATE PUBLIC DEFENDER
FY2018 3rd QTR

	FELONY				MISDEMEANOR				FAMILY		SPECIAL			BW	SUBTOTALS					TOTAL
ATTORNEY	ADC-FEL	DUITRF-F	FAMVIO-F	GENJUR-F	ADC-MIS	DUITRF-M	FAMVIO-M	GENJUR-M	PINS	DELINQUENT	SP	APPEAL	CIVIL	PRE-BW	FELONY	MISDEMEANOR	FAMILY	SPECIAL	BW	
A.GAYLE	8	4	4	21	0	0	1	8	2	7	0	0	1	30	37	9	9	1	30	86
J.MORRISON	10	0	2	24	0	0	1	0	0	0	1	0	0	12	36	1	0	1	12	50
J.SPIVEY	10	1	9	38	0	0	1	9	0	0	1	2	0	6	58	10	0	3	6	77
L.LORIG	3	0	3	8	0	1	2	8	30	20	0	0	0	8	14	11	50	0	8	83
S.FLYNN	0	0	0	2	1	3	12	14	4	9	0	0	1	2	2	30	13	1	2	48
FORMER														99					99	99
SUBTOTAL	**31**	**5**	**18**	**93**	**1**	**4**	**17**	**39**	**36**	**36**	**2**	**2**	**2**	**157**	**147**	**61**	**72**	**6**	**157**	**443**
	ADC-FEL	DUITRF-F	FAMVIO-F	GENJUR-F	ADC-MIS	DUITRF-M	FAMVIO-M	GENJUR-M	PINS	DELINQUENT	SP	APPEAL	CIVIL	PRE-BW	FELONY	MISDEMEANOR	FAMILY	SPECIAL	PRE-BW	TOTAL

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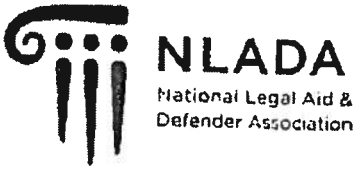
ALTERNATE PUBLIC DEFENDER
FY2018 3rd QTR

	FELONY				MISDEMEANOR							
Atty	DUITRF	FAMVIO	ADC	GEN-JUR	DUITRF	FAMVIO	ADC	GEN-JUR	JUV	APPEAL	SPECIAL	TOTAL
Gayle	0	2	2	14	0	0	0	2	0	0	1	21
Morrison	0	1	6	13	0	0	0	0	0	0	0	20
Spivey	0	4	3	15	0	0	0	0	0	0	0	22
Lorig	0	1	0	0	0	0	0	1	25	0	0	27
Flynn	0	0	0	1	1	5	1	8	10	0	0	26
TOTAL	0	8	11	43	1	5	1	11	35	0	1	116

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Agenda Item: VI-D
(Exhibit C)

PDSC NLADA
AmeriCorp Program
Update



Defending Communities in Service VISTA

Memorandum of Understanding (MOU) Between NLADA

&

Public Defender Service Corporation

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the above entities from May 1, 2018 through August 26, 2019.

This document defines the responsibilities of **NLADA** as the Project Sponsor and **Public Defender Service Corporation** as the Project Host Site with respect to the assignment of up to **2** AmeriCorps VISTA member(s) to perform services to increase Project Host Site capacity in the area of **Community Partnerships and Data Systems** as described in the attached Volunteer Assignment Description(s) and as guided by the VISTA Member Responsibilities section of the submitted Host Site application. The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and **NLADA**, CNCS Project Number **17VSADC003**, which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. As the Project Sponsor, **NLADA** will:
    a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to the Project Host Sites and VISTA members in support of grant implementation, and be the liaison between Project Host Sites, VISTA members and the Corporation for National and Community Service.
    b. Comply with the provisions of the Memorandum of Agreement between the Corporation for National & Community Service and **NLADA**.
    c. Assign VISTA placements (as specified on page 1, paragraph 2) to the Project Host Site for the duration of this Memorandum of Understanding subject to the availability of funding and recruitment/training deadlines for VISTA Pre-Service Orientation (PSO) set forth by the CNCS.

