Speaker's Office <speaker@guamlegislature.org>

Fwd: Documents For GDDC General Membership Meeting (Official Council Meeting) held on 12/12/2018

Speaker's Office <speaker@guamlegislature.org> Thu, Dec 20, 2018 at 11
To: Carl Sanchez <clerks@guamlegislature.org>, Rennae Meno <rennae@guamlegislature.org>

12-20-18	10:40	12-20-18	Guam Developmental Disabilities Council General Membership Meeting documents for meeting held 12/12/18 . *Email	Guam Developmental Disabilities Council	34GL-18-2675

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OFFICE OF ACTING SPEAKER THERESE M. TERLAJE
I Mina'trentai Kuåtro na Liheslaturan Guåhan
Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 472-3586 | F: 472- 3589
speaker@guamlegislature.org

Vice Speaker Therese M. Terlaje
34GL-18-2675
DEC 19 2018
Time: 10:40
Received by: CHamibusan

2018 DEC 20 AM 11:44

26 attachments

- **04 20181211 GMM Attendance Matrix.pdf** 132K
- **03-20181128 GMM MTL EDLS Trip Report.pdf** 79K
- **01 20181212 GMM Minutes of 092618_Signed.pdf** 184K
- **02 20181212 GMM Acting Executive Directors Report.pdf** 66K
- **00 20181212 GMM Agenda.pdf** 186K
- **05 20181212 GMM FY-2018 Budget Proposal.pdf** 72K
- **06 20181212 GMM FY-2019 Budget Proposal Partial Award $21,727.pdf** 235K
- **08 20181212 GMM 2019 Transition Questionaire.pdf** 171K
- **07 20181212 GMM GDDC Fact Sheet.pdf** 132K
- **09 20181212 GMM By-Laws (Pending ECM Signatures).pdf** 555K
- **11 20181212 GMM Council Member Directory.pdf** 257K
- **13 20181212 GMM FY-2019 ECM GMM Meeting Schedule.pdf** 104K
- **12 20181212 GMM DHHS NOA Partial $21727_102418.pdf** 183K
- **10 20181212 GMM Calendar of Events 12-2018 To 03-2018.pdf** 579K
- **15 20181212 GMM Transition Team_Request For Continuation Of All Members.pdf** 44K
- **14 20181212 GMM GC 2018-164 Acting ED GDDC MTL.pdf** 392K
- **16 20181212 GMM NACDD Development Disabilities Messaging Survey.pdf** 120K
- **17 20181128 GMM ACL Grant Award For UOG CEDDERS.pdf** 186K
- **18 20181212 GMM NACDD October Field Notes.pdf** 205K
- **20 20181212 GMM MTL Acting ED E-Mail.pdf** 71K
- **19 20181212 GMM NACDD November Field Notes.pdf** 269K
- **21 20181212 GMM Council Staff and Council Member Responsibilities.pdf** 59K
- **22 20181212 GMM Effective Meetings.pdf** 202K
- **24 20181212 GMM Public Sign-in.pdf** 110K
- **25 20181212 GMM Council Member Sign-in.pdf** 113K
- **26 20190309 GMM PEP Island Wide Conference On Disabilities.pdf** 135K

2675

GOVERNMENT OF GUAHAN

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
Konsehelon Guåhan para i Taotao ni' Maninutet desde ki Manhoben
130University Drive Suite 17, Mangilao, Guam 96913

Guam Developmental Disabilities Council

EDDIE B. CALVO
Governor

RAYMOND TENORIO
Lieutenant Governor

MARIE T. LIBRIA
Acting Executive Director

JOSEPHINE GUERRERO
Chairperson

GENERAL MEMBERSHIP MEETING

Wednesday December 12, 2018 11:00am To 2:00pm
Holiday Resort Chief Kepuha Room
Tumon, Guam

AGENDA

I. Call to Order / Roll Call

II. Review of Minutes – Wednesday September 26, 2018

III. Reports

- **A.** Executive Director's Report / Trip Report (Executive Director Leadership Summit San Diego CA 10/22/2018 – 10/24/2018) by Acting Executive Director Marie T. Libria
- **B.** Standing Committee Reports
- **C.** Council Member Attendance Report
- **D.** Council Member Replacements
  1. One (1) Family Member / Parent
  2. One (1) NGO
  3. One (1) Agency Representative
- **E.** Agency Presentation – GRTA (Rescheduled)

IV. Old Business

- **A.** State Plan Amendment
- **B.** 2019 – 2020 Work Plan
  1. Self – Advocacy
  2. Transportation
  3. Employment
  4. Education
- **C.** 2017 PPR and 2018 PPR – Pending ACL
- **D.** Conflict of Interest – Action Item
- **E.** By-Laws Amendment
- **F.** 2019 Budget Award Partial Release $21,727

Telephone No.: 1.671.735.9127 ● 1.671.735.9128 * Fax No.: 1.671.734.9121
Email: gddc@gddc.guam.gov

V. New Business

- **A.** Final Executive Director's Evaluation
- **B.** Recruitment / Recommendation of Executive Director / Recommendation Letter for Marie Libria
- **C.** 2019 Council Training – January 30, 2019 (Tentative)
- **D.** SOPs

VI. Calendar of Events (Insert in Folder Packet)

VII. Announcements

VIII. Adjournment

GOVERNMENT OF GUAHAN

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
Konsehelon Guåhan para i Taotao ni' Maninutet desde ki Manhoben
130University Drive Suite 17, Mangilao, Guam 96913

Guam Developmental Disabilities Council

EDDIE B. CALVO
Governor

RAYMOND TENORIO
Lieutenant Governor

ROSANNE S. ADA
Executive Director

JOSEPHINE GUERRERO
Chairperson

Guam Developmental Disabilities Council
General Membership Meeting
Minutes of Meeting
Wednesday, September 26, 2018 11:00am – 2:00pm
Holiday Resort Chief Kepuha Room
Tumon, Guam

Members Present:
Arcangel, Theresa MA
Benavente, Katherine
Lazaga, Hikie
Manglona, Thomas
Mendiola, Joseph John B
Mendiola, Lourdes
Parker, Harold
Perez, Victoria
Perry, Candice
Puas, Moses
Riate, Asuncion
San Nicolas, Silvestre
Servino, Benito
Tejeresas, Joyce
Vega, Rey (sent representative)

Members Absent / Excused
Boswell, Norma Jean (absent)
Cruz, Elisabeth (absent)
Eclavea, Rebecca (absent)
Guerrero, Josephine (excused)
Limtiaco, Monica (excused)
Okada, Zenaida (absent)
Pilipina, Rally (excused)
Taitano, Katherine (absent)
Tydingco, Catherine (absent)

Public Attendance:
Arca, Gina (Family Member)
Broassaa, May (Family Member)
Flores, Julia (Family Member)
Martinez, Julienne (GBHWC)
Mesa, Lou (ACT / SRC)
Mendida, Joelle (Public)
Munoz, Frances (GBHWC)
Perez, Jesus (Family Member)
Tatagmaiji, James (Guma' Mami)
Tejeresas, William (Family Member)
Wooten, Clifford (IIDD)

Staff Present:
Ada, Rosanne S., Executive Director
Tedtaotao-Libria, Marie
Sayas, Ray S.N., PC-I

Meeting Chaired By: Lourdes Mendiola, 1st Vice Chairperson

Call to Order: The General Membership Meeting was called to order at 12:04pm by Lourdes Mendiola, 1st Vice Chairperson. Sign-up sheet will be used in lieu of roll call.

I. Review Minutes of Wednesday, June 13, 2018

MOTION:	Motion to approve minutes, with corrections
MADE:	Harold Parker, no corrections stated
SECONDED:	Silvestre San Nicolas
VOTE:	Motion carried unanimously by "ayes"

II. Change to Agenda: Lourdes Mendiola asked the Council to amend and approve by Motion the agenda for today's meeting: move DD Awareness Committee as first item of discussion under New Business to last item of discussion under New Business.

MOTION:	Motion to move Item IV.A: DD Awareness Committee under New Business as first item of discussion to last item of discussion under New Business.
MADE:	Silvestre San Nicolas
SECONDED:	Candice Perry
VOTE:	Motion carried unanimously by "ayes"

III. Reports

A. **Executive Director's Report (by Acting Executive Director Marie Libria).** Detailed Report in Folder. Lourdes Mendiola advised that Mrs. Rosanne Ada will be retiring at the end of this year. Lou thanked Mrs. Ada for her hard work and contributions to the Guam DD Council.

B. **Standing Committee Report:** Lourdes Mendiola, **Chairperson Adults Issues Committee**, provided a summary of her meeting held on Wednesday August 8, 2018 9:00am to 10:30am at Guam DD Council Conference Room. Items of discussion in her meeting included: (1) Programs awarded by Guam Behavioral Health and Wellness Center (GBHWC) to Catholic Social Services (CSS) will be ending September 30, 2018. These programs are the Community Habilitation Program (CHP), the Respite Care Services (RCS), and the Karidat Residential Program. She stated that even though the programs are slated to end on September 30, 2018, the programs can still run based on a month-to-month contract until the RFP process has been completed, a process that can take 90 to 120 days; (2) individuals under the CHP who do not meet the criteria of being trained to be independent such as being able to complete a job application, will be transitioned out back into the community which means going back to their home. This a gap in the system as families depend on CHP as a day activities center. Families will have no other option but to quit their jobs to care for their family members who are moved out of CHP. She stated that Benito Servino, Director of Department of Integrates Services for Individuals with Disabilities (DISID) is working on reprograming the grant to be available for Individuals with Disabilities (IWD) to be placed on Limited Term Appointment (LTA) for employment. IWDs are transitioned out of CHP as new members enter into the program which makes this an identified need.

   Josephine Guerrero, **Chairperson Children & Families**, no report.

   Rebecca Eclavea, **Chairperson Cross-Cutting Committee**, no report

C. **Trip Report:** TAI and NACDD Conference held in Washington DC attended by Marie T. Libria, PC-IV and Josephine Guerrero, Council Chairperson. Detailed report in folder.

D. **Council Member Attendance Report:** Marie Libria stated this is a requirement for Board and Commission Councils under the Government of Guam and is part of audit requirements. While we tend to overlook this in

Council Meetings, members are encouraged to review the matrix and report any discrepancies regarding their attendance.

E. **Council Member Replacement:** (1) Pollyanna Amistad, Family Member, (2) Lourdes Bitanga, Non-Governmental Organization (NGO), (3) Evelyn Cruz, State Agency Representative (SAR), and (4) Gabriel Lau Individual with Developmental Disabilities (IWDD). These replacements represent current openings. Marie Libria stated that we do have potential candidates to fill in their vacant slots. Lourdes Mendiola stated that we can open up these slots to other Boards and Commissions and other NGOs members who might be interested. Marie Libria stated that because CSS will no longer be renewing programs awarded by GBHWC / DPHSS, they no longer meet requirements as members of the Guam DD Council under NGO status. A new NGO will be to be recruited such as Guma' Mami or Westcare.

MOTION:	Motion to open up invitation to other NGOs to be members of the Guam DD Council
MADE:	Theresa MA Arcangel
SECONDED:	Silvestre San Nicolas
VOTE:	Motion carried unanimously by "ayes"

F. **Agency Presentation – Guam Behavioral Heath and Wellness Center (GBHWC) by Frances Munoz and Julienne Martinez.**

IV. Change in Agenda

MOTION:	Motion to move Item IV.H under New Business 2019 Proposed Budget up to Item IV.A under New Business.
MADE:	Silvestre San Nicolas
SECONDED:	Asuncion Riate
VOTE:	Motion carried unanimously by "ayes"

V. New Business

A. **2019 Proposed Budget (breakdown in folder):** Marie Libria stated that FY-2019 Proposed Budget will start in November 2018. Because we don't receive our budget in one lump sum, we are still operating on FY-2018 funds. Gina Arca asked if our budget is the same as all the other states. Marie Libria stated that budget allotment is based on population size.

MOTION:	Motion to approve FY-2019 proposed budget of $253,256
MADE:	Theresa MA Arcangel
SECONDED:	Silvestre San Nicolas
VOTE:	Motion carried unanimously by "ayes"

VI. Old Business

A. **AIDD – Pending Report Submission for 2017 PPR and 2019-2020 Annual Work Plan:** This has been submitted last month. Reference to the PPR, AIDD is still conducting testing on the report and so has not yet been submitted.

B. **Self-Advocacy Seminars:** Marie Libria has been doing the monthly seminars which started in May 2018 – a seminar held at George Washington High School (GWHS). A total of 20 student and faculty participated. No seminars were done in June and July because of the summer break. A seminar was held with Sagan Mami in

August 2018 with 12 participants. The DD Council has reached out to Self-Advocates in Action (SIÑA) to participate in the Self-Advocacy seminars, but their organization has not been active. A seminar is being planned for Southern High School (SHS). The seminars are held the first Wednesday of the month and has been advertised on "On the Fridge." The Guam DD Council's contract with Ginger Porter is almost completed. The training provided by Ginger Porter is an in-depth training, whereas the seminars conducted by Marie Libria are a brief introduction into Self-Advocacy.

C. **July 2018 – ADA Anniversary Celebration and Activities:** Benito Servino provided a summary of the ADA Anniversary held on July 2018 and a preview of NDEAM Activities coming in October 2018. Lourdes Mendiola asked if IWDs can attend the first NDEAM Conference in October. Mr. Servino stated no, that the conference is targeted only for employers. The second NDEAM Conference will be a Job Fair focusing on IWDs.

VII. New Business, Continued

B. **2018 PPR:** The 2017 PPR will be submitted along with the 2018 PPR due December 31, 2018. Council Members can assist in preparing the annual PPR by advising The Guam DD Council. The PPR normally covers activities held throughout the year that GDDC is involved: Self-Advocacy, Transportation, Employment, and Education.

C. **NGO Replacement for CSS:** covered in Item III.E.

D. **Conflict of Interest Policy Statement:** Draft copy in folder. Council members as to review the statement for a vote in next GMM to be held in December 2018.

E. **Self-Advocacy – Notice to SIÑA:** A note will be sent to SIÑA regarding GDDC's plan for Self-Advocacy Training, as they are the recognized Self-Advocacy Organization for Guam. Marie Libria would like to have an ad-hoc committee for Self-Advocacy. As SIÑA has not been active recently, this ad-hoc committee would fill in the gap. This group would spear head the Self-Advocacy Projects and Training and should be conducted by IWDDs and Family Members, not Program Staff. The ad-hoc committee can work collaboratively with SIÑA.

MOTION:	Motion to create an ad-hoc committee on Self-Advocacy
MADE:	Silvestre San Nicolas
SECONDED:	Asuncion Riate
VOTE:	Motion carried unanimously by "ayes"

F. **Executive Director Leadership Summit October 22 – 24, 2018, San Diego California:** Mrs. Ada recommended to the NACDD that Marie Libria attend this summit as Senior Staff.

G. **By-Laws Amendment:** This will be an action item in December as items were added to the current by-laws. **Changes to the by-laws will be sent to Council Members via e-mail or dropped off for those members without e-mail access.**

H. **DD Awareness Committee:** To be held in March 2019.

MOTION:	Motion to create an ad-hoc committee for DD Awareness Month
MADE:	Asuncion Riate
SECONDED:	Silvestre San Nicolas
VOTE:	Motion carried unanimously by "ayes"

VIII. Announcements:

A. Lourdes Mendiola stated that ACT will have a GMM on Saturday October 20, 2018.
B. Lourdes Mendiola stated that DSAG will be having its picnic on Saturday October 20, 2018 at Ipan Beach 10:00am to 3:00pm. The picnic is a pot-luck lunch.
C. Lourdes Mendiola stated that GBHWC will be having its Planning Council Meeting on Thursday October 18, 2018.

IX. Adjournment

MOTION:	Motion to adjourn meeting at 2:17pm
MADE:	Thomas Manglona
SECONDED:	Asuncion Riate
VOTE:	Motion carried unanimously by "ayes"

RAY SN SAYAS
GDDC STAFF

LOURDES MENDIOLA
1ST VICE CHAIRPERSON

JOYCE TEJERESAS
SECRETARY

Acting Executive Director's Report Dated 12/12/18

1. Mrs. Rosanne Ada, Executive Director officially retired effective November 19, 2018.
2. Marie Libria is the Acting Executive Director effective November 19, 2018 thru January 4, 2019, end of the Calvo/Tenorio Administration.
3. Incoming Governor Lou Leon Guerrero/Lt. Governor Josh Tenorio officially assume office on January 7, 2019 thru January 7, 2022. (**See 2019 Transition Questionnaire**)
4. 2019 Lease of Office Space Renewed with DeVilla Resort-Castle Mall Suite#2, Mangilao *(one door down from Subway)*
5. Recruitment for Executive Director -Work collaboratively with the new administration.
6. Recruitment of Council Members – Pending 4 members
7. Swearing-in still pending for the following members:

- *Arcangel, Theresa (DPHSS- Health)*
- *Benavente, Kathy (IWDD)*
- *Filipina, Rally (GRTA-Transportation)*
- *Guerrero, Josie (Parent)*
- *Tejeresas, Joyce (Parent)*
- *Taitano, Katherine (GHURA-Housing)*

8. Council Work Session/Training – Wednesday, January 30, 2019 (Venue TBA) - Develop Policy Messaging and Framework to Policymakers
9. Update By-Laws – Pending
10. Standing Committee Meeting Schedule for FY 2019
11. 2019 DD Awareness Committee
12. Self-Advocacy Adhoc Committee
13. 2019-2020 Work Plan – On-Going collaborative activities/initiatives with Tri-Agency Partners, Agencies, Non-profit Organizations and other related partners on the following:

    →Self-Advocacy Training/Education Activities

    →Transportation Activities

    →Employment Opportunities including Targeted Disparity Activities

    →Education Training/Activities

14. 2018 Annual Program Performance Report – In progress
15. Procurement – Pending Requisitions for Accessible Door Switch (labor, materials, etc.) $5,000 and 2019 NACDD Dues $2,247
16. Website Updates- Under Maintenance
17. Purging of Council files from 1998-2013

DRAFT

Marie Libria's Trip Report
"2018 Executive Director's Leadership Summit"
October 22-24, 2018
Humphrey's Half Moon Inn, Shelter Island
San Diego, California

Monday, October 22, 2018 – Donna Meltzer, CEO NACDD and Aaron Carruthers, ED California DD provided welcoming remarks to San Diego with scheduled travel to the JOBTOBERFEST Job and Resource Fair, Balboa Park. Over 1,000 individuals with disabilities and family members who participated in the event. Over 200 businesses participated including non-profit organizations and service providers.