Funded by the Corporation for National and Community Service and AmeriCorps VISTA.

d. Assist the Project Host Site with the development of VISTA member work plans and assignment descriptions. Provide final approval of all VISTA work plans and assignment descriptions prior to VISTA candidates attending Pre-Service Orientation and beginning their term of VISTA service.
e. Assist with the recruitment, screening, interviewing, and selection of VISTA candidates when requested by the Project Host Site.
f. Transfer VISTA member(s) from one placement to another to comply with terms and provisions of the grant or upon the request of the VISTA member with the approval of CNCS. In this scenario, Project Host Sites will be given 14 days' notice.

2. The Project Host Site will:
   a. Submit agreed upon Host Site cost share payment in the amount of **$3500.00** to NLADA within 30 days of receiving Host Site cost share invoice from NLADA.
   b. **Submit NLADA Program Membership Application and associated dues to NLADA within 30 days of receiving executed Host Site MOU from NLADA.**
   c. Provide a Site Supervisor to provide day-to-day supervision of the activities of the VISTA member(s).
   d. Recruit, screen, interview, select, and submit VISTA candidates to the Project Sponsor for approval and placement at PSO. The Project Sponsor will assist with candidate recruitment and selection upon request and through ongoing training and support opportunities. VISTA candidate applications must be submitted to NLADA for approval by the recruitment deadline, which is one week before the CNCS deadline. Final approval for all VISTA candidates to attend PSO is subject to review and selection by the District of Columbia CNCS office.
   e. Submit a VISTA work plan based on the VISTA Assignment Description to NLADA for approval prior to the VISTA member's start date.
   f. Submit a proposed budget detailing member mileage reimbursement, professional development, the project participation fee, and in-kind assistance.
   g. Provide the VISTA member(s) individualized On-Site Orientation and Training at the beginning of their term of service.
   h. Use the approved VISTA work plan as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
   i. Ensure that VISTA members dedicate an average of 40 hours per week to their approved VISTA work plans and member descriptions to address the community needs identified in the approved Project Sponsor Application. NLADA will track VISTA member's personal and sick leave on a monthly basis on the VISTA Leave Report Form. Project Host Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
   j. Schedule regular meetings (preferably weekly) with the VISTA member(s) to discuss the project and other concerns.
   k. Provide adequate working space, materials, supplies, and access to a phone and computer to permit the VISTA member to perform his/her assigned duties.

l. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Project Host Site's existing policies and procedures. Ensure the Form V-81 is completed in My AmeriCorps.

m. Allow the VISTA member to participate in scheduled professional development and training opportunities, site visits, and conference calls. It is recommended that Project Host Sites budget $750 in professional development and training funds for their VISTA member. The VISTA member will be required to attend a training identified by **NLADA** for the purposes of completing In-Service Training (IST) requirements as set forth by CNCS.

n. Allow the VISTA member to participate in disaster relief/emergency response efforts as directed by CNCS.

o. Allow the VISTA member to participate in Days of Service (e.g., MLK Day of Service, National Volunteer Week, Make A Difference Day) should activities be organized by the **NLADA** or in the community where the VISTA member is serving.

p. Inform **NLADA** of any changes in status of the VISTA and other concerns related to the VISTA Project.

q. The Project Host Site agrees to provide project updates via quarterly Project Progress Reports (PPR) with VISTA member input. Updates are due according to the following schedule:

Reporting Periods and Due Dates

October 1 through December 31.....	**Report due: January 15**
January 1 through March 31..... .	**Report due: April 15**
April 1 through June 30.....	**Report due: July 15**
July 1 through September 30.....	**Report due: October 15**

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the Project Sponsor nor the Project Host Site shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.

b. Ensure that persons selected as VISTA members are not related by blood or marriage to Project Host Site staff, Project Sponsor staff, officers or members of the Project Host Site's or the Project Sponsor Site's boards of directors, or responsible program staff at CNCS.

c. Neither the Project Sponsor nor the Project Host Site has the discretion or authority to dismiss or separate a VISTA member from service; CNCS is the sole authority that can terminate a VISTA member's term of service. The Project Site should document any

performance or behavior issues and immediately report them to NLADA. NLADA will report such incidences to the state CNCS office and resolve them in accordance with rules governing the grant. This is necessary to provide VISTA members due process.