Developing a State Policy Message- This session focused on how to help the Council to set policy positions, create objectives, and channels for communicating state policies. The Policy Framework is called Issue, Rule, Analysis, and Conclusion known as IRAC:

Issue – Public Policy Agenda (DD Act, Sister Organizations
Public Policy Priorities (Coalitions)
State Board Coalitions

Rule – DD Act, ACL, State/Local Laws

Analysis – Federal Data Services, State Data Services, Annual Reports

Conclusions – Tailored to State Issues, Political Climate and Concerns.

Note: When you are responding to policy, you can say the Federal and National have different framework.

Policy Message Objectives:

- Consistent Intended Message – DD Council Members, DD Council Staff

- Consistent External Message – Policymakers, Grantees, Public, Press

It's important to have messaging. Telling a complex story and leveraging local papers for maximum impact. Moreover, create fact sheets (talking points), White papers, Reports, etc. and support with data that tell a story.

New Commissioner, Administration on Disabilities – Julie Hocker joined ACL as the Commissioner of the Administration on Disabilities on October 1, 2018. Hocker brings to the role, extensive experience in operational process improvement, risk management, and effectiveness assessment.

Tuesday, October 23, 2018 - ED morning Yoga activity conducted by Jessica Parsons, who is a person with Down Syndrome who was totally awesome and amazing.

Discussion with Jennifer Johnson, who provided ACL updates.

Discussion on Fiscal Obligation and how states are managing the 2-year obligation and period of performance.

Discussions on Minimum Allotment - Challenges territories face with minimum allotment (i.e. operational cost, travel and others).

Communication and messaging essential for successful Council collaboration on State Plan outcomes.

Wednesday, October 24, 2018 –The meeting focused on Leadership over Management roundtable

ED's from Wisconsin and Alaska share the grants received from ACL Living Well Grants awarded to them competitively.

- End subminimum wage
- Promote decision making
- Stop Guardianship
- Build Capacity

GENERAL MEMBERSHIP MEETING
FISCAL YEAR 2018 ATTENDANCE MATRIX
10/01/2017 TO 09/30/2018

NO.	NAME	ELIGIBILITY	12/13/2017 11:00am - 2:00pm	3/14/2018 11:00am - 2:00pm	6/13/2018 11:00am - 2:00pm	9/26/2018 11:00am - 2:00pm
1	AMISTAD, Pollyanna	IWDD	√	√	RESIGNED	RESIGNED
2	ARCANGEL, Ma. Theresa	Administrator, BHCF DPHSS	+	√	☺	√
3	BENAVENTE, Katherine	IWDD	√	√	√	√
4	BITANGA, Lourdes	Program Manager, CSS	√	√	RETIRED	RETIRED
5	BOSWELL, Norma	Parent	√	√	☺	☺
6	CRUZ, Elisabeth	Parent	√	√	☺	☺
7	CRUZ, Evelyn	Social Worker, DPHSS/DSC	RETIRED	RETIRED	RETIRED	RETIRED
8	ECLAVEA, Rebecca	IWDD	☺	☺	☺	☺
9	GUERRERO, Josephine (Josie)	Parent	√	√	√	☺
10	LAU, Gabriel	IWDD	√	√	√	RESIGNED
11	LIMTIACO, Monica	Parent	√	√	☺	☺
12	LIZAGA, Hickie	IWDD	√	☺	√	☺
13	MANGLONA, Thomas	IWDD	√	√	√	√
14	MENDIOLA, Joseph	CEDDERS	X	√	√	√
15	MENDIOLA, Lourdes (Lou)	Family	√	√	√	√
16	OKADA, Zenaida	DPHSS Family & Nursing Services	√	☺	√	☺
17	PARKER, Harold	Exec Director, GLSC-DLC	+	√	√	√
18	PEREZ, Victoria	IWDD	X	√	√	√
19	PERRY, Candice	IWDD	√	√	√	√
20	PILIPINA, Rally	GRTA	☺	☺	√	☺
21	PUAS, Moses	IWDD	√	√	√	√
22	RIATE, Asuncion	Parent		√	☺	√
23	SAN NICOLAS, Sylvestre	IWDD		√	√	√
24	SERVINO, Benito (Ben)	Director, DISID	√	√	√	√
25	TAITANO, Katherine	Deputy Director, GHURA	X	☺	+	☺
26	TEJERESAS, Joyce	Parent	√	√	√	√
27	TYDINGCO, Catherine	GDOE SPED	X	☺	☺	☺
28	VEGA, Rey	Director, GBHWC	√	☺	☺	+

Legend

√ = Present	@ = Off-Island
X = Absent	+ = Sent a Substitute
☺ = Excused Absence	® = Resigned
PN = Pending Appointment	

FILED

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
FY 2018 BUDGET PROPOSAL
APPROPRIATION/ALLOTMENT
DEVELOPMENTAL DISABILITIES GRANT
Account No. : 5101H180902PA108

OBJECT CATEGORY	ORIGINAL APPRO	ADJUSTMENT	APPROPRIATION	YTD ALLOTMENT	YTD EXPENDITURES	O/S ENCUMBRANCE	APPR. BAL.
111-Salaries	161,500.00		161,500.00	161,500.00	66,973.20	-	94,526.80
112-Overtime	-	-	-	-	-	-	-
113-Benefits	58,000.00	-	58,000.00	58,000.00	22,977.86	-	35,022.14
220-Travel	13,500.00		13,500.00	13,500.00	2,147.25	868.00	10,484.75
230-Contractual	13,443.00	-	13,443.00	13,443.00	1,212.35	10,458.24	1,772.41
233-Bldg. Rent	4,200.00	-	4,200.00	4,200.00	-	4,200.00	-
240-Supplies	1,000.00	-	1,000.00	1,000.00	158.27	-	841.73
250-Equipment	7,000.00	-	7,000.00	7,000.00	-	1,239.00	5,761.00
271-Drug Testing	-	-	-	-	-	-	-
290-Miscellaneous	4,000.00	-	4,000.00	4,000.00	2,480.00	-	1,520.00
361-Power	-	-	-	-	-	-	-
362-Water	-	-	-	-	-	-	-
363-Telephone	1,673.00	-	1,673.00	1,673.00	428.82	546.56	697.62
450-Capital Outlay	-	-	-	-	-	-	-
TOTAL:	**264,316.00**	**$ -**	**$ 264,316.00**	**$ 264,316.00**	**$ 96,377.75**	**$ 17,311.80**	**150,626.45**

Run Date . : 12/10/18 STATEMENT OF APPROPRIATIONS, ALLOTMENT, OUTSTANDING ENCUMBRANCE AND EXPENDITURES Page . : 1
Run Time . : 11:38:25 Program: PRTAPPN

User ID. . . . : GDDLIBRM
To date. . . . : 12/2018
Account. . . . : 5101H180902 Exclude Object Codes:
Dept/Division :

DOA Acctg. AS-400 Balance

Account Number / Account Name / Tot Appropriation	YTD Allotment	YTD Expenditures	O/S Encumbrance	Available Funds	Unalloted Balance
5101H180902PA108111 GU DEVELOPMENTAL DISAB OPER					
118,524.00	118,524.00	23,997.20		94,526.80	
5101H180902PA108113 GU DEVELOPMENTAL DISAB OPER					
43,129.50	43,129.50	8,107.36		35,022.14	
5101H180902PA108220 GU DEVELOPMENTAL DISAB OPER					
13,500.00	13,500.00	2,147.25	868.00	10,484.75	
5101H180902PA108230 GU DEVELOPMENTAL DISAB OPER					
12,443.00	12,443.00	212.35	10,458.24	1,772.41	
5101H180902PA108233 GU DEVELOPMENTAL DISAB OPER					
4,200.00	4,200.00		4,200.00		
5101H180902PA108240 GU DEVELOPMENTAL DISAB OPER					
841.73	841.73			841.73	
5101H180902PA108250 GU DEVELOPMENTAL DISAB OPER					
7,000.00	7,000.00		1,239.00	5,761.00	
5101H180902PA108290 GU DEVELOPMENTAL DISAB OPER					
1,520.00	1,520.00			1,520.00	
5101H180902PA108363 GU DEVELOPMENTAL DISAB OPER					
1,244.18	1,244.18		546.56	697.62	
PA108 PROGRAM TOTALS Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	
02 DIVISION TOTALS Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	
09 DEPARTMENT TOTALS: Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	
H18 APTYP+FY TOTALS: Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	
101 FUND TOTALS: Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	
FINAL TOTALS Count: 9					
202,402.41	202,402.41	34,464.16	17,311.80	150,626.45	

FILED

FY 2019
* Partial Award
Received $21,727
Pending BBMR/DOA
for Action.
(DOC. Submitted 11/30/18)

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
FY 2019 BUDGET PROPOSAL
APPROPRIATION/ALLOTMENT
DEVELOPMENTAL DISABILITIES GRANT
Account No. : 5101H190902PA108

OBJECT CATEGORY	ORIGINAL APPRO	ADJUSTMENT	APPROPRIATION	YTD ALLOTMENT	YTD EXPENDITURES	O/S ENCUMBRANCE	APPR. BAL.
111-Salaries	164,000.00		164,000.00	164,000.00	-	-	164,000.00
112-Overtime	-	-	-	-	-	-	-
113-Benefits	58,000.00	-	58,000.00	58,000.00	-	-	58,000.00
220-Travel	10,000.00		10,000.00	10,000.00	-	-	10,000.00
230-Contractual	10,384.00	-	10,384.00	10,384.00	-	-	10,384.00
233-Bldg. Rent	4,200.00	-	4,200.00	4,200.00	-	-	4,200.00
240-Supplies	1,000.00	-	1,000.00	1,000.00	-	-	1,000.00
250-Equipment	-	-	-	-	-	-	-
271-Drug Testing	-	-	-	-	-	-	-
290-Miscellaneous	4,000.00	-	4,000.00	4,000.00	-	-	4,000.00
361-Power	-	-	-	-	-	-	-
362-Water	-	-	-	-	-	-	-
363-Telephone	1,672.00	-	1,672.00	1,672.00	-	-	1,672.00
450-Capital Outlay	-	-	-	-	-	-	-
TOTAL:	**253,256.00**	**$ -**	**$ 253,256.00**	**$ 253,256.00**	**$ -**	**$ -**	**253,256.00**

2019 GDDC PROPOSED BUDGET BREAKDOWN

FY 2019 DD Grant Award-Estimate	253,256.00
FY 2019 Local Funds from BSP	21,000.00
Subtotal	274,256.00
Salaries/Benefits	222,000.00
Subtotal	52,256.00
Rent/Utilities - Local Funds	21,000.00
Subtotal	31,256.00
Less Rent - GDDC Funds	4,200.00
Less Travel	10,000.00
Subtotal	17,056.00
Less Stipends	4,000.00
Subtotal	13,056.00

$13,056.00 available for projects, supplies, equipment and other cost not listed:

FY 2019 PROJECTED PROJECTS		
Project	Description	Amount
American Sign Language (ASL)	Accommodations	$300.00
Contractual - Advertisement	Operations	$2,000.00
Contractual - IT Connectivity	Internet/Telephone Active Directory Service	$1,320.00
Contractual - Printing	Operations	$900.00
Contractual -Equipment/Auto	Office Equipment, Auto Repair & Maint., etc.	$600.00
Contractual- Xerox Machine	Operations	$2,600.00
Educational Related Projects	Collaboration Project based on State Plan	$1,200.00
Employment Related Projects	Collaboration Project based on State Plan	$1,500.00
Four (4) General Membership Mtg.	Hotel -Meeting Venue for Accessibility	$3,200.00
NACDD Membership Dues	FY 2019 NACDD Dues - Estimate	$2,247.00
Office Equipment	Operations	$0.00
One (1) Council Training	Hotel -Meeting Venue for Accessibility	$0.00
Other Council Related Projects	Miscellaneous	$0.00
Self Advocacy/Leadership Project	State Plan Requirement	$5,000.00
Supplies/DD Awareness	Office, DD Awareness supplie, fuel, etc.	$1,000.00
Telephone Services	Telephone Services	$1,672.00
Transportation Related Projects	Collaboration Project based on State Plan	$500.00
Subtotal		$24,039.00
Available Funding		$13,056.00
Available Balance		**$10,983.00**

NOTE: ANTICIPATED SHORTFALL OF $10,983.00 WILL BE COVERED BY REPROGRAMMING FUNDS PER COUNCIL APPROVAL.

FY 2019 PROPOSED BUDGET

FY 2019 DD GRANT $253,256.00 **FY 2019 LOCAL FUNDS $21,000.00**

Areas of Emphasis	Salaries/Benefits	Other	Projects	Misc.	Total
Employment	44,455.00	-	1,500.00	10,000.00	55,955.00
Health	-	-	-	-	-
Education	29,945.00	-	1,200.00	6,556.00	37,701.00
Transportation	22,000.00	-	500.00	2,500.00	25,000.00
Housing	-	-	-	-	-
Cross Cutting	-	-	-	-	-
Recreation	-	-	-	-	-
Community Support	-	-	-	-	-
Self-Advocacy	42,000.00	-	5,000.00	5,000.00	52,000.00
General Management	82,600.00	21,000.00			103,600.00
TOTAL	$ 221,000.00	$21,000.00	$ 8,200.00	$ 24,056.00	$ 274,256.00

LOCAL FUNDS FOR RENT/PHONE LESS DD GRANT SHARE	
Lease of Office Space Rm# 2 (DeVilla Resort)	$ 25,200.00
Telephone Svs. (covered by GDDC eff. Apr. 2018)	$ -
Total Lease Cost	$ 25,200.00
Less DD Funds (GDDC covers 2 mos. lease)	$ 4,200.00
Local Funds (DSA/BSP covers 10 mos. lease)	$ 21,000.00

FY 2019 DD Funding	$253,256.00
FY 2019 Local Funding	$21,000.00
Subtotal	$274,256.00
70% (Program Funding Requirement)	$191,979.20
30% (Administrative Costs Requirement)	$82,276.80
Balance	$0.00

NOTES:

1. Travel & Stipends Cost - Equally divided in the 4 areas of emphasis as indicated in the 2017-2021 Five-Year State Plan.

Notice of Award

Title of Program: (SCDD) DD Act State Councils on Developmental Disabilities
Award Authority: P.L. 106-402 (DD Act)

Grantee:
Guam
Director
Department of Planning
Post Office Box 2950
HAGATNA, GUAM 96910

Date: October 24, 2018

Grant No.: 1901GUSCDD-00
Award Instrument: Grant (Formula)
Project Period: 10-01-2018 - 09-30-2020
Budget Period: 10-01-2018 - 09-30-2020

EIN: 1980018947B1
DUNS#: 778904292

CFDA: 93.630

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-19-0142	2019,2994902,ACL	$21,727	$21,727
	Total	$21,727	$21,727

ACL Contact Information:
Please find your assigned ACL programmatic and fiscal contacts on ACL's website at https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts.

Tanielle Chandler
ACL Grants Officer

Terms and Conditions:

1. This grant award is issued under Title I, Subtitle B of Developmental Disabilities Assistance and Bill of Rights Act of 2000. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at https://www.acl.gov/grants/managing-grant to view some of these terms and conditions such as:

- SAM.gov / DUNS Requirement
- Consolidated Appropriations Act, 2018, Pub. L. 115-141, signed into law on March 23, 2018
- National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
- Federal Funding Accountability and Transparency Act (FFATA)

- Federal Awardee Performance and Integrity Information System (FAPIIS)
- HHS Grants Policy Statement, Part II

2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plan(s) and will comply with the terms and conditions and other requirements of this award.

3. ACL approves a one-time special condition for Federal fiscal year 2019 grant awards that will allow for grantees to complete the work authorized by September 30, 2021 but obligations must be made by the 24-month project period end date of September 30, 2020. Consistent with existing requirements, grantees are to liquidate obligations by September 30, 2021 unless a waiver is approved [45 CFR 1326.3(a)].

4. The Federal Financial Report (SF-425) is due annually within 90 days after each 12-month period ending September 30th. Each annual SF-425, due by December 31st, must be completed on a cumulative basis building on prior year certified amounts. A final report is due within 90 days after the liquidation period end date of September 30, 2021 or by December 31, 2021. As a reminder, in any given year, each SCDD grantee must submit three separate SF-425s. As an example, for the reports due December 31, 2019, grantees are to submit the Final report for the FY2017 grant, second annual report for FY2018 grant, and first annual report for the FY2019 grant. A copy of the SF-425 can be found at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html. The SF-425 report must be dated and signed and submitted as an attachment to an email submitted to the AIDD.Grants@acl.hhs.gov mailbox, with the following subject line: "[State]/[Grant Number]/[1st annual, 2nd annual or Final]/SF-425." As an example: AK/1901AKSCDD/1st annual/SF-425.

5. The DDC program performance report (PPR) will be submitted through the ACL Reporting System located at https://reporting-pilot.acl.gov. Further details regarding report submission due dates and instructions will be provided via e-mail from the Programmatic Contact listed on the url above or subsequent Notice of Award.

6. The Federal share of the cost of all projects in a State supported by an allotment to the State under Subtitle B may not be more than 75 percent of the aggregate necessary cost of such projects, as determined by the Secretary. The remaining 25% of the aggregate necessary cost of such projects represents the non-Federal share. In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, as determined by the Secretary, the Federal share of the cost of all such projects may not be more than 90 percent of the aggregate necessary cost of such projects, as determined by the Secretary. In the case of projects undertaken by the Council or Council staff to implement State plan activities, the Federal share of the cost of all such projects may be not more than 100 percent of the aggregate necessary cost of such activities.

Remarks:

1. The DDC grant award to your state has been approved for the current period of the fiscal year in the amount shown above. Award levels represent FY 2019 first 30 days of funding. The period for liquidation of the obligations is through September 30, 2021.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at https://pms.psc.gov/training/pms-user-guide.html#Request, or contact your PSC Account Liaison;
1-877-614-5533; PMSSupport@psc.gov.

3. Federal Cash Reporting: On the SF-425 form, lines 10 a through c are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS Departmental Payment Management System (PMS). PMS website is located at: https://pms.psc.gov. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30,

4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

GUAM DEVELOPMENTAL DISABILITIES COUNCIL (GDDC)

FACT SHEET

GDDC is dedicated to ensuring that individuals with intellectual and developmental disabilities and their families are able to fully participate in and contribute to all aspects of community life on Guam.

Mission: To advocate for system change, public policy, and best practices that promote the full inclusion and integration of people with intellectual and developmental disabilities.

Agency/Organization: Guam Developmental Disabilities Council (GDDC) was established on August 9, 1994 through Executive Order No. 94-09.

Statute Purpose: The DD Act as describe in the current law, is to "assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

What is a Developmental Disability? Developmental Disabilities are physical and/or intellectual impairments that begin before age 22, which limits a person's capacity to do at least three life activities such as self-care, learning, communication, mobility, capacity for independent living, self-direction, and self-sufficiency.

Composition: 28 Diverse Member Council. 60% or 17 individuals with DD or family members and 40% or 11 members are agency representatives and a non-profit organization.

Number of Staff/Contact/Email: 3 (Executive Director-Unclassified, Program Coordinator IV-Classified, and Program Coordinator I-Competitive Limited Term Appointment). Telephone no. 735-9127/8/9 or email guamddc@gddc.guam.gov

Strategies/Activities: The Council works to address identified needs by conducting advocacy, systems change, and capacity building through outreach/awareness, training and technical assistance, removing barriers, developing coalitions, encouraging citizen participation, and educating policymakers about disability issues.

Areas of Emphasis: Self-Advocacy, Employment, Education, and Transportation. Other areas include: Health, Housing, Childcare, Formal/Informal Supports, Quality Assurance, Recreation and Assistive Technology.

Designated State Agency: Bureau of Statistics & Plans

Federally Funded: Public Law 106-402, Developmental Disabilities and Bill of Rights Act of 2000 (DD Act), Department of Health and Human Services, Administration on Community Living, Administration on Intellectual and Developmental Disabilities.

Annual Budget: $253,256.00 FY 2019 Estimate, $264,316 FY 2018, and $253,256 FY 2017.

Mandates: Develop and submit a 5-Year State Plan, Annual Program Performance Report, and Federal Financial Report.

2019 TRANSITION QUESTIONAIRE

Bureau of Statistics & Plans (BSP) - Designated State Agency (DSA)

GUAM DEVELOPMENTAL DISABILITIES COUNCIL (GDDC)

POC: Marie T. Libria, Acting Executive Director, 735-9128

Email: marie.libria@gddc.guam.gov

LEADERSHIP:

*** What are the top 5 concerns/problems/issues in your agency?**

1. Potential funding reduction.
2. State participation requirement. (Lease funded 83% by BSP and 17% by GDDC)
3. Recruitment of Council Members.
4. Collaboration: Areas of Emphasis with service agencies and businesses.
5. DSA support inadequate.

*** What are the top five goals for the agency?**

1. Ensure activities/programs are consistent with the ***2017-2021 Five-Year State Plan/Work Plan*** and working collaboratively with partners to improve services for individuals with Intellectual and Developmental Disabilities (I/DD).
2. Support ***Employment*** opportunities for individuals with I/DD. Continue collaborative partnership with service agencies and businesses to employ I/DD to become independent, productive, integrated, included and self-determined in the community.
3. Improve ***Transportation*** services for I/DD for work, school, medical and other personal needs. Also, promoting independence and productivity in the community.
4. Promote ***Self-Advocacy*** by providing education and training to I/DD and their families to participate in self-advocacy training activities to become leaders and promote systems change in services.
5. Improve ***Education*** Transition services so students with I/DD reach their educational potential after high school to post-secondary, employment and or training setting.

*** What are your Capital Improvement Plans (CIP)?**

None

*** What is the anticipated cost for the CIP?**

None

Types of Litigations in 2018? Total Cost of litigations and settlements?

- Government Claim filed by Guam Telephone Authority totaling $110.05 for October 2017 telephone services erroneously not included in the 2018 purchase order by GSA. Settlement completed and closed 10/12/2018.
- No Workman's compensation case in 2018.
- No Civil Services Case in 2018.
- No GMHA malpractice case in 2018.

FINANCE:

*** What is the agency's 2019 Budget? Provide detailed summary.**

At least 70% of the GDDC's business involves working with contractors and grant recipients as well as Council Staff who performs function/activities to meet the Councils goals within the State Plan and is tracked through policies and reports. No more than 30% of the annual grant award may be used for administrative purposes such as utilities, rent, and accounting.

GDDC's Administrative budget is itemized with items related to staffing costs, office equipment, staff development/training costs and other costs as determined by the Executive Director to implement the functions of the Council and in concert with the Council 5-Year Plan.

FY 2019 Budget - $21,727 (1st Award Partial Released on 10/24/18 & pending final award before 12/31/18)

For additional budget information purposes: FY 2018 $264,316; FY 2017 $253,256 and FY 2016 $259,286

(Note: In FY 2016 Budget and FY 2017 Budget, DD Councils received additional funds due to re-allotment of funds not obligated by Puerto Rico DD Council).

*** What is agency's Aged Accounts receivable** – None

*** What is agency's Aged Accounts payable? Provide detailed summary**

Xerox, GTA, and Self-advocacy contracts for FY 2017 will be completed on or before September 30, 2019 as we are in liquidation period.

* Audit reports-past 3 years: 2015-2017 and preliminary 2018. (local and federal) – None

* Citizen Centric Report – Included with BSP report and will be developing a report separately for the Council in 2019.

* Fee Schedule for services – N/A

* Grants/Contracts – Pending Self-Advocacy Training Contracts total $6,600.
Federal Grants awarded, amount, time period, at risk, deliverables, federal/local match.

Each year, GDDC receives an allotment from the Department of Health and Human Services, Administration on Community Living. Allotments are based on population of the State, the extent of need for services for I/DD, and financial need of the State.

GDDC is given a total of three years to expend one grant award. Two years to obligate the federal funds and given one additional year to liquidate funds. There is no match, only state participation requirement.

FY 2019 – $21,727(Partial Allotment), October 1, 2018 – September 30, 2020

FY 2018 - $264,316, October 1, 2017 – September 30, 2019, no mat

FY 2017 - $253,256 October 1, 2016 – September 30, 2018

FY 2016 -$259,286 October 1, 2015 – September 30, 2017

What is the award of each grant/contract? How much has been spent?

FY 2017 DD Grant Funding Contract

Education →Transitions $1,000 and Assistive Technology $1,000
Employment →Self-Employment $1,500
Self-Advocacy→Leadership Training $6,600

* Procurement:
What equipment/supplies/jobs are currently in procurement process?

- Auto Insurance $567
- Typewriter $1239
- Accessible door switch for ADA Compliance $5,000 (Pending)

(Note: Relocated to Suite #2 about 6 months ago)

* Provide Financial Statements: BBMR for line-agency; and autonomous agencies

* Provide breakdown of leases by the agencies – Monthly lease cost $2100 (Inclusive of power, water, trash, and cleaning). 10 months locally funded with 2 months federally funded. Total annual lease $25,200.00 for one year with the option to renew for additional years.

* Provide CMS cost report 2015-2017 and updates on TEFFRA – None

HUMAN RESOURCES:

*Provide list of classified, unclassified and contractual employees:

1 Executive Director- Unclassified
1 Program Coordinator IV - Classified
1 Program Coordinator I -Competitive Limited Term Appointment

* Provide summary details unclassified and contractual employees: start and end of employment

- Rosanne Ada, Executive Director, Appointed by Calvo/Tenorio Administration from March 17, 2011 and Retired November 19, 2018

* Provide information: direct patient care and indirect patient care employee-

- No direct services provided as prohibited by the grantor.

* Provide summary detail of vacancies and impact of vacancies on patient care

- None, GDDC is not a service provider but rather advocates, build capacity, and systemic change initiatives to improves services systems for individuals with I/DD and their families.

GUAM DEVELOPMENTAL DISABILITIES COUNCIL BY-LAWS

Adopted: November 10, 2004
Revised: January 16, 2008
Policy # 2008-001, September 24, 2008
Policy# 2013-001, November 28, 2012 and
Policy #2013-002, September 11, 2013
Updated: November 9, 2016
Updated: September 13, 2017

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
BY-LAWS
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GUAM DEVELOPMENTAL DISABILITIES COUNCIL
AMENDED BY-LAWS

ARTICLE I — AUTHORITY

SECTION 1. FEDERAL STATUTE

The legal authority to establish a Council on Developmental Disabilities in the Territory of Guam is the Developmental Disabilities Assistance & Bill of Rights Act of 2000 (hereinafter referred to the DD Act), Federal Public Law 106-402, as amended.

SECTION 2. GUAM STATUTE

The Council is created as an executive agency of State government pursuant to the Territory of Guam Executive Order 94-09. The Guam Developmental Disabilities Council is established to serve as advocate for individuals with developmental disabilities and their families in Guam. The Designated State Agency (DSA) for the Council is the Bureau of Statistics and Plans (BSP). The Memorandum of Understanding between The Developmental Disabilities Council and the Bureau of Planning No. 95-1708 approved on December 27, 1995.

SECTION 3. NAME

This organization shall be known as the Guam Developmental Disabilities Council (GDDC), hereinafter referred to as the Guam DD Council.

ARTICLE II — FINDINGS AND PURPOSE

SECTION 1. FINDINGS

A disability is a natural part of the human experience that does not diminish the rights of individuals with developmental disabilities to live independently, to exert control and choice over their own lives and to fully participate in and contribute to their communities through full integration and inclusion in the economic, political, social, cultural, and educational mainstream of United States society.

SECTION 2. PURPOSE

To assure that individuals with developmental disabilities and their families participate in the design of, and have access to, needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all facets of community life, through culturally competent programs authorized under the DD Act.

Subtitle B - Federal Assistance to State Councils on Developmental Disabilities. The purpose of this subtitle is to provide the allotments to support State Councils on Developmental Disabilities (referred individually in this subtitle as a "Council" in each State) to -

1. Engage in advocacy, capacity building, systemic change activities that are consistent with the purpose described in section 101 (b) and the policy described in described in 101 (c),

2. Contribute to a coordinated consumer and family centered and consumer and family directed comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, integrated and included in all facets of community life.

ARTICLE III - MEMBERSHIP

SECTION 1. COUNCIL COMPOSITION

The Council shall be composed of twenty-eight (28) voting members, who are residents of Guam and who are appointed by the Governor.

Newly appointed and re-appointed members shall be sworn in by the Governor.

The membership shall be in accordance with the DD Act, Section 125, to include at all times 40% or ten (10) representatives of the principal State agencies, Centers in the state, the State protection and advocacy system, local agencies, and one (1) non-governmental agency and private nonprofit groups concerned with services for persons with developmental disabilities.

The director of each of the following organizations, or his/her designee:

1. Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.) - **Division of Vocational Rehabilitation (DVR),** Department of Integrated Services for Individuals with Disabilities (DISID),
2. Individuals with Disabilities Education Act (IDEA) – (20 U.S.C. 1400 et seq.), **Division of Special Education**, Guam Department of Education,
3. The Older Americans Act of 1965 (42 U.S.C. 3001 et seq.) - Division **of Senior Citizen**, Department of Public Health & Social Services,
4. Title V – Maternal Child Health (42 U.S.C. 701 et seq.) – **Division of Public Health**, Department of Public Health & Social Services,
5. Title XIX – The Social Security Act (42 U.S.C. 701 et seq.) – **Division of Public Welfare, Bureau of Health Care & Financing**, Department of Public Health & Social Services,
6. Centers in the State – **Center for Excellence in Developmental Disabilities Education, Research, and Service (CEDDERS), University of Guam**
7. State Protection and Advocacy System – **Guam Legal Services Corporation – Disability Law Center (GLSC-DLC)**
8. Transportation – **Guam Regional Transit Authority (GRTA)**
9. Housing – **Guam Housing Urban Renewal Authority (GHURA)**
10. **Guam Behavioral Health & Wellness Center (GBHWC)**
11. Non-Profit Organization - **Catholic Social Service (CSS)**

No less than 60% of the membership shall consist of persons who are:

(a) individuals with developmental disabilities;
(b) parents or guardians of children with developmental disabilities; and
(c) immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves, and,

who are not employees of a State agency that receives funds or provides services under this subtitle, and, who are not managing employees of the Social Security Act of any other entity that receives funds or provides services under this subtitle.

SECTION 2. TERM

Members of the Council shall be appointed by the Governor for **Four-year terms** with membership initially expiring on a staggering basis each year. No more than one-third of the voting members shall be replaced yearly. The proposed new membership matrix was approved and effective on July 20, 2016.

New or re-appointed members of the Council shall provide a copy of his/her appointment letter to the GDDC Office.

SECTION 3. PRIVILEGES OF MEMBERSHIP

All members shall be eligible to participate in the governance of the Council and shall have the right to vote, serve on committees, and participate in activities as established by the Council.

SECTION 4. GENERAL CONDITIONS OF MEMBERSHIP

1. All members shall agree to abide by these by-laws as adopted by the Council.

2. Appointed members of the Council shall agree to attend all scheduled meetings and any special meetings. Council members' Attendance Matrix Report will be submitted to the Executive Committee at least quarterly. If a Council member fails to attend these meetings, he/she shall be officially replaced after his/her third consecutive absence for gross neglect of duty.

3. Member (s) who attend off-island meetings/conferences/training funded under the Developmental Disabilities Act Subtitle B Grant Program are required to submit to the Council a written report and provide a brief oral report during the next scheduled general membership meeting. Members must clear his/her travel within ten (10) days upon return and must submit original boarding passes, Travel Itinerary, and Travel Voucher to Department of Administration (DOA) Accounting, Travel Section.

SECTION 5. VACANCIES

Members who resigned, terminated, deceased, or moved off-island shall take effect upon receipt of written notice, email, telephone, or other means by the Council. A letter of recommendation for replacement will then be sent to the Governor.

A member appointed to fill a vacancy shall hold office for the remainder of the unexpired term of his or her predecessor.

The Council Staff shall provide a written notification of expiration of membership term in office.

SECTION 6. RESPONSIBILITIES

The primary responsibilities of each Council member shall be:

1. approve and implement the state plan;
2. support the Council's purpose;
3. elect and remove Council officers;
4. prepare, approve and implement an annual budget;
5. recruit, hire, supervise, annually evaluate and may dismiss the Executive Director;
6. approve Council annual report; and,
7. carry out all other duties in furtherance of the purpose of the Council.

SECTION 7. OFFICERS

The officers of the Council shall be the Chairperson, the 1st Vice Chairperson, the 2nd Vice Chairperson and the Secretary. Other officers may be established at the discretion of the Chairperson. All officers shall be members of the Council.

1. Election

(a) Election of officers shall be held every two years in September by written or voice ballot at a general or special membership meeting. Nominations shall be accepted from the floor, in addition to those submitted by the Nominating Committee.

Elected officers shall assume office effective at the beginning of the fiscal year, October 1st

(b) Special elections may be called anytime by the Chairperson and shall be held at any regular or special membership meeting to fill vacancies, due to membership resignation or termination.

2. Term. The Chairperson, 1st and 2nd Vice-Chairpersons, and Secretary shall be elected for a two-year term and shall assume duties effective October 1st. Each officer may be re-elected for another term and not to exceed two term in office.