4. Non-Discrimination & Sexual Harassment
    a. No person with responsibilities in the operation of the project shall discriminate against any VISTA member, member of the staff of, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
    b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, the Project Sponsor and Project Host Site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
        i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Project Sponsor or Project Host Site, their agents, or supervisory employees should have known of the acts.
        ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.
        iii. Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where the Project Sponsor or Project Host Site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

5. Legal Restrictions

VISTA members should work to emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and the expansion of the capacity of the low income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The Project Host Site agrees that no VISTA member assigned under this MOU shall participate in:

a. Partisan and non-partisan political activities, including voter registration.
b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
c. Labor or anti-labor organization or related activities.
d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

The Project Host Site further agrees not to:

e. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.
f. Assign VISTA members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors, or impairing existing contracts for services.
g. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.
h. Accept, or permit the acceptance of, compensation from the VISTA members or from beneficiaries for the service of the VISTA members.

6. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Project Host Site.

7. Termination
   a. **NLADA** will use the above provisions to determine continued eligibility of the **Public Defender Service Corporation** to be a Project Host Site. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at your site. In this case, **NLADA** will provide 14 days' notice of termination of and/or VISTA removal/transfer from the project.
   b. Any termination of the Memorandum of Understanding between **NLADA** as the Project Sponsor and the Corporation for National & Community Service will result in the termination of all provisions of this Memorandum of Understanding.

Signatures for MEMORANDUM OF UNDERSTANDING between the **NLADA** and the **Public Defender Service Corporation.**

Signature Maria Soto

Maria Soto
SVP, Operations
National Legal Aid and Defender Association

Date 6.22.18

Signature _____

Stephen Hattori
Executive Director
Public Defender Service Corporation

Date 6/21/18

Agenda Item: VII-A
(Exhibit D)

PDSC Lapsed
Funds Request

PDSC

Request From Reserve Worksheet FY2018

As as 08/08/2018

Doc. No. 34GL-18-2232.*

	TOTAL		Personnel	Operations	
Adjusted	$4,204,837.00	Appropriation	$3,693,946.00	$510,891.00	
	4,342,907.33	Actual	3,894,277.00	$448,630.33	12%
RQ from Reserve	**$138,070.33**	Surplus/Shortfall	**$200,331.00**	**$62,260.67**	

POSITION	GRADE-STEP	TOTAL BENEFITS	TOTAL SALARY & BENEFITS
CLERK 1 (LTA) C-1	$17,769	$12,524	$30,293

Agenda Item: VII-B
(Exhibit E)

APD Lapsed
Funds Request

ALTERNATE PUBLIC DEFENDERS
PAYROLL EXPENDITURES BY OBJECT CLASS FY2018
10 MONTHS ACTUAL (22 PAY PERIODS) AND 2 MONTHS PROJECTED (4 PAY PERIODS)

	ACTUAL PAYROLL EXPENDITURES PPE 10/01/2017 TO 07/21/2018				PPE 08/04/2018 TO PPE 09/15/2018				
	Salaries & Wages	Overtime	Ret, DC D&D, Medicare and Medical / Dental and Group Life	As at 07/31/2018	Salaries & Wages	Overtime	Ret, DC D&D, Medicare and Medical / Dental and Group Life		
				9 Months				3 Months	
	111	112	113 & 114 & 115	Total	111	112	113 & 114 & 115	Total	Total Payroll Projection
	$648,179.85	**$0.00**	**$221,374.89**	**$869,554.74**	**$104,540.15**	**$0.00**	**$42,420.11**	**$146,960.26**	**$1,016,515.00**
TOTAL	$648,179.85	$0.00	$221,374.89	$869,554.74	$104,540.15	$0.00	$42,420.11	$146,960.26	$1,016,515.00