3. Qualification Requirements. Candidates should meet all the qualification requirements for members of the Council, and in addition:

a. Chairperson (b) Special elections may be called anytime by the Chairperson and shall be held at any regular or special membership meeting to fill vacancies, due to membership resignation or termination.

2. Term. The Chairperson, 1st and 2nd Vice-Chairpersons, and Secretary shall be elected for a two-year term and shall assume duties effective October 1st. Each officer may be re-elected.

3. Qualification Requirements. Candidates should meet all the qualification requirements for members of the Council, and in addition:

a. Chairperson

1) Have been a member of the Council for at least one (1) year and have met the general conditions of membership, Article III.4.;

2) Have a working knowledge of the Territory of Guam and Federal laws relevant to individuals with developmental disabilities;

3) Have a working knowledge of the Territory and Federal service delivery system for people with developmental disabilities;

b. 1st and 2nd Vice Chairs

1) Same qualifications of Chairperson

c. Secretary

1) Have been a member of the Council for at least one (1) year.

4. Duties

a. Chairperson. The Chairperson shall have the usual executive powers as may pertain to the office of the Chairperson including but not limited to:

(1) Presiding at all meetings of the Council.

(2) Preparation of the official agenda for all general membership and executive committee meetings of the Council for submission and approval by the Council and the Executive Committee respectively.

(3) Serving as Chairperson of the Executive Committee and as an ex-Officio member of all standing committees.

(4) Appointing the Chairperson and members of such standing and special committees.

(5) Calling all meetings of the Council and special meetings as deemed necessary.

(6) Supervise the Executive Director of the Council with final concurrence by the Governor.

(7) Pre-approve the Executive Director's sick, annual, or administrative leave for personal and or business reasons and submit forms to the DSA for final approval by the Governor.

(8) Acknowledge and review the Executive Director's payroll timesheet and forward to the DSA for Governor's approval.

b. 1st and 2'd Vice Chairpersons. The Vice-Chairpersons shall perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve. Also, serve as ex-Officio members of the Children and Family Issues Committee and the Adult Issues Committee and Cross-Cutting Issues Committee. In the absence of the Chairperson, the 1st Vice-Chairperson shall become the Chairperson. In the absence of the 1st Vice-Chairperson, the 2'd Vice-Chairperson shall become the Chairperson.

c. Secretary. The Secretary shall be responsible for the facilitation of the minutes of the Council and shall see that they are distributed as soon as possible. Perform the duties of the Chairperson and/or Vice Chairpersons in all cases in which they are unable to serve.

ARTICLE IV — COUNCIL RESPONSIBILITIES

SECTION 1. GENERAL

In general, a Council through Council members, staff, consultants, contractors or sub-contractors shall have the responsibilities described in section 2 through 9 of this article.

SECTION 2. ADVOCACY CAPACITY BUILDING, AND SYSTEMIC CHANGE ACTIVITIES

The Council shall serve as an advocate for individuals with developmental disabilities and conduct and support programs, projects, and activities that carry out the purpose of this subtitle.

SECTION 3. EXAMINATIONS OF GOALS

1. Determine the extent to which each goal of the Council was achieved for that year.

2. Determine to the extent that each goal was not achieved, the factors that impeded the achievements;

3. Determine needs that require amendment of the remaining strategic State Plan required under Section 124 of the DD Act.

4. Separately determine the information on the self- advocacy goal described in section 124 (c)(4)(A)(ii) of the DD Act.

5. Determine customer satisfaction with Council supported or conducted activities.

SECTION 4. STATE PLAN DEVELOPMENT

The Council shall develop the **STATE PLAN** and submit the state plan to the U.S. Department of Health and Human Services (DHHS), Administration on Community Living (ACL), Administration on Disabilities (AoD), Administration on Intellectual and Developmental Disabilities (AIDD) after consultation with the designated State agency under the State Plan. Such consultation shall be solely for the purpose of obtaining State assurances and ensuring consistency of the plan with State law.

SECTION 5. STATE PLAN IMPLEMENTATION

The Council shall implement the State plan by conducting and supporting advocacy, capacity building, and systemic change activities such as those described in 125(c)(5)(B) through (L) of the DD Act.

SECTION 6. REVIEW OF DESIGNATED STATE AGENCY

The Council shall periodically review the designated State agency and activities carried out by the designated State agency and make any recommendation for change to the Governor.

SECTION 7. REPORT

The Council shall annually prepare and transmit the developmental disabilities Council Program Performance Report (PPR) report requested via manually or electronically to the U.S. DHHS, ACL, AoD, AIDD a report consistent with the timelines in the DD Act. Each report shall be in a form prescribed by the DHHS, ACL, and AIDD and shall contain information about the progress made by the Council in achieving the goals of the Council as specified in Section 124(c)(4) of the DD Act.

SECTION 8. BUDGET

1. The Council shall prepare, approve, and implement a budget, using amount paid to the State under subtitle B of the DD Act and implement all programs, projects, and activities carried out under this subtitle, including –

a. Conducting such hearings and forums as the Council may determine to be necessary to carry out the duties of the Council; and as determined by the Council policy.

b. Reimbursement of members of the Council for reasonable and necessary expenses (including expenses for childcare and personal assistance services for attending Council meetings and performing Council duties – Sec. 125 (c)(8)(A)(ii)(I).

c. Pay a stipend to a member of the Council, if such member is not employed or must forfeit wages from other employment, to attend Council meetings and perform other Council duties – Sec. 125 (c)(8)(A)(ii)(II). Members shall be compensated in the amount of $50.00 for attendance at a Council meeting; such compensation not to exceed $100.00 per month-Guam 5 GCA § 43104. Stipends will be process quarterly.

d. Support Council member and staff travel to authorized training and technical assistance activities including in-service training and leadership development activities.

e. Carry out appropriate subcontracting activities required in the state plan.

2. Hiring and maintaining such numbers and types of staff (qualified by training and experience) and obtaining the services of such professional, consulting, technical, and clerical staff (qualified by training and experience), consistent with State law, as the Council determines to be necessary to carry out the functions, of the Council under this subtitle, except that such State shall not apply hiring freezes, reduction in force, prohibitions on travel, or other such policies to the staff or Council, to the extend that such policies would impact the staff or functions funded with Federal funds, or would prevent the Council from carrying out the functions of the Council under this subtitle.

3. Directing the expenditure/reprogram of funds for grants, contracts, interagency agreements that are binding contracts and other activities authorized by the State Plan approved under Section 124.

2. The Executive Committee shall present the recommended budget to the Council for approval. Budget revisions shall not be made without Executive Committee and/or Council approval.

SECTION 9. STAFF

The Council shall prepare, approve and implement a budget using amounts paid to the State under Part B of the DD Act funds and implement all program, projects and activities carried out under Part B including hiring and maintaining such numbers and types of staff and obtaining the services of such professional, consulting, technical, and clerical consistent with State law as the Council determines to be necessary to carry out the functions of the Council under Part B of the DD Act, except that the local government shall not apply hiring freezes, reductions in force, prohibitions on travel, or other policies to the staff of the Council, to the extent that such policies would impact the staff or functions funded with Federal funds, or would prevent the Council from carrying out the functions of the Council under Part B of the DD Act.

1. Executive Director. The voting members of the Council shall, consistent with state law, recruit and hire an Executive Director of the Council. The Chairperson and Executive Committee will supervise and annually evaluate the performance of, promote, recommend bi-annual salary step increase (based on availability of funding), or may terminate for cause the Executive Director. The Executive Director is responsible for the day-to-day administration of the program activities of the Council and the administration of the Developmental Disabilities and Bill of Rights Act Grant funds and other Federal and Local funds received by the Council. The Executive Director receives directives from the Council and provides the overall supervision of the work performance of all the other Council staff. The Executive Director shall ensure that the Council complies with relevant local and Federal laws, rules and regulations. The Executive Director is the official spokesperson of the Council.

2. Hiring and Supervision Program Staff. The Executive Director, consistent with Government of Guam Personnel Rules and Regulations and Council policies, shall recruit, hire, supervise, and annually evaluate the staff of the Council. Council recruitment, hiring, and dismissal of staff shall be conducted in a manner consistent with Federal and State nondiscrimination laws. Dismissal of personnel shall be conducted in a manner consistent with State law and personnel policies. Program staff receive direction solely from the Executive Director. Final personnel and decision over Council staff is vested with the Executive Director.

3. Staff Assignments. The staff of the Council, while working for the Council, shall be responsible solely for assisting the Council in carrying out the duties of the Council under Part B of the DD Act and shall not be assigned duties by the designated State agency or any other agency or entity of the Territory of Guam.

4. Hiring and Supervision Program Staff. The Executive Director, consistent with Government of Guam Personnel Rules and Regulations and Council policies, shall recruit, hire, supervise, and annually evaluate the staff of the Council. Council recruitment, hiring, and dismissal of staff shall be conducted in a manner consistent with Federal and State nondiscrimination laws. Dismissal of personnel shall be conducted in a manner consistent with State law and personnel policies. Program staff receive direction solely from the Executive Director. Final personnel and decision over Council staff is vested with the Executive Director.

5. Staff Assignments. The staff of the Council, while working for the Council, shall be responsible solely for assisting the Council in carrying out the duties of the Council under Part B of the DD Act and shall not be assigned duties by the designated State agency or any other agency or entity of the Territory of Guam.

ARTICLE V - COMMITTEES

No member with expiring term will be eligible to run for the Executive Committee

SECTION 1. EXECUTIVE COMMITTEE

This Committee shall consist of the elected officers of the Council, and the chairpersons of the Children and Family Issues, Adult Issues, and Cross-Cutting Issues Committees. The members of the Executive Committee shall include no fewer than two consumers.

1. The Committee shall have the following powers and duties and others that might be delegated from time to time by the Council:

(a) Act for the Council between regular general membership meetings of the Council. The Executive Committee shall have full power of the Council when the Council is not in session and when action is required that cannot wait for a regularly scheduled meeting.

(b) Establish and revise policies covering the duties of the Council staff and the policies governing the operations of the Council.

(c) Annually prepare and approve the operating budget and make any necessary changes.

(d) Bi-annually review and revise the operating budget.

(e) Review the organization and function of the Council.

(f) Receive reports and recommendations from the other Committees which shall be forwarded to the general membership.

(g) Provide recommendations and minutes of all executive committee meetings and working sessions to the Council.

(h) Shall annually evaluate the performance of the Executive Director of the Council and make recommendation to the Governor for salary increase based on availability of funding.

3. Meetings - This Committee shall meet at least four (4) times each year and at such other times as may be directed by the Chairperson and/or on the request of any member of the Executive Committee.

4. Travel - The Chairperson may attend off-island meetings, conferences, trainings, or workshops. If, the Chairperson is not able to travel, the 1st Vice-Chairperson, 2nd Vice-Chairperson, then the secretary may travel in this order. If, no member of the Executive Committee is able to attend, the Executive Committee may select another Council member. In addition, the Executive Director and/or Program Coordinator must attend the AIDD Technical Assistance Institute, NACDD Conference, or others. Travel is based on availability of funding.

SECTION 2. CHILDREN AND FAMILY ISSUES COMMITTEE

1. There shall be a Children and Family Issues Committee composed of members chosen from among the general membership of the Council by the appointed Children and Family Issues Committee Chairperson. The size of the Children and Family Issues Committee shall be determined by the Executive Committee. The Committee Chairperson shall be selected by the Chairperson of the Council and approved by the Executive Committee. Members of this Committee shall serve for two (2) years. No member of this Committee shall vote on a proposal from an agency with which the member is affiliated.

Members of this Committee who are employed by an agency/program under review shall be excluded from all Children and Family Issues Committee activities relevant to the said agency.

2. The primary function of this Committee shall be to prepare, review, and update the State Plan areas of emphasis assigned to the Committee and to identify and recommend solutions and strategies that address the needs identified in the areas of emphasis that are assigned to the Committee.

3. All minutes of the Children and Family Issues Committee meetings and working sessions shall be written and provided to the Executive Committee of the Council for review and consideration.

SECTION 3. ADULT ISSUES COMMITTEE

1. There shall be an Adult Issues Committee composed of members chosen from among the general membership of the Council by the appointed Adult Issues Committee Chairperson. The size of the Adult Issues Committee shall be determined by the Executive Committee. The Committee Chairperson shall be selected by the Chairperson of the Council and approved by the Executive Committee. Members of this Committee shall serve for two (2) years. No member of this Committee shall vote on a proposal from an agency with which the member is affiliated. Member of this Committee who are employed by an agency/program under review shall be excluded from all Adult Issues Committee activities relevant to the said agency.

2. The primary function of this Committee shall be to review the areas of emphasis assigned to the Committee and to identify and recommend solutions and strategies that address the needs identified in the areas of emphasis that are assigned to the Committee.

3. All minutes of the Adult Issues Committee meetings and working sessions shall be written and provided to the Executive Committee of the Council for review and consideration.

SECTION 4. CROSS-CUTTING ISSUES COMMITTEE

1. There shall be a Cross-Cutting Issues Committee composed of members chosen from among the general membership of the Council by the appointed Cross-Cutting Issues Committee Chairperson. The size of the Cross-Cutting Issues Committee shall be determined by the Executive Committee. The Committee Chairperson shall be selected by the Chairperson of the Council and approved by the Executive Committee. Members of this Committee shall serve for two (2) years. No member of this Committee shall vote on a proposal from an agency with which the member is affiliated. Member of this Committee who are employed by an agency/program under review shall be excluded from all Cross-Cutting Issues Committee activities relevant to the said agency.

2. The primary function of the Cross-Cutting Committee shall be to review the areas of emphasis assigned to the Committee and to identify and recommend solutions and strategies that address the needs identified in the areas of emphasis that are assigned to the Committee.

3. The primary function of the Cross-Cutting Committee shall be to review the areas of emphasis assigned to the Committee and to identify and recommend solutions and strategies that address the needs identified in the areas of emphasis that are assigned to the Committee.

4. All minutes of the Cross-Cutting Issues Committee meetings and working sessions shall be written and provided to the Executive Committee of the Council for review and consideration.

SECTION 5. SPECIAL COMMITTEES

1. Special committees may be designated from time to time by the Council Chairperson to perform a particular task, secure additional information, or investigate an issue which does not fall under the responsibility of a standing committee. Special committees are temporary and cease to exist at the discretion of the Chairperson, when they have completed their objective(s).

(a) Membership Review Committee

(b) Nominating and Election Committee

(c) By-Laws Committee

(d) DD Awareness Committee

ARTICLE VI - MEETINGS

SECTION 1. GENERAL

1. The Full Council shall meet at least four (4) times each fiscal year. For administrative purposes, the Council shall meet in December, March, June and September, as called by the Chairperson.

2. The Council staff shall provide, to the maximum extent feasible, using the telephone, email, or written notice stating the purpose of the meeting, the place, day, and hour shall be given to each member.

3. A **public notice** of the meeting shall include the place, day, and hour shall be given to each member and must be received at least five (5) working days public notice, and a second public notice at least forty-eight (48) hours prior to the star of the meeting and comply with Title II of the Americans with Disabilities Act (ADA).

4. The agenda, minutes and other related documents will be available before the start of meeting. Copies of the agenda and minutes will be sent electronically two (2) days before the meeting and may be hand delivered upon request before the meeting.

5. Minutes of the previous meeting and other related materials shall be available to all members upon request and before the commencement of the next meeting.

SECTION 2. COMMITTEE MEETINGS

Each Committee has the option to call its own meetings as the need arises.

SECTION 3. SPECIAL MEETINGS

A special meeting shall be called at the direction of the Chairperson or upon written request to the Chairperson by a majority of the voting members of the Council with the approval of a quorum of the Council as stipulated in Section 4 of this Article. The purpose of the special meeting shall be stated and at least seven (7) days notice shall be given in advance of a special meeting.

SECTION 4. QUORUM

A quorum shall consist of the majority of those present.

ARTICLE VII — GENERAL PROVISIONS

SECTION 1. GENERAL DECISIONS

Decisions of the Council must be approved by a quorum of the Council as defined in Article VI, Section 4.

SECTION 2. REMOVAL OF AN OFFICER/COMMITTEE CHAIRPERSON/MEMBER

If an Officer, Committee Chairperson, or Member fails in his/her duties as stated in the by-laws, and/or through his/her actions compromises the integrity and credibility of the Council, the Executive Committee can request that the said individual be removed. Members with three (3) consecutive absence without a legitimate excuse from a regular General Membership Meeting will be asked to resign. Such actions must have the approval of the Council. Recommendations shall then be submitted to the Governor for final approval.

SECTION 3. VOTING

Each member shall have one vote. Votes by proxy shall not be permitted. However, representatives from agencies and non-profit organization who are off-island for official business or on official leave for an extended period from work are eligible to vote. The agency must provide written or email authorization of the proxy to the GDDC office and must be approved by the Chairperson.

SECTION 4. CONFLICTS OF INTEREST

Criteria for conflicts of interest established by the National Association of Councils on Developmental Disabilities(NACDD) shall be followed as adopted by the general membership of the Council.

SECTION 5. PARLIAMENTARY PROCEDURES

All meetings shall be conducted in accordance with Roberts Rules of Order, Revised.