Doc. No. 34GL-18-2232.*

ALTERNATE PUBLIC DEFENDERS
OPERATIONS EXPENDITURES BY OBJECT CLASS FY2018
10 MONTHS ACTUAL AND 2 MONTHS PROJECTED

OBJ_CLASS	OC	2017-10	2017-11	2017-12	2018-01	2018-02	2018-03	2018-04	2018-05	2018-06	2018-07	2018-08	2018-09	Total Operations Projection	Lapsed Fund Used for FY18
220	TRAVEL-OFF ISL/LOCAL MILEAGE REIMB.										$0.00	$0.00	$0.00	$0.00	
230	CONTRACTUAL SERVICES	$16,715.68	$4,926.04	$10,060.52	$2,624.33	$1,655.98	$2,676.08	$5,377.50	$1,786.24	$4,612.41	$1,868.78	$1,500.00	$1,500.00	$55,303.56	$24,222.86
233	OFFICE SPACE RENTAL	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$5,508.00	$66,096.00	
240	SUPPLIES & MATERIALS	$2,920.11	$326.93	$413.38	$472.50	$0.00	$0.00	$15.00	$0.00	$45.65	$352.16	$450.00	$0.00	$4,995.73	$899.51
250	EQUIPMENT	$11,990.21	$4,680.98	$8,118.68	$0.00	$0.00	$0.00	$1,143.00	$0.00	$568.74	$0.00	$0.00	$0.00	$26,501.61	$26,213.61
270	WORKERS COMP BENEFIT	$0.00													
271	DRUG TESTING CHARGES	$0.00	$56.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$56.00	
290	MISCELLANEOUS	$0.00	$138.25	$1,864.00	$10,974.76	$0.00	$0.00	$0.00	$100.00	$0.00	$100.00	$50.00	$50.00	$13,277.01	$11,063.43
361	POWER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
362	WATER/SEWER													$0.00	
363	TELEPHONE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
450	CAPITAL OUTLAY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
Grand Total		$37,134.00	$15,636.20	$25,964.58	$19,579.59	$7,163.98	$8,184.08	$12,043.50	$7,394.24	$10,734.80	$7,828.94	$7,508.00	$7,058.00	$166,229.91	$62,399.41

Assumptions:
No additional expenditures for the following Object Categories

250 EQUIPMENT
271 DRUG TESTING CHARGES
363 TELEPHONE
450 CAPITAL OUTLAY

		Personnel	Operations
$1,110,501	Budget Per MOU	$1,025,922.00	$84,579.00
		$1,016,515.00	$103,830.50
	Net Excess (Deficiency)	$9,407.00	-$19,251.50
	Est Deficiancy for FY 2018	-$9,844.50	
	Use of Prior Years ' Lapsed Funds		$62,399.41

As at July 2018

Doc. No. 34GL-18-2232.*

Agenda Item: VII-C
(Exhibit F)

BJA Sixth Amendment Training & Technical Assistance Program

Bureau of Justice Assistance (BJA) Sixth Amendment

Training and Technical Assistance Program

In April 2018, PDSC submitted its application for Strategic Planning, Evaluation Services and Systems Issues to the Bureau of Justice Assistance (BJA), a bureau within the Office of Justice Programs within the U.S. Department of Justice. In May 2018, PDSC was notified of its selection together with ten (10) other sites to receive Training and Technical Assistance (TTA) through BJA's Sixth Amendment TTA Program. The duration of the program is three (3) years through December 2020.

The Sixth Amendment TTA Program provides TTA to ensure that states & local governments are provided the capacity/tools to meet the obligations under the Sixth Amendment. The Center for Court Innovation is providing the TTA to PDSC. The TTA approach marries research and practice. Each site will receive collaborative TTA from a team that includes an experienced practitioner and researcher.

The TTA team will conduct a thorough needs assessment. On-site and remote TTA will be provided. Site visits will include the development of a case flow map, one-on-one interviews and focus groups, and the creation of site-specific logic models and action plans.

The site visit for PDSC (planned for three (3) days) is scheduled for the week of November 5, 2018. In preparation for the site visit, PDSC will be extending an invitation to stakeholders and representatives from various system points and levels in the criminal justice system, to include the Judiciary, to participate in the activities.

PDSC Management respectfully extends an invitation to the Board of Trustees to join PDSC-APD's Core Strategic Planning Team and to participate in the site visit activities. The Core Strategic Planning Team members include: Stephen Hattori, Richard Dirkx, Cathy Gogue, Annie Gayle, Audre Hattori, Sea Alvarez, Kenneth Lim, Alyssa Brooks, Zachary Taimanglo, Kristine Borja, Shannel Mendiola, Vanessa Diaz and Cathleen Moylan. Team member responsibilities include monthly conference calls with the TTA team, site visit participation, and other activities.

TOTAL COST FOR LAST SP DEVELOPER: $24,864.90 (PDSC) and APD ($3,950.10)

TOTAL COST = $28,050.00