SECTION 6. MINUTES OF MEETINGS

Written minutes shall be prepared of all meetings and shall reflect the matters discussed, official actions taken and the major view of the participants. Minutes shall include, but not be limited to:

a. the date, time, and place of meeting;
b. the members of the Council recorded as either present or absent;
c. the substance of all matters proposed, discussed, or decided;
d. a record, by individual member, of the votes taken; and
e. any other information that any member of the Council requests be included or reflected in the minutes.

Minutes of meetings are public records and shall be made available upon request by any person during established office hours.

ARTICLE VIII — AMENDMENTS OF THE BY-LAWS

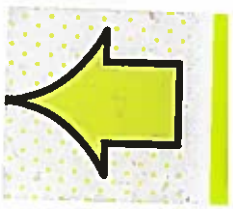
These by-laws may be amended by a majority vote of the Council provided that notice of intent to amend be given to Council members at a preceding Council meeting or by mail thirty (30) days before the meeting at which the amendment is to be considered. An amendment shall take effect immediately upon its adoption by the Council.

Amendments may be made by the Council as necessary.

Revised and adopted: September 13, 2017

JOSEPHINE E. GUERRERO
Chairperson
Date: 9/13/2017

Lourdes Mendiola
LOURDES MENDIOLA
1st Vice-Chairperson
Date: 9/13/2017



CANDICE PERRY
2ND Vice Chairperson
Date: 9/13/2017

JOYCE FLORES
Secretary
Date: 9/13/2017

CALENDAR OF EVENTS

DECEMBER 2018











SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 12/24: Rebecca Eclavea 12/31: Hikie Lazaga			VILLAGE FIESTAS: Dededo: Santa Barbara Hagatna: Immaculate Conception Santa Rita: Our Lady of Guadalupe Asan: Nino Perdido			1
2	3 ADA Coordinator Mtg 3:30pm-5pm DNA Bldg	4 Transition Team Meeting 130pm-220pm --- DVR/DSS Prog Orient Pres 9:00am to 10:30am DNA	5	6 DDAM Committee 9am To 1030am	7 OUR LADY OF CAMARIN 	8
9	10	11 GAPSD Mtg 1130am To 1:00pm GDOE Bldg B Tiyan 2nd Floor Conf Rm 209	12 GMM 11am-2pm Holiday Resort Tumon	13	14	15 BSP Christmas Party Nikko Hotel Tumon
16	17	18 Adults Issues Meeting 9am – 10:30 --- DVR/DSS Program Orientation Presentation 9:00am to 10:30am DNA Bldg	19 Children & Families Mtg 9am – 10:30am	20 SRC Mtg 10am-12pm DVR Conf Rm DNA Bldg	21	22
23	 24	 25	26	27	28	29
Color Reference: Red = Holidays Green = Meetings Purple = Community Partner Events Orange = GovGuam Events 30	 31					

CALENDAR OF EVENTS

JANUARY 2019

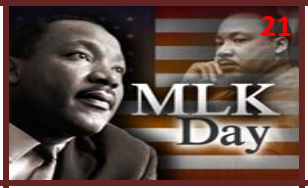










SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	**Village Fiestas:** Tumon Chalan Pago MongMong Maina	 1	2	3	4	5
6	7 ADA Coordinator Mtg 330pm-5:00pm DVR Conf Rm DNA Bldg Hagatna --- Governor Inauguration Day	8 ADVR/DSS Prog Orient Pres Mtg 9am-1030am DVR Conf Rm DNA Bldg Hagatna --- GSAT ECM	9	10	11	12
13	14	15 GAPSD Mtg 1130am - 1pm GDOE Bldg B Tiyan 2nd Floor Conf Rm 209 --- GRTA Board Meeting	16	17	18	19
20	 21	22 ADVR/DSS Prgm Orient Pres Mtg 9-1030am DVR Conf Rm DNA Bldg Hagatna --- GSAT Advisory Council GMM	23	24	25	26
27	28	29	30	31		
Color Reference: Red = Holidays Green = Meetings Purple = Community Partner Events Orange = GovGuam Events Brown = Timesheet Due	 01/12: Hank Parker					

CALENDAR OF EVENTS

FEBRUARY 2019











SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 2/7: Kathy Benavente	**Village Fiestas:** Tumon 				1	2
Super Bowl LIII 3 *(Not Observed)*	ADA Coordinators Mtg 4 330pm-5pm DVR Conf Rm	DVR/DSS Program Orient 5 9am-1030am DVR Conf Rm	Cross-Cutting Meeting 6 9am-1030am GDDC Conf Room	7	8	9
10	11	GDOE GAPSD Meeting 12 1130am – 1pm Bldg B Tiyan 2nd Floor Conf Room 209	13	Valentine's Day 14 *(Not Observed)*	15	16
17	18	DVR/DSS Prgm Orient 19 9-1030am DVR Conf Room ---------- GRTA Board Meeting ---------- Presidents Day *(Not Observed)*	GDDC ECM 9-1030am 20 GDDC Conference Rm	21	22	23
24	25	26	27	28		
Color Reference: Red = Holidays Green = Meetings Purple = Community Partner Events Orange = GovGuam Events						

CALENDAR OF EVENTS

MARCH 2019







NASW
National Association of Social Workers



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		 3/21: Joyce Tejeresas	 VILLAGE FIESTAS: Inarajan		GSAT AT Conference 1 *(Venue Pending)*	2
3	ADA Coordinators Mtg 4 33pm-5pm DVR Conf Rm DNA Bldg Hagatna	DVR/DSS Program Orient 5 9am-1030am DVR Conf Rm DNA Bldg Hagatna	6	7	8	GSAT AT Fair 9 *(Venue Pending)*
10	11	GDOE GAPSD Meeting 12 1130am-1pm Bldg B Tiyan 2nd Floor Conf Room --- GRTA Board Meeting	GDDC GMM 11am-2pm 13 Holiday Resort Tumon	14	15	16
Saint Patrick's Day 17 *(Not Observed)*	18	DVR/DSS Progm Orient 19 9am-1030am DVR Conf Rm DNA Bldg Hagatna	20	SRC Mtg 10am-12pm 21 DVR Conf Rm DNA Bldg Hagatna	World Water Day 22 *(Not Observed)*	National Puppy Day 23 *(Not Observed)*
World TB Day 24 *(Not Observed)*	25	26	27	28	29	National Doctor's Day 30 *(Not Observed)*
31						**Color Reference:** Red = Holidays Green = Meetings Purple = Community Partner Events Orange = GovGuam Events

GDDC DIRECTORY BY LAST NAME								
	LAST	FIRST	APT	EXP	TYPE	COM	NUMBER	E-MAIL
1	Arcangel	Theresa M.A.	8/9/2017	8/8/2021	SAR	CF	W: 735-7231 C: 488-7154 F: 734-6860	theresa.arcangel@dphss.guam.gov
2	Benavente	Katherine C.	8/9/2017	8/8/2021	IWD	AI	C: 727-0554 H: 969-1227	N/A
3	Boswell	Norma Jean	8/9/2016	8/8/2020	PAR	AI	C: 898-9482 H: 653-5133	normapalomo@yahoo.com
4	Cruz	Elisabeth	8/9/2016	8/8/2020	PAR	CC	C: 483-9588 W: 475-3360 F: 472-7596	elisabeth.cruz@guamcse.net
5	Eclavea	Rebecca	8/9/2018	8/8/2022	IWD	CC	C: 487-1462	rebeccaseclavea@gmail.com
6	Guerrero	Josephine	8/9/2018	8/8/2022	PAR	CF	C: 486-5792 WC: 366-3722 H: 632-9732	josie_nrqz@yahoo.com
7	Lazaga	Hikie	8/9/2017	8/8/2021	IWD	CC	C: 727-6635 C: 971-1430 (Noel)	hikielujan@yahoo.com
8	Limtiaco	Monica	8/9/2016	8/8/2020	PAR	CC	W: 477-1505 C: 727-8459 H: 734-8459	mon.limtiaco@gmail.com
9	Manglona	Thomas	8/9/2017	8/8/2021	IWD	AI	H: 734-3470 C: 997-9200	N/A
10	Mendiola	Joseph John B	8/9/2018	8/8/2022	SAR	CF	W: 735-2368 C: 777-5925	jj.mendiola@guamcedders.org
11	Mendiola	Lourdes	8/9/2018	8/8/2022	FAM	AI	H: 649-2761 C: 483-5264	loubascmend@gmail.com
12	Okada	Zenaida	8/8/2016	8/8/2020	SAR	AI	W: 735-7128 C: 483-1114 F: 734-7097	zenaida.okada@dphss.guam.gov
13	Parker	Harold	8/9/2016	8/8/2020	SAR	CC	W: 477-9811 C: 922-4571 F: 477-1320	harold.parker@guamlsc.org
14	Perez	Victoria M.	8/9/2016	8/8/2020	IWD	AI	H: 646-6348	julie_m_perez@yahoo.com (mother)
15	Perry	Candice	8/9/2017	8/8/2021	IWD	CF	H: 477-0278 C: 482-5707	canperry37@gmail.com
16	Pilipina	Rally	8/9/2018	8/8/2022	SAR	AI	W: 300-7261 C: 987-3443 F: 475-4600	rally.pilipina@grta.guam.gov
17	Puas	Moses	8/9/2017	8/8/2021	IWD	CC	H: 477-1505 C: 969-1505 F: 472-0381	mosespuas@gmail.com
18	Riate	Asuncion	8/8/2016	8/8/2020	PAR	CC	C: 988-9816	sionyriate@gmail.com
19	San Nicolas	Silvestre	8/9/2016	8/8/2020	IWD	CC	C: 929-4913 C: 929-5808 (Gina Arca)	slvestresannicolas@gmail.com
20	Servino	Benito	8/9/2016	8/8/2020	SAR	AI	W: 475-4646 F: 477-2892	benito.servino@disid.guam.gov
21	Taitano	Katherine	8/9/2018	8/8/2022	SAR	AI	W: 475-1322 F: 300-7565	katherine@ghura.org
22	Tejeresas	Joyce	8/9/2017	8/8/2021	PAR	CF	C: 838-4215 H: 989-7208	flores.joyricha.joyce816@gmail.com
23	Tydingco	Catherine	8/9/2016	8/8/2020	SAR	CF	C: 488-4459 W: 300-1322 F: 647-4404	cbtydingco@gdoe.net
24	Vega	Rey	8/9/2017	8/8/2021	SAR	CC	W: 647-5448/5300 F: 649-6948	rey.vega@gbhwc.guam.gov
	MEMBERS TO BE REPLACED:							
	Amistad	Pollyanna	8/9/2014	8/8/2018	FAM	CC	C: 929-3742 H: 472-2261	pollyamistad15@yahoo.com
	Bitanga	Lourdes	8/9/2017	8/8/2021	NGO	CC	P: 472-8598 C: XXX-XXXX F: 635-1414	bitangalourdes@gmail.com
	Cruz	Evelyn	8/9/2014	8/8/2018	SAR	CC	W: 735-7421 F: 735-7416	evelyn.cruz@dphss.guam.gov
	Lau	Gabriel	8/9/2017	8/8/2021	IWDD	AI	C: 689-6497 H: 989-7934	glau26@hotmail.com
	LEGEND:							
	AI: Adults Issues	IWD: Individual With Developmental Disabilities						
	CC: Cross Cutting	NGO: Non-Governmental Organization						
	CF: Children & Families	PAR: Parent						
	FAM: Family	SAR: State Agency Representative						

GDDC DIRECTORY BY COMMITTEE								
	LAST	FIRST	APT	EXP	TYPE	COM	NUMBER	E-MAIL
1	Benavente	Katherine C.	8/9/2017	8/8/2021	IWD	AI	C: 727-0554 H: 969-1227	N/A
2	Boswell	Norma Jean	8/9/2016	8/8/2020	PAR	AI	C: 898-9482 H: 653-5133	normapalomo@yahoo.com
3	Manglona	Thomas	8/9/2017	8/8/2021	IWD	AI	H: 734-3470 C: 997-9200	N/A
4	Mendiola	Lourdes	8/9/2018	8/8/2022	FAM	AI	H: 649-2761 C: 483-5264	loubascmend@gmail.com
5	Okada	Zenaida	8/8/2016	8/8/2020	SAR	AI	W: 735-7128 C: 483-1114 F: 734-7097	zenaida.okada@dphss.guam.gov
6	Perez	Victoria M.	8/9/2016	8/8/2020	IWD	AI	H: 646-6348	julie_m_perez@yahoo.com (mother)
7	Pilipina	Rally	8/9/2018	8/8/2022	SAR	AI	W: 300-7261 C: 987-3443 F: 475-4600	rally.pilipina@grta.guam.gov
8	Servino	Benito	8/9/2016	8/8/2020	SAR	AI	W: 475-4646 F: 477-2892	benito.servino@disid.guam.gov
9	Taitano	Katherine	8/9/2018	8/8/2022	SAR	AI	W: 475-1322 F: 300-7565	katherine@ghura.org
10	Cruz	Elisabeth	8/9/2016	8/8/2020	PAR	CC	C: 483-9588 W: 475-3360 F: 472-7596	elisabeth.cruz@guamcse.net
11	Eclavea	Rebecca	8/9/2018	8/8/2022	IWD	CC	C: 487-1462	rebeccaseclavea@gmail.com
12	Lazaga	Hikie	8/9/2017	8/8/2021	IWD	CC	C: 727-6635 C: 971-1430 (Noel)	hikielujan@yahoo.com
13	Limtiaco	Monica	8/9/2016	8/8/2020	PAR	CC	W: 477-1505 C: 727-8459 H: 734-8459	mon.limtiaco@gmail.com
14	Parker	Harold	8/9/2016	8/8/2020	SAR	CC	W: 477-9811 C: 922-4571 F: 477-1320	harold.parker@guamlsc.org
15	Puas	Moses	8/9/2017	8/8/2021	IWD	CC	H: 477-1505 C: 969-1505 F: 472-0381	mosespuas@gmail.com
16	Riate	Asuncion	8/8/2016	8/8/2020	PAR	CC	C: 988-9816	sionyriate@gmail.com
17	San Nicolas	Silvestre	8/9/2016	8/8/2020	IWD	CC	C: 929-4913 C: 929-5808 (Gina Arca)	slvestresannicolas@gmail.com
18	Vega	Rey	8/9/2017	8/8/2021	SAR	CC	W: 647-5448/5300 F: 649-6948	rey.vega@gbhwc.guam.gov
19	Arcangel	Theresa M.A.	8/9/2017	8/8/2021	SAR	CF	W: 735-7231 C: 488-7154 F: 734-6860	theresa.arcangel@dphss.guam.gov
20	Guerrero	Josephine	8/9/2018	8/8/2022	PAR	CF	C: 486-5792 WC: 366-3722 H: 632-9732	josie_nrqz@yahoo.com
21	Mendiola	Joseph John B	8/9/2018	8/8/2022	SAR	CF	W: 735-2368 C: 777-5925	jj.mendiola@guamcedders.org
22	Perry	Candice	8/9/2017	8/8/2021	IWD	CF	H: 477-0278 C: 482-5707	canperry37@gmail.com
23	Tejeresas	Joyce	8/9/2017	8/8/2021	PAR	CF	C: 838-4215 H: 989-7208	flores.joyricha.joyce816@gmail.com
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	Lau	Gabriel	8/9/2017	8/8/2021	IWDD	AI	C: 689-6497 H: 989-7934	glau26@hotmail.com
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4	Cruz	Elisabeth	8/9/2016	8/8/2020	PAR	CC	C: 483-9588 W: 475-3360 F: 472-7596	elisabeth.cruz@guamcse.net
5	Limtiaco	Monica	8/9/2016	8/8/2020	PAR	CC	W: 477-1505 C: 727-8459 H: 734-8459	mon.limtiaco@gmail.com
6	Parker	Harold	8/9/2016	8/8/2020	SAR	CC	W: 477-9811 C: 922-4571 F: 477-1320	harold.parker@guamlsc.org
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	Lau	Gabriel	8/9/2017	8/8/2021	IWDD	AI	C: 689-6497 H: 989-7934	glau26@hotmail.com
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	FAM: Family	SAR: State Agency Representative						

Notice of Award

Title of Program: (SCDD) DD Act State Councils on Developmental Disabilities
Award Authority: P.L. 106-402 (DD Act)

Grantee:
Guam
Director
Department of Planning
Post Office Box 2950
HAGATNA, GUAM 96910

Date: October 24, 2018

Grant No.: 1901GUSCDD-00
Award Instrument: Grant (Formula)
Project Period: 10-01-2018 - 09-30-2020
Budget Period: 10-01-2018 - 09-30-2020

EIN: 1980018947B1
DUNS#: 778904292

CFDA: 93.630

Object Class Code: 41.15

Appropriation	CAN	Award This Action	Cumulative Grant Award to Date
75-19-0142	2019,2994902,ACL	$21,727	$21,727
	Total	$21,727	$21,727

ACL Contact Information:
Please find your assigned ACL programmatic and fiscal contacts on ACL's website at https://www.acl.gov/grants/acl-mandatory-grants-programmatic-and-fiscal-contacts.

Tanielle Chandler
ACL Grants Officer

Terms and Conditions:

1. This grant award is issued under Title I, Subtitle B of Developmental Disabilities Assistance and Bill of Rights Act of 2000. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.

Please visit ACL's website at https://www.acl.gov/grants/managing-grant to view some of these terms and conditions such as:

- SAM.gov / DUNS Requirement
- Consolidated Appropriations Act, 2018, Pub. L. 115-141, signed into law on March 23, 2018
- National Policies including Trafficking Victims Protection Act, Whistleblower Protections, and DOMA: Implementation of Same-Sex Spouses/Marriages
- Federal Funding Accountability and Transparency Act (FFATA)

- Federal Awardee Performance and Integrity Information System (FAPIIS)
- HHS Grants Policy Statement, Part II

2. By requesting or receiving funds under this award, the recipient assures that it will carry out the project/program described in its approved state plan(s) and will comply with the terms and conditions and other requirements of this award.

3. ACL approves a one-time special condition for Federal fiscal year 2019 grant awards that will allow for grantees to complete the work authorized by September 30, 2021 but obligations must be made by the 24-month project period end date of September 30, 2020. Consistent with existing requirements, grantees are to liquidate obligations by September 30, 2021 unless a waiver is approved [45 CFR 1326.3(a)].

4. The Federal Financial Report (SF-425) is due annually within 90 days after each 12-month period ending September 30th. Each annual SF-425, due by December 31st, must be completed on a cumulative basis building on prior year certified amounts. A final report is due within 90 days after the liquidation period end date of September 30, 2021 or by December 31, 2021. As a reminder, in any given year, each SCDD grantee must submit three separate SF-425s. As an example, for the reports due December 31, 2019, grantees are to submit the Final report for the FY2017 grant, second annual report for FY2018 grant, and first annual report for the FY2019 grant. A copy of the SF-425 can be found at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html. The SF-425 report must be dated and signed and submitted as an attachment to an email submitted to the AIDD.Grants@acl.hhs.gov mailbox, with the following subject line: "[State]/[Grant Number]/[1st annual, 2nd annual or Final]/SF-425." As an example: AK/1901AKSCDD/1st annual/SF-425.

5. The DDC program performance report (PPR) will be submitted through the ACL Reporting System located at https://reporting-pilot.acl.gov. Further details regarding report submission due dates and instructions will be provided via e-mail from the Programmatic Contact listed on the url above or subsequent Notice of Award.

6. The Federal share of the cost of all projects in a State supported by an allotment to the State under Subtitle B may not be more than 75 percent of the aggregate necessary cost of such projects, as determined by the Secretary. The remaining 25% of the aggregate necessary cost of such projects represents the non-Federal share. In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, as determined by the Secretary, the Federal share of the cost of all such projects may not be more than 90 percent of the aggregate necessary cost of such projects, as determined by the Secretary. In the case of projects undertaken by the Council or Council staff to implement State plan activities, the Federal share of the cost of all such projects may be not more than 100 percent of the aggregate necessary cost of such activities.

Remarks:

1. The DDC grant award to your state has been approved for the current period of the fiscal year in the amount shown above. Award levels represent FY 2019 first 30 days of funding. The period for liquidation of the obligations is through September 30, 2021.

2. Payment under this award will be made available through the HHS Departmental Payment Management System (PMS). PMS provides instructions for making withdrawals of Federal funds. When requesting payment from PMS, please use your P account login and reference the Grant No. listed above for payment. Instructions regarding payments can be obtained at https://pms.psc.gov/training/pms-user-guide.html#Request, or contact your PSC Account Liaison;
1-877-614-5533; PMSSupport@psc.gov.

3. Federal Cash Reporting: On the SF-425 form, lines 10 a through c are reported on a quarterly calendar year basis (for the periods ending 12/31, 3/31, 6/30, 9/30) at the HHS Departmental Payment Management System (PMS). PMS website is located at: https://pms.psc.gov. Reconciliation of advances and disbursements is required for each quarter and the report must be completed within 30 days of the end of each quarter (i.e., by 1/30,

4/30, 7/30, 10/30). This reporting requirement is separate from completing the entire SF-425 as denoted in the financial reporting term.

FY-2019 GDDC MEETING SCHEDULE

Executive Committee Meetings / GDDC Conference Room 9:00am to 10:30am	
Wednesday November 28, 2018 *(Rescheduled from 112118)*	Wednesday May 15, 2019
Wednesday February 20, 2019	Wednesday August 2, 2019
General Membership Meetings / Holiday Resort Chief Kepuha Room Tumon 10:00am to 3:00pm	
Wednesday December 12, 2018	Wednesday June 12, 2019
Wednesday March 13, 2019	Wednesday September 11, 2019

Guam Developmental Disabilities Council



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor Of Guam

GOVERNOR'S CIRCULAR NO. 2018- 164

DATE: November 27, 2018

TO: All Department and Agency Heads

FROM: For Governor Eddie Baza Calvo

SUBJECT: **ACTING EXECUTIVE DIRECTOR, GUAM DEVELOPMENTAL DISABILITIES COUNCIL**

Please be advised that during the absence of Ms. Rosanne S. Ada, Executive Director, Guam Developmental Disabilities Council from November 19, 2018 to January 4, 2019, I am appointing Ms. Marie Tedtaotao-Libria to serve as Acting Executive Director.

Please welcome and extend your courtesy and cooperation to Ms. Tedtaotao-Libria.

FILED

THE OFFICE OF THE GOVERNOR AND LT. GOVERNOR-ELECT

Lourdes A. Leon Guerrero and Joshua F. Tenorio

December 10, 2018

Memorandum

To: All Chairpersons
Boards/Commissions/Advisory Councils
Government of Guam

From: Chair and Co-Chair
2018 Transition Committee

Subject: Request for continuation of all members

Hafa Adai! With the full cooperation of the Calvo Administration, Governor-Elect Lou Leon Guerrero and Lt. Governor-Elect Joshua Tenorio are committed to a smooth transfer of operations of the Government of Guam (GovGuam) during this transition period.

At this time, they are requesting for current members of Boards, Commissions and Advisory Councils to continue their service and remain in their current capacities. Doing so will ensure continuity and also allow the incoming Leon Guerrero-Tenorio's Transition Committee to complete its work of assessing the status of all GovGuam agencies and entities within the Executive Branch. We are confident you will agree that minimizing any interruption of essential services should be the highest priority.

The chairs of Boards, Commissions and Advisory Councils will be informed in writing of any necessary future action.

On behalf of the Governor and Lieutenant Governor-Elects, we sincerely appreciate your patience and your continued service to the people of Guam.

Sincerely,

MARY A.Y. OKADA
Transition Committee Chair

LAURA M. TORRES SOUDER
Transition Committee Co-Chair

cc: Mr. Mark Calvo, Jr.
Chief of Staff, Calvo Administration

164 EAST MARINE CORPS DR. · HAGÅTÑA, GUAM 96910
671.922.2018 · 2018GUAMTRANSITION@GMAIL.COM

NACDD - Development Disabilities Messaging Survey
Thursday, December 6, 2018

For those of you who participated in the messaging brainstorming in Executive Director's Leadership Summit, October 22-24, 2018 in San Diego, we thank you very much for your time and enthusiasm. We hope it was clear that our session was the beginning of a process, not the end.

If you didn't make it to San Diego, we spent several hours talking about public messaging for our work on the Councils and for people with DD.

While we had a lively conversation, we need to go more in-depth with each one of you. Below is a survey designed to draw out the language and phrases to build new, universal messaging for everyone leading the fight on behalf of people with DD.

Again, we'll use your input to help inform the messaging guide that Council leaders can use to more powerfully explain your work to the public. There's no right or wrong answers and there are no trick questions. We just want to hear from you in your own words.

Please complete by November 30, 2018 and no later than December 6, 2018.

1. **What is your name and which Council do you head?**
   Marie T. Libria, Acting Executive Director Guam DD Council

2. **You're at a dinner party and the governor's chief of staff is sitting next to you. She asks what you do for a living. How do you explain your job to her?**
   I am the Acting Executive Director for the Guam Developmental Disabilities Council and administer a variety of work from day-to-day Council activities, state initiatives, to collaborations with policymakers and legislators. Educate her on the DD Act mission to increase and improve services and assure that individuals with developmental disabilities have opportunities to be independence, self-determination, productivity, integration, and inclusion of people with developmental disabilities in aspects of community life.

3. **What do you want the American people to know about people with DD?**
   People with I/DD want the same rights and respect as those without disabilities. They could become productive members and contribute to society just like everyone else, if given an opportunity.

4. **Even simpler, pick five words that you'd want to use when talking about people with DD to the American people.**
   Devoted, friendly, kind, fun, and committed.

5. **You're on CNN and Anderson Cooper asks "What is a Council on Developmental Disabilities?" Provide a short, crisp answer.**
   The Council is composed of twenty-eight (28) voting members who are residents of Guam and who are appointed by the Governor. No less than 60% of the membership shall consist of persons who are individuals with developmental disabilities; parents or guardians of children with developmental disabilities; or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves, and 40% or ten (10) representatives of the principal State agencies, Centers in the state, the State protection and advocacy system, local agencies, and one (1) non-governmental agency and private nonprofit groups concerned with services for persons with developmental disabilities.

6. **If you had to make a pitch for increased funding for Councils to Members of Congress, what would you say to Republican Members?**
   Regardless of Republican or Democratic members in Congress, continual financial support for services is imperative for people with I/DD to able live secure and fulfilling lives in the community.

To Democratic Members?

Regardless of Republican or Democratic members in Congress, continual financial support for services is imperative for people with I/DD to able live secure and fulfilling lives in the community.

7. **If you were presented with the following argument, how would you respond? "We should take the money from these councils and their staffs and give it directly to people with developmental disabilities."**

   This is not the appropriate solution as funding has and always will be an issue. Councils have and continue to do a wonderful job advocating to improve services systems for people with I/DD through various strategies such as outreach/awareness, training, education and many others with collaborative partners. Through these efforts, people with I/DD are encouraged and many opportunities are available for people with I/DD to reach their potential.

8. **Are there any other tough questions we should be prepared for? If so, what's the best response?**

   Yes, as there have been many discussions at all levels of government that threaten the advances made almost 30 years ago. Programs are faced with shrinking budgets and challenges with complying with federal mandates.

   Will DD Council remain funded? Councils are critical catalysts of change moving State systems towards independence, productivity, integration, inclusion and self-determination for people with I/DD in all facets of community life. Councils will continue to engage in conversations and sharing successful stories and impacts of improved services for people with I/DD.

9. **When giving a speech, what is the ONE THING you want people to remember about people with DD? This should be a phrase you'd repeat over and over and resonates with the average person.**
   The American Dream belongs to everyone. Providing equal access to services so people with I/DD are independent, productive, integrated, included and self-determined in the community.

Let's fill out the decades-long story of the Councils as they relate to people living with developmental disabilities.

Below are three parts to our story. (1) How we got here (2) Where we are today and (3) where we're headed.

Part 1 -- What was life like for people with DD before the 1970s; that is, before the Councils were established and there was a movement for inclusion?

People with I/DD were institutionalized and segregated in the community. Little to no voice or choice in how services were provided to them.

Part 2 -- What did the Councils do to help affect change from the 1970s to today?

Councils advocacy efforts initiated the deinstitutionalization movement with significant social change that provided many opportunities for people with I/DD to reach their potential in the community.

Part 3 -- What does the future look like?

Economic challenges. Councils remain resilient and support more advancement for people with I/DD for continual equality and access in the community.

Finally, is there anything else we should consider or is anything else you'd like to add? No

Gmail **Ray SN Sayas <raysayas@gmail.com>**

Fwd: ACL Awards UCEDD Grants on Mental Illness, Diversity, and Cultural Competency

2 messages

Marie Libria <marie.libria@gddc.guam.gov> Wed, Oct 3, 2018 at 12:04 PM
To: Joseph Mendiola <jj.mendiola@guamcedders.org>
Cc: Heidi San Nicolas <heidi.sannicolas@guamcedders.org>, Terrie Fejerang <terrie.fejarang@guamcedders.org>, Rosanne Ada <rosanne.ada@gddc.guam.gov>, Raymond Sayas <raymond.sayas@gddc.guam.gov>

Hi JJ,

Sharing info.

Thanks
Marie

---------- Forwarded message ---------
From: **Administration for Community Living** <acl@public.govdelivery.com>
Date: Wed, Oct 3, 2018 at 3:40 AM
Subject: ACL Awards UCEDD Grants on Mental Illness, Diversity, and Cultural Competency
To: <marie.libria@gddc.guam.gov>

Having trouble viewing this email? View it as a Web page.

ACL Administration for Community Living News & Events

September 02, 2018

ACL Awards UCEDD Grants on Mental Illness, Diversity, and Cultural Competency

Recently, ACL's Administration for Intellectual and Developmental Disabilities awarded $1.85 million in funding to University Centers for Excellence in Developmental Disabilities (UCEDDs). The funding includes a grant to establish a new training center supporting people with developmental disabilities and co-occurring serious mental illness, as well as grants to continue efforts to promote diversity and cultural competence across the developmental disabilities network through diversity fellowships and partnerships with minority-serving institutions.

Serious Mental Illness Grant

ACL is awarding a three-year $700,000 grant to the Human Development Institute at the University of Kentucky to create a national training center that will help build capacity within the DD network to support people with co-occurring developmental disabilities and mental illness living in the community.

Doc. No. 34GL-18-2675.

These individuals experience a number of unique challenges to community living including in obtaining an accurate diagnosis and coordinating an array of treatment interventions and supports. Treatment and supports often require collaboration between providers from both the public mental health system and the developmental disabilities service system.

Implementing Partnerships with Minority-Serving Institutions

ACL awarded three-year grants to five UCEDDs to implement partnerships with minority-serving institutions (MSIs). MSI partnership implementation grants will provide $50,000 a year to each of five UCEDDs to continue and strengthen partnership with MSIs or community colleges. The institutions will jointly implement training and knowledge exchange with the goal of promoting interdisciplinary approaches to research, training, and services. The grants were awarded to UCEDDs at:

- Georgetown University, for a partnership with Trinity Washington University, an MSI in Washington, DC.
- Minot State University, for a partnership with Turtle Mountain Community College, a tribally-chartered college in North Dakota.
- Northern Arizona University, for a partnership with the Navaho Technical University.
- University of Arizona, for a partnership with Tohono O'odham Community College, a tribal college located in the Tohono O'oham Nation in Southern Arizona.
- University of South Dakota, for a partnership with Sinte Geska University, a tribally-chartered institution of higher education.

Diversity Fellowships

ACL awarded one-year grants of $50,000 each to eight UCEDDs for diversity fellowships. The fellowship programs support the recruitment and retention of trainees from culturally and linguistically diverse backgrounds to participate in a fellowship experience that includes the opportunity to make systemic change through a capstone project and community-based activities.

Grants were awarded to UCEDDs at:

- Georgetown University
- Georgia State University
- University of Cincinnati, Children's Hospital Medical Center
- University of Georgia
- University of Iowa
- University of Minnesota
- University of Montana
- University of Southern California, Children's Hospital Los Angeles

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Joseph Mendiola <jj.mendiola@guamcedders.org> Thu, Oct 4, 2018 at 8:09 AM
To: Marie Tedtaotao-Libria <marie.libria@gddc.guam.gov>
Cc: Heidi San Nicolas <heidi.sannicolas@guamcedders.org>, Teresita Fejarang <terrie.fejarang@guamcedders.org>, Rosanne Ada <rosanne.ada@gddc.guam.gov>, Raymond Sayas <raymond.sayas@gddc.guam.gov>

Thanks for sharing, Marie!
[Quoted text hidden]
--

Joseph Mendiola
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Marie Libria <marie.libria@gddc.guam.gov>

2018 OCTOBER FIELD NOTES

1 message

NACDD/ITACC <acastillo-epps@nacdd.org> Fri, Oct 12, 2018 at 3:54 AM
Reply-To: acastillo-epps@nacdd.org
To: marie.libria@gddc.guam.gov

NACDD National Association of Councils on Developmental Disabilities ITACC

FIELD NOTES

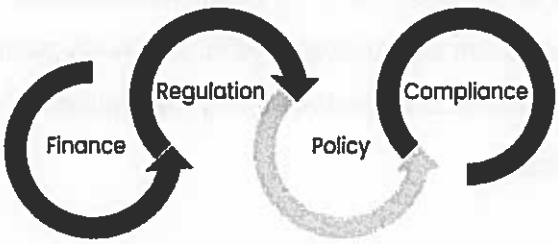
OCTOBER 2018
ISSUE 48

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More great information! See below for links to PPR reminders, DD Act resource, Employment Data and more...

Questions/comments or to submit content for consideration, contact Angela Castillo-Epps or call 202-506-5813, ext. 100.
ACCESSIBLE VERSION

COMPLIANCE CORNER



Federal Reports

- **FFY 2017 PPR – No official due date has been announced by AIDD. However, we anticipate the FFY 2017 PPR will be submitted before the FFY 2018 PPR and Councils will be provided with enough notice in order to complete this task.**

- **FFY 2018 PPR –Councils should continue to save information in a word document and await further instructions from AIDD. This report would typically be due on January 1, 2019, however Councils will receive additional instructions should there be modifications to this timeline.**

- **FFY 2019 State Plan Update – The due date for the FY 2019 State Plan Update and FFY 2021 Annual Work Plan is January 1, 2019.**

Demonstration Projects

A core purpose of engaging in demonstration projects is to promote advocacy, capacity building, and systems change using new approaches. Demonstration projects and activities are described as new with no proven approach or method. Demonstration projects can include activities that provide services to individuals with developmental disabilities as part of an overall strategy for systems change as well as other new projects activities that do not provide services to individuals with developmental disabilities.

As Councils enter the third year of implementation of their current Five-Year State plan. We recommend Council staff review the Program Instruction (AIDD-PI-16-1) issued on October 29, 2016 that provides information and discussion on time limited demonstration projects. As a reminder, demonstrations are limited to five-years with the option for the Council to seek permission to extend a demonstration beyond five years. In addition, data collection and analysis and sustainability planning should also be under way as well. We also recommend reviewing the regulatory requirements under 45 CFR 1326.30 (e)(f).

Federal Financial Reports

The SF-425's are due annually by December 30th. Please review the official Notice of Award for information (typically found under "terms and conditions"). As a reminder, match documentation should be submitted as a separate document with details on how match was generated for each grant award year. If you need additional information, please check out the "Financial Information" webpage at itacchelp.org for resources on

how to fill out the SF425, information on match and match documentation, and other topics.

ITACChelp.org WEBSITE UPDATES



COUNCIL DIRECTOR'S PAGE

- 2018 Needs Assessment
- Designated State Agency State Chart 2018 – This chart lists each DD Council's DSA.

FINANCIAL INFORMATION PAGE

- 45 CFR 1386 - Regulations for Formula Grants Programs for the Administration on Intellectual and Developmental Disabilities; Subpart C deals with Federal Assistance to State DD Councils.
- 45 CFR 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Health and Human Services (HHS) Awards.

DIVERSITY, INCLUSION AND CULTURAL AND LINGUISTIC COMPETENCE (DICLC)



TARGETED DISPARITY & COMMUNITY ENGAGEMENT

The most frequent disparity addressed by DD Councils is access to information, resources and services, including, but not limited to secondary education, assistive technology, health and employment. (ITACC Targeted Disparity Document)

Although DD Councils most frequent targeted disparity sub-population was recorded as Hispanic/Latino, the frameworks of community engagement are important for working with all unserved and underserved populations. DD Councils can use the bullets below as a guide for developing Culturally Competent Guiding Values & Principles regarding community engagement. The examples provided are from the Georgetown University National Center for Cultural Competence. (NCCC)

- Cultural competence extends the concept of self-determination to the community.*
- Cultural competence involves working in conjunction with natural, informal support and helping networks within culturally diverse communities (e.g. neighborhood, civic and advocacy associations; local/neighborhood merchants and alliance groups; ethnic, social, and religious organizations; and spiritual leaders and healers).*
- Communities determine their own needs.**
- Community members are full partners in decision making.**
- Communities should economically benefit from collaboration.**

- Community engagement should result in the reciprocal transfer of knowledge and skills among all collaborators and partners.

For more information, review the NCCC checklists that support the implementation of policies and practices that embody the values and principles of community engagement listed above.

** Adapted from Cross, T. et al, 1989 / ** "Other Guiding Values and Principles for Community Engagement" and "Family & Consumers" are excerpts from the work of Taylor, T., & Brown, M., 1997, Georgetown University Child Development Center, (GUCDC) University Affiliated Program*

DD Act Education & Resources

DD Council Membership –



There are several sections in the DD Act that address Council Membership.

(a) IN GENERAL.—Each State that receives assistance under this subtitle shall establish and maintain a Council to undertake advocacy, capacity building, and systemic change activities (consistent with subsections (b) and (c) of section 101) that contribute to a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that contribute to the achievement of the purpose of this subtitle. Sec.125(a)

An ITACC resource was created to provide specific information with regard to...

- voting
- membership composition and
- rotation

The resource includes *ITACC notes* to further explain some commonly asked questions by DD Councils.

Click on the document link below or visit the *itacchelp.org/Council Staff Page/Information on Council Operations*.

Membership Info. Document

DATA "Nugget" - *Employment Data*

WORKING IN THE COMMUNITY
The Status and Outcomes of People with I/DD in Integrated Employment

NCI™

"Employment First means that above all else, people with disabilities, people of all abilities, need to have a purpose in life." – *John Fenley, People First of NH*

52 DD Councils have employment as an area of focus in their current 5-Year State Plans. The NCI employment data brief provides updated information on integrated employment statistics. The information sheds light on how people with I/DD spend their days based on where they live.

In addition, the data explores the connection between the number of people who reported they want a paid community job versus how many have community employment listed in their Individual Service Plan. (See image on page 4)

Just a couple of ways DD Councils may want to consider using this data brief...

>To inform and educate policymakers about the consistently low integrated employment outcomes for people with I/DD who receive services.

>To ensure employment is being addressed, advocate for policies and practices that incorporate integrated employment goals in the ISP.

>To educate policymakers on the following strategies to improve employment outcomes:

- Development of Employment First Initiatives
- Planning for Wrap-around supports
- Prioritizing individual jobs over group-supported employment and Supporting career goals. (For more information, read pages 10-11)

National Core Indicators (NCI) is a collaborative effort between the National Association of State Directors of Developmental Disabilities (NASDDDS) and the Human Services Research Institute (HSRI).

Employment Data Brief

COUNCIL HIGHLIGHT ~ Nevada

October is National Disability Employment Awareness Month (NDEAM)



DD Councils throughout the U.S. and territories celebrate NDEAM in many different ways. Click on the links below to learn more about how the Nevada Governor's Council on Developmental Disabilities is spreading its message about the importance of people with developmental disabilities in the workforce.

Governor's Proclamation
Governor's Website Link

Check out this web page for multiple examples of partnerships and initiatives resulting in improved employment outcomes for the people of Nevada.

Integrated Employment in Nevada

Click on the image below to view the "How Hard is it to Find Work when You have a Disability?" video!
Nevada Council on DD YouTube Video Link



To reach NACDD/ITACC staff, please feel free to contact:

Sheryl Matney
Director of Technical Assistance
(202) 506-5813 ext. 148, smatney@nacdd.org

Angela Castillo-Epps
Technical Assistance Specialist
(202) 506-5813 ext. 100, acastillo-epps@nacdd.org

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Reminder: FIELD NOTES, NOVEMBER 2018

2 messages

NACDD/ITACC <acastillo-epps@nacdd.org> Fri, Nov 16, 2018 at 12:23 AM
Reply-To: acastillo-epps@nacdd.org
To: marie.libria@gddc.guam.gov

NACDD iTACC

FIELD NOTES

NOVEMBER 2018
ISSUE 49

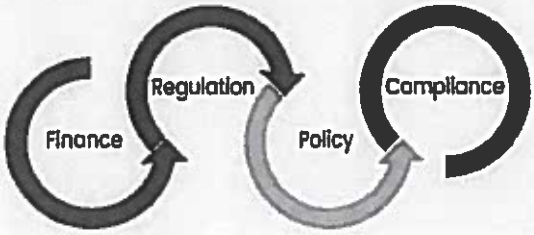
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DD Councils consistently ask to learn about what other DD Councils are accomplishing in their States and Territories. Field Notes provides that every month! Along with other important information, don't miss the Council Highlight below from New York.

Questions/comments or to submit content for consideration, contact Angela Castillo-Epps or call 202-506-5813, ext. 100.

ACCESSIBLE VERSION

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Federal Reports

- FFY 2017 PPR – No official due date has been announced by AIDD. However, we anticipate the FFY 2017 PPR will be submitted before the FFY 2018 PPR and Councils will be provided with enough notice in order to complete this task.
- FFY 2018 PPR – Councils should continue to save information in a word document and await further instructions from AIDD. This report would typically be due on January 1, 2019, however Councils will receive additional instructions should there be modifications to this timeline.

- **FFY 2019 State Plan Update** – The due date for the FY 2019 State Plan Update and FFY 2021 Annual Work Plan is January 1, 2019.

Announcement – As quickly as we hear about availability of the reporting system, ITACC staff will schedule PPR overview webinars for the DD Council Network. However, if you need immediate assistance please contact any ITACC staff.

Collecting and Reporting Demographic Data for the Program Performance Report

As you know, the revised Program Performance Report includes the reporting of demographic data for Individual and Family Advocacy Performance Measure activities.

The demographic data includes race, ethnicity, gender, and urban or rural geographic area. The demographic data is reported by goal. If your Council and/or sub-recipients have not collected the demographic data as part of a project performance measure or other individual satisfaction surveys, please add these elements to any FY 2019 project/activity surveys.

All Councils should report data for the number of people with developmental disabilities and the number of family members of people with developmental disabilities who participated in Council supported activities. The numbers of each category will be entered by objective (and added together, become the total number for the goal).

If you need support with this element of the report, please contact any ITACC staff. If you would like to see samples of data collection instruments from other Councils, please visit https://itacchelp.org/federal-reporting-resources/appr/ and scroll down to the heading "Additional PPR Resources" – the next to last bullet has a collection of Consumer Satisfaction Survey Samples from a variety of Councils.

ITACChelp.org WEBSITE UPDATES

HOME PAGE/ANNOUNCEMENTS

Save-the-Dates



- Technical Assistance Institute, July 8-9, 2019.
- NACDD Annual Conference, July 10-11, 2019. (New Orleans, LA)

DIVERSITY, INCLUSION AND CULTURAL AND LINGUISTIC COMPETENCE (DICLC)



WANT MORE ON CULTURAL BROKERING?

The concept of cultural brokering can be applied to DD Council work as it relates to engaging diverse communities, reducing disparities and cultural competencies. For

more information on this concept and how it can be applied, see the resources listed below.

1) 2018 Technical Assistance Institute a concurrent session titled, Cultural Brokering: Engagement to Diverse Communities provided insights on working with tribal and Spanish-speaking communities. **PDF Presentation**

2) Georgetown University National Center for Cultural Competence, Learning and Reflection Forum - Cultural Brokering: An Effective Approach for Engaging Diverse Communities in Intellectual and Developmental Disabilities (IDD) Services and Supports. **PDF Presentation**

3) In addition, the AUCD Diversity and Inclusion Toolkit website offers information on finding, recognizing and collaborating with cultural brokers and much more. For just one strategy on cultural brokering, see below and visit the website for more information. **AUCD Toolkit Website**

Strategy: Apply cultural brokering model in health, social, recreational, education, and other services and settings. Identify cultural brokers in order to bridge access to underrepresented cultural groups.

Quote: ***"When I was at The Boggs Center, in order to lay the groundwork for three separate conferences in New Jersey related to different cultural groups, we researched at the beginning and found core leadership from those communities, and invited them to help teach us. Not just review something already written, but open-ended conversations about how best to engage and support people in their communities. That led to their asking for education about disability and a real sense of partnership. We met on their turf."***

–Bill Gaventa, M.Div., Director, Summer Institute on Theology and Disability and Collaborative on Faith and Disability

Utilizing the ITACC Advocacy Resource Tool

Understanding Advocacy through the DD Council Lens



NACDD/ITACC, in collaboration with AIDD, and NACDD's Self-Advocacy Committee (SAC) developed a resource designed to enhance the understanding of advocacy from the unique perspective of DD Councils.

The 2018 ITACC annual satisfaction survey gathered information on the *Understanding Advocacy through the DD Council Lens* resource and how DD Councils are using it in their work.

Of those Councils that responded, all clicked on the following ways they are using the resource:

- Orientation of new Council members
- As a resource with Council members while developing, reviewing, or implementing State plan activities/projects
- Collaboration with state self-advocacy or local self-advocacy groups
- Council Staff development

In addition, DD Councils have used the resource to educate members and staff while developing five-year state plans and annual work plan activities. Other DD Councils use the resource to provide state wide and local advocacy organizations with clear and easy to understand examples of DD Council supported activities. If you have yet to access the resource, we hope the many ideas above will inspire you to download it today.

Download Resource

DD Act Education & Resources

Cooperative Effort Between States and State Councils on Developmental Disabilities



Sec. 122(d) COOPERATIVE EFFORTS BETWEEN STATES. —If a State plan approved in accordance with section 124 provides for cooperative or joint effort between or among States or agencies, public or private, in more than 1 State, portions of funds allotted to 1 or more States described in this subsection may be combined in accordance with the agreements between the States or agencies involved.

Click below to better understand this section. The link includes program instructions/guidance created by AIDD for Councils that are in current or future cooperative efforts/collaborations with one another across State and Territory borders. The guidance can also be found on the itacchelp.org website under the Council Staff page.

AIDD Program Instruction

DATA "Nugget" - *Employment & the ISP*

WORKING IN THE COMMUNITY - Follow-Up
Including employment goals in the Individual Service Plan (ISP)



There is a discrepancy in the number of people with I/DD who report they want employment in the community and how many of them have an employment goal in their ISP. For statistics you can use, a comprehensive list of questions and "want to learn more" links, click on the button below. (Employment and the ISP)

Just a couple of ways DD Councils may want to consider using this data brief...

> Advocate for case manager policies and practices that support employment goals in the ISP.
> Training and education for parents so they can support their family member in the employment process.
> Advocate for the ABLE Act in your state or territory.

National Core Indicators (NCI) is a collaborative effort between the National Association of State Directors of Developmental Disabilities (NASDDDS) and the Human Services Research Institute (HSRI).

Employment and the ISP

COUNCIL HIGHLIGHT ~ New York





PrideAbility

PrideAbility is a New York LGBTQ Project, sponsored by the New York State Developmental Disabilities Planning Council (DDPC), with the goal of expanding the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) Advocacy Coalition for adults living with intellectual and developmental disabilities (I/DD).

"PrideAbility workshops are providing informational and educational opportunities across the state to collaborate in filling the gap in service delivery for LGBTQ individuals with I/DD. To learn more, follow us on the PrideAbility Facebook page and join the LGBTQ Advocacy Movement!"
- Quote from Claire Miller (pictured above), Advocacy Coordinator for PrideAbility. Click on the Facebook icon below for more information.

To reach NACDD/ITACC staff, please feel free to contact:

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Director of Technical Assistance
(202) 506-5813 ext. 148, smatney@nacdd.org

Angela Castillo-Epps
Technical Assistance Specialist
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Gmail

Ray SN Sayas <raysayas@gmail.com>

Governor Circular 2018-164 - Appointment of GDDC Acting Executive Director

1 message

Marie Libria <marie.libria@gddc.guam.gov> Fri, Nov 30, 2018 at 10:36 AM
To: Josephine Guerrero <josie_nrqz@yahoo.com>, Joyce Flores <flores.joyricha.joyce816@gmail.com>, Lourdes Mendiola <loubascmend@gmail.com>, Monica Limtiaco <mon.limtiaco@gmail.com>, Moses Puas <mosespuas@gmail.com>, "Norma Boswell (Outlook)" <normapalomo@yahoo.com>, rally pilipina <rally.pilipina@grta.guam.gov>, "Rebecca Eclavea (Outlook)" <rebeccaseclavea@gmail.com>, Rey Vega <rey.vega@gbhwc.guam.gov>, Silvestre San Nicolas <lunarmoon671@gmail.com>, Theresa Arcangel <theresa.arcangel@dphss.guam.gov>, "Julie M. Perez" <julie_m_perez@yahoo.com>, Shaunie Riate <sionyriate@gmail.com>, Benito Servino <benito.servino@disid.guam.gov>, Candace Perry <canperry37@gmail.com>, Catherine Tydingco <cbtydingco@gdoe.net>, Elisabeth Cruz <elisabeth.cruz@guamcse.net>, Harold Parker <harold.parker@guamlsc.org>, Hikie Lujan <hikielujan@yahoo.com>, Joseph Mendiola <jj.mendiola@guamcedders.org>, Katherine Taitano <katherine@ghura.org>, "Zenaida V. Okada" <zenaida.okada@dphss.guam.gov>
Cc: Terrie Fejerang <terrie.fejarang@guamcedders.org>, Heidi San Nicolas <heidi.sannicolas@guamcedders.org>, "Carol D. Cabiles" <carol.cabiles@guamlsc.org>, Raymond Sayas <raymond.sayas@gddc.guam.gov>

Good Morning Council Members,

See attached Governor's Circular officially appointing me as the Acting Executive Director from November 19, 2018 - January 4, 2019 as recommended by our Chairperson and Mrs. Ada.

As the Calvo/Tenorio Administration is coming to an end, the Executive Committee and I will be working collaboratively with the Transition Team of the Leon Guerrero/Tenorio Administration set to take office January 7, 2019. In collaboration with Executive Committee, we had briefly met with a member of the Transition Team on Wednesday, November 28 during our Executive Committee Meeting. Information will be provided and dialogue on next steps for recruitment of Executive Director will be held during our General Membership Meeting, December 12, 2018, 11am-2pm, at the Holiday Resort & Spa.

Moreover, we will be meeting with 6-Member Sub-Committee Transition Team for GDDC on Tuesday, December 4, 2018, 1:30pm - 2:20pm, GDDC Conference Room. Executive Committee members are urged to attend. Let me know if you have any questions.

Thank you for your continued support.

Marie Tedtaotao-Libria
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Doc. No. 34GL-18-2675.*

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GOVERNOR'S CIRCULAR NO. 2018-164 ACTING EXECUTIVE DIRECTOR, GUAM DEVELOPMENTAL DISIBILITIES COUNCIL (2).pdf~RF14aba3ba.TMP
392K

FILED

Council Staff and Council Member Responsibilities

Planning

Staff

- Direct the process of planning
- Formulate annual objectives
- Prepare performance reports on achievements of goals and objectives

Council

- Approve long range goals
- Approve annual objectives

Joint

- Provide input into long range goals
- Ensure that Council activities are consistent with the Council's mission
- Monitor achievement of goals and objectives

Personnel

Staff

- Direct work of the staff
- Hire and discharge staff member
- Settle discord among staff

Council

- Employ Executive Director
- Support the Executive Director
- Annually evaluate the Executive Director

Note Councils should ensure that the ED has the moral and professional support he or she needs to further the goals of the Council

- Decide to add staff (could be joint – Executive Director recommends, Council approves)

Programming

Staff

- Assess stakeholder needs (individuals with dd, families, service providers, etc.)
- Maintain program records, prepare program reports
- Prepare preliminary budget
- Ensure expenditures are within budget during the year

Council

- Finalize and approve budget
- Approve expenditures outside authorized budget

Joint

- Train new council members
- Clearly articulate the Council's mission, accomplishments and goals to the public

Committees

Staff

- Prepare exhibits, material and proposals for Council and Committees
- Follow-up to ensure implementation of Council and committee decisions

Council

- Appoint committee members
- Recruit new council/committee members
- Sign documents
- Settle differences between committees

Joint

- Promote attendance at Council and committee meetings
- Plan agenda for Council meetings
- Take minutes at Council meetings
- Plan and propose committee organization

FILED

Effective Meetings

Tips

The following are some tips to help you make your next meeting successful, effective and maybe even fun.

Before The Meeting

1. Define the purpose of the meeting.

2. Develop an agenda in cooperation with key participants. See a sample agenda.

3. Distribute the agenda and circulate background material, lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.

4. Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember, members have other commitments. They will be more likely to attend meetings if you make them productive, predictable and as short as possible.

5. If possible, arrange the room so that members face each other, i.e., a circle or semi-circle. For large groups, try U-shaped rows.

6. Choose a location suitable to your group's size. Small rooms with too many people get stuffy and create tension. A larger room is more comfortable and encourages individual expression.

7. Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which members can refer.

8. Vary meeting places if possible to accommodate different members. Be sure everyone knows where and when the next meeting will be held.

During The Meeting

1. Greet members and make them feel welcome, even late members when appropriate.

2. If possible, serve light refreshments; they are good icebreakers and make your members feel special and comfortable.

3. Start on time. End on time.

4. Review the agenda and set priorities for the meeting.

5. Stick to the agenda.

6. Encourage group discussion to get all points of view and ideas. You will have better quality decisions as well as highly motivated members; they will feel that attending meetings is worth their while.

7. Encourage feedback. Ideas, activities and commitment to the organization improve when members see their impact on the decision making process.

8. Keep conversation focused on the topic. Feel free to ask for only constructive and non- repetitive comments. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive.

9. Keep minutes of the meeting for future reference in case a question or problem arises.

10. As a leader, be a role model by listening, showing interest, appreciation and confidence in members. Admit mistakes.

11. Summarize agreements reached and end the meeting on a unifying or positive note. For example, have members volunteer thoughts of things they feel have been good or successful or reiterate the organization's mission.

12. Set a date, time and place for the next meeting.

After The Meeting

1. Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of meeting and reduces errors of memory.

2. Discuss any problems during the meeting with other officers; come up with ways improvements can be made.

3. Follow-up on delegation decisions. See that all members understand and carry-out their responsibilities.

4. Give recognition and appreciation to excellent and timely progress.

5. Put unfinished business on the agenda for the next meeting.

6. Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings. See a sample meeting evaluation.

And remember, effective meetings will keep them coming back!

Chairing a Meeting

Many people feel that being a chairman means opening the meeting and stopping rows. There is much more to it than that. Prior to the meeting, a chairman should consult with the secretary regarding the agenda, ensure that all interested parties have been notified, assess the level of interest and the potential for divisiveness for each item, and allot time to each item, based on decisions required and number of people attending.

During the meeting, the chairman must focus on the decisions required of the meeting, ensure that all participants are accorded adequate time, decide when to end debate on each topic, use appropriate questions to elucidate information or re-direct discussion, listen carefully to all contributions, and clearly summarize proceedings with an emphasis on decisions taken and future plans.

The above are all key ingredients for a fruitful meeting. A tactful but assertive chairman will facilitate an effective meeting, and that's what everyone wants

Team Building

Help wanted: professional, flexible, dynamic, well-organized, accurate, self-starter, independent thinker, upbeat, energetic, multi-tasked, experienced team player.

A lot to ask of any individual, especially one who has not played on any team since softball in the third grade! Many businesses request a team player without knowing what that actually means. Being on a team means being inter-dependent in a relationship, being able to trust others.

But first, one must be independent. If you cannot function well on your own, an office team can turn into an outlet for all your personality flaws. An independent person knows what makes him or her tick, what's important in their lives. These are called values or ethics. These values can then be brought to any team and become part of the contributing process. People who can't be managed or trust others will have a hard time being effective on any team.

A team needs a reason to get together; a project or specific plan that requires results. Of course, it also requires that the owner/manager/supervisor is willing to support the team's success. Remember, teams are not magic bullets. So, let's get started. How do you put a team together? Here are a few suggestions to follow:

- First, the owner/manager of the business must be aware of how teams work. The team is accountable to each other, not the owner. Second, someone has to lead. Third, it requires guidelines. And fourth, the team needs values of its own. Commitment, contribution, communication and cooperation are the four values or cornerstones of the foundation of any capable team or business.
- If one is not committed to the plan and the team, nothing will work. Until there is commitment there is nothing. Being committed means being charged with a responsibility for a particular result. In this time of quicker and faster, not many

take the time to do whatever it takes to get the job done. What being on a team truly implies is giving up your ideals for something greater than yourself.

- Next comes contribution, the differences that make a team exciting. Not everyone on the team needs to be alike. I look at a team as a microcosm of the world. This is your community if you were sliced off the end of the earth. You must trust and be accountable to each other, not the owner.
- The owner or manager may lead the team, but allows the individuals on the team to blossom and grow. No throwing cold water over anything new or different! Teams can be about change and I think that is their greatest strength. When various types of people are on a team, the abundance of creativity can be a windfall.
- Now, how to communicate all these ideas and values. At the beginning of any meeting, everyone should be heard briefly, without interruption. This is an opportunity to settle in, to connect with each other before the real work starts. This process continues with everyone offering information about themselves, including that sense of humor that is sometimes missing in the workplace.
- Teams can be enjoyable and fun, but no one will know that unless team members relax and lighten up.
- Cooperation means to pool all the resources and ideas of each individual. It also means to put aside your personal goals for the objective of the team. The significance of cooperation is to work together in relationship and that requires patience. Remember, everyone on the team is an equal, there are no bosses.
- A word of caution. Not everyone is a team player. People who are loners need just that, to work alone. As long as they can create results on their own, let them. People on a team have to want to be there. No one wants a person on a team that does not want to be there; they just stall any progress. So, set your plan in motion and have fun!

Why do meetings fail? Well, there may be reasons such as lack of time, a badly designed agenda or an unsatisfactory venue. However, if the chairman is doing his (or her) job, it should be possible to overcome these difficulties.

Chairing a meeting means ensuring that a meeting achieves its aims. The meeting should have been called for a specific purpose and all discussion at the meeting must be steered to this end. This may sound simple in theory but in practice it is a very demanding task. The skills required include:

Impartiality

A chairman is like a judge in a court. He should ensure that all participants have an opportunity to express their point of view. It can be difficult to leave your own opinions at home, but if you can't remain impartial, you shouldn't have taken the job.

Assertiveness

Ensuring that everyone gets a hearing will almost certainly involve stopping someone from dominating the proceedings. The more contentious the issue the more likely you are to require firmness. You don't need to be rude or dogmatic. Phrases such as "I think we should hear from Ms. Smith on this" or "can we have some comments from the engineering department on this" should be sufficient in most cases. Once you provide this opening, however, you need to ensure that there are no interruptions while the next speaker has their say.

Staying on course

How often have you seen an agenda left totally aside? The meeting starts off well but becomes embroiled in a particular topic (perhaps the first item on the agenda) and ends when time runs out. A Chairman must assess the importance of each item on the agenda, and allot time to each topic as required. If one issue begins to dominate the chairman must take control. You might suggest a further meeting to discuss the issue at a later date, or that the main parties concerned could continue the discussion at the end of the meeting. Sometimes it will be necessary to call for a decision and then move on to the next topic. You need to stay alert and make sure that the issue has been given an adequate and impartial hearing within the allotted time.

Summarizing

Summarizing can be used to end a topic, to end a discussion, to limit the need for discussion and at the end of a meeting to ensure that everyone has a clear overview of what took place or what action is now required. It is an invaluable skill for a chairman. Summarizing requires active listening. You have to state concisely what was said in an impartial way and end with a clear statement about what is expected to happen next. It takes practice to summarize well, but it is a skill well worth developing.

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
GENERAL MEMBERSHIP MEETING (PUBLIC SIGN-IN)
WEDNESDAY DECEMBER 12, 2018 11:00AM TO 2:00PM
HOLIDAY PLAZA CHIEF KEPUHA ROOM
TUMON, GUAM

(1) IIDD (2) Family Member (3) Parent (4) Client (5) State Agency Rep: Please Specify
(6) Collaborative Partner: Please Specify (7) Other: Please Specify

	(PLEASE PRINT) LAST NAME	(PLEASE PRINT) FIRST NAME	SELECT NO(s). FROM BLUE LINE ABOVE	COMPANY NAME OR ADDRESS	CONTACT #	E-MAIL	SIGNATURE
1	Mesa	Lou	6	SRC	472-5957		Mesa
2	MENDIOLA	LOURDES	2	FAMILY			lbmendiola
3	George Estes	Adam	4	GMI	929-2618		
4	Noel [illegible]	Lazaga		GYM	971-1430		
5	PEREZ	JESUS	1	Family	646-6348		
6	LIBRA	Cecily					
7	Arca	Elvia	1	Family	7295808		
8	Cruz	Bittney	6	PEP	685-7371	peptraineeworks@gmail.com	
9	Limtiaco	Nona		GMI	477-15[illegible]		
10	Lau	GABRIEL		NSA	689-6697		
11	Cruz	[illegible]					
12							

GUAM DEVELOPMENTAL DISABILITIES COUNCIL
GENERAL MEMBERSHIP MEETING - COUNCIL MEMBER SIGN-IN
WEDNESDAY DECEMBER 12, 2018 11:00AM TO 2:00PM
HOLIDAY RESORT
TUMON, GUAM

	LAST NAME	FIRST NAME	CONTACT NUMBER	E-MAIL	SIGNATURE
1	Arcangel	Theresa M.A.	486-1448		
2	Benavente	Katherine C.	727-0554		Kathy Benavente
3	Boswell	Norma Jean	898-9492		
4	Cruz	Elisabeth	483 9588		
5	Eclavea	Rebecca			
6	Guerrero	Josephine	486-5722		
7	Lazaga	Hikie	727-6635		
8	Limtiaco	Monica			
9	Manglona	Thomas			X
10	Mendiola	Joseph John B	735-2768		
11	Mendiola	Lourdes			Lourdes Bascon Mendiola
12	Okada	Zenaida			
13	Parker	Harold			
14	Perez	Victoria M.	Victoria Perez		
15	Perry	Candice	482-5707		
16	Pilipina	Rally			
17	Puas	Moses			
18	Riate	Asuncion	988-9816		
19	San Nicolas	Silvestre	Silvestre San Nicolas		
20	Servino	Benito			
21	Taitano	Katherine			
22	Tejeresas	Joyce			
23	Tydingco	Catherine			
24	Vega	Rey			
	GDDC STAFF:				
	Libria	Marie			
	Sayas	Ray			

Clifford Bascon Wooten, IWD accompanying L.B.M.

Doc. No. 34GG18-267-01

Parents Empowering Parents of Children with Disabilities, Inc.
Guam's Pacific Parent Training & Information Center
American Samoa, Commonwealth of Northern Mariana Islands, Federated States of Micronesia, Hawaii, Republic of the Marshall Islands, Republic of Palau.

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Hafa Adai! Parents Empowering Parents (PEP) is hosting three special trainings featuring keynote speaker Jo Mascorro, M.Ed., Consultant for Education from San Antonio Texas.

- **Saturday, March 09, 2019 - 5th annual Island Wide Conference on Disabilities: "NO! DON'T! STOP! So How Exactly Is That Working For You?"**
- **Monday, March 11, 2019 - Professional Development Team Meeting**
- **Monday, March 11, 2019 - Parent Training: When "GO to Your Room!" Doesn't Quite Seem Far Enough!**

Jo Mascorro, M.Ed has been an independent consultant since 1991 and provides training throughout the nation in areas specific to behavior intervention practices, communication strategies, parenting skills, and programming for students who experience severe/profound disabilities from birth to adult. This will be her second trip to Guam and back by popular demand. PEP received many requests from parents and professionals for more training from Jo Mascorro M.Ed. since her last conference visit in May 2014.

We anticipate parents and guardians of children with disabilities up to 26 years of age, persons with disabilities, the professionals who serve them, and private and government agency collaborators to attend the conference and trainings. It is with community support and partnerships that PEP can help persons with disabilities and their families to live lives of dignity through training, availability of resources, advocacy and support. With nearly 10%[1] of our island consisting of this demographic, our partnerships not only directly changes the lives of these individuals, but indirectly impacts their families, our school systems, and our government welfare systems.

"Parents of children with disabilities … want people to value our kids and their capabilities so our children can have a better quality of life," Heidi Whittaker, Nebo Special Needs blogger. By teaching best practices for behavior and intervention plans, offering quality resources, and promoting healthy and reliable support networks at our 5th annual Island Wide Conference on Disabilities, Professional Development Team Meeting, and Parent Training, we can empower parents to advocate for their children with disabilities, so they may achieve their true potential, and excel in all areas of life.

[1]Source: U.S. Census Bureau, 2010 Census Guam

Funded in part by Leadership in Disabilities and Achievement of Hawaii
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Guam's Pacific Parent Training & Information Center
American Samoa, Commonwealth of Northern Mariana Islands, Federated States of Micronesia, Hawaii, Republic of the Marshall Islands, Republic of Palau.

TRAINING • ADVOCACY • SUPPORT

"Optimism is the faith that leads to achievement.
Nothing can be done without hope and confidence." —Helen Keller

There are currently 2000 plus children with disabilities in the Guam Department of Education. A good number of their parents are not aware that there is TRAINING, there's ADVOCACY, and there's SUPPORT for them and their children. Our group works tirelessly to bridge that information gap. We continue to inform, train, guide, equip and labor well to help parents of children with disabilities gain more confidence in working with their children, understanding disabilities, and navigating the special education process. In 2017 alone, we have reached a minimum of 300 families in our island community. But we hope to reach more!

One of the most painful situations families and caretakers face is behavior management for challenging behaviors in their children with a range of disabilities. PEP has a viable solution for parents who live daily with these challenges. Our upcoming annual conference, professional development team meeting, and parent training focuses on addressing this growing problem for our youth. It will help them to self regulate behaviors and gain a better understanding of how to cope with their disabilities as they try to navigate their school life, community involvement, and workplace environments.

Parents Empowering Parents Disability Center presents our **5th Annual Island Wide Conference on Disabilities on March 9, 2019** entitled ***NO! DON'T! STOP! So How Exactly is That Working for You?*** This noteworthy conference will be followed by a **Professional Development Team Meeting** and a **Parent Training on March 11, 2019.** Our guest speaker will be no other than **Ms. Jo Mascorro, M. Ed.**, an expert in behavioral management, communication and parenting strategies, work training instruction and community based independent living. The focus will be on equipping parents, caretakers, and professionals involved with persons with disabilities with the mindset, skills, language, and ultimately, much-needed confidence to handle challenging behavior with both short and long-term success.

PEP is excited for our 5th Annual Island Wide Conference on Disabilities (IWCD) open to Guam and our Micronesian island partners. **We kindly request that you join PEP as a change agent by sponsoring 30 parents/family members at $100.00 each to attend this essential conference and parent training. Your support provides the opportunity for unserved and underserved families to attend this conference.** Join us as a contributor and help us empower children with disabilities to embrace greater opportunities in their lives and reach their full potential. We thank you for your contribution and for being a part of making positive change happen! If you have questions, please contact 671-685-PEP1 (7371) or email peptrainingworks@gmail.com.

Sincerely,

Leone Williams-Rohr	Brittney Lynn Baza Cruz	Christy Alcantara
Executive Director	Program Coordinator	Parent Trainer

Phone: (671) 685-7371 • ***Email:*** peptrainingworks@gmail.com • ***Address:*** GCIC Bldg. Ste. 604, Hagatna, GU 96910
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PEP
Parents Empowering Parents

TRAINING • ADVOCACY • SUPPORT

SAVE THE DATE!

Parents Empowering Parents is pleased to announce

Jo Mascorro, M.Ed.

Consultant for Education, autism and behavioral expert returns to Guam!

Saturday, March 09, 2019

PEP's 5th Island Wide Conference on Disabilities:
"NO! DON'T! STOP! So How Exactly Is That Working for You?"

Monday, March 11, 2019

Professional Development Team Meeting:
Writing and Implementing Behavioral Plans

Monday, March 11, 2019

Parent Training:
When "GO to Your Room!" Doesn't Quite Seem Far Enough!

FOR MORE INFORMATION, CONTACT PEP TODAY!

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