CONTRACTORS LICENSE BOARD

Inetnon Malisensiayen Kontratista

542 North Marine Corp Drive A. – Tamuning, Guam 96911
649-2211, 9676, 649-2210(Fax)

LOURDES A. LEON GUERRERO
GOVERNOR

JOSHUA A. TENORIO
LIEUTENANT GOVERNOR

CECIL "BUDDY" L. ORSINI
EXECUTIVE DIRECTOR

August 22, 2019

35GL-19-0932
Speaker Tina Rose Muña Barnes

AUG 23 2019
Time 3:49 ( )AM ( )PM
Received By: Matt

Memorandum

To: The Honorable Tina Muna Barnes
Speaker, 35th Guam Legislature

From: Cecil "Buddy" L. Orsini, Executive Director

Subject: **Approval of CLB Board Meeting Minutes of July 31, 2019**

Buenas and Hafa Adai Speaker Tina Muna Barnes,

Please see attached Contractors License Board Meeting Minutes of July 31, 2019 which was approved on the Contractors License Board Regular Board Meeting on August 21, 2019. We also have attached a copy of the July 31, 2019 Agenda and July 31, 2019 Attendance Sheet.

If you have questions, please call me at 649-2215 or email me at cecil.orsini@clb.guam.gov.

Senseremente,

Cecil "Buddy" L. Orsini
Executive Director, CLB

Attachments

2019 AUG 23 PM 4:28

0932

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Regular Board Meeting
Minutes of **July 31, 2019**
CLB Conference Room

I. Call To Order:

The Regular Board Meeting of Guam Contractors License Board was called to order at 10:00 a.m. by Board Chairman, Mr. James Casallo.

II. Roll Call:

a. James Casallo, Chairman-Construction Industry
b. Jesse G. Garcia, Deputy Director, Dept. of Public Works
c. Michael Unsiog, Acting Ex-Officio, Revenue & Taxation
d. Bernard S. Benavente, Board Member, General Public

CLB Staff Members Present:

e. Cecil "Buddy" Lujan Orsini, Executive Director, CLB
f. Nida Bailey, Investigator Supervisor, CLB
g. Maria Perez, Administrative Officer, CLB
h. Vince Aguon, Investigator, CLB
i. Janice Shimizu, Private Secretary, CLB

Special Guests/Attendees Present:

j. Tom Keeler, Assistant Attorney General
k. Dafne Mansapit-Shimizu, Director, Revenue & Taxation
l. Michelle B. Santos, Deputy Director, Revenue & Taxation
m. Vincent P. Arriola, Director, Dept. of Public Works
n. Rena Borja, Guest (General Public)**Board Member-Pending Confirmation from Guam Legislature
o. Selena Ashland, Guest (General Public) ** Board Member-Pending Confirmation from Guam Legislature

III. Election of Chairman of the Board:

Motion to vote for Mr. James Casallo for Chairman of the Board.
Jesse Garcia-Nominates James Casallo
Dafne Mansapit-Shimizu-Seconded
Nays-None
All in favor-Unanimous Motion carried.
A Motion has been approved for Mr. James Casallo for Chairman of the Board

Election of Vice-Chairman of the Board:

Motion to vote for Mr. Bernard S. Benavente for Vice-Chairman of the Board
Cecil Orsini-Nominates Bernard Benavente
Jesse Garcia-Seconded
Nays-None
All in favor-Unanimous Motion carried.
A Motion has been approved for Mr. Bernard S. Benavente for Vice-Chairman of the Board

IV. Confirmation of Mr. Cecil "Buddy" Orsini by the Board:

The Board recognizes and confirms Mr. Orsini as CLB Executive Director
Nays-None
All in Favor-Unanimous Motion carried.

V. Section Report:

A. Administration Division- Maria Perez (Administrative Officer)
-New/Renew Applications: Exhibit 1-2E March to Present (July 31, 2019)
-Rev & Tax: Present-Pending signatures for approval
-Letters of Good Standing, Verification and Status Certification Letters
-I.D. Badge Machine (GSA) Pending

B. Investigation Division- Nida Bailey (Investigator Supervisor)
- Investigation Section: Ms. Bailey vocalizes the need of Investigators for the Contractors License Board. The CLB is awaiting a listing from Dept. of Administration at this time. The CLB is in dire need of Investigators.
Ms. Shimizu, Private Secretary for CLB has been given additional responsibility as temporary field Inspector to accompany our Investigator during investigations. This assures that our employees have safety in numbers.
Policies, Procedures, Training and Licensing are the core concerns of Ms. Bailey as there are many tasks that is warranted in being an investigator. Other concerns also was the ID Badging System and requesting for radio units for Investigators for communication and safety purposes to prevent from using personal cellular phones.

Stats for February 25-July 26, 2019 from the Investigation Section:

- New Licenses Application 19
- Complaints 26
- Citations 16
- Cases Closed 17
- Building Permits 549

VI. Executive Director's Report

- Submittal of Standard Operating Procedures for Investigation and Administration completed in February 2019
- C. Orsini requested Board to restore delegation to him for renewal license only as it was previously done from past board action.
  CLB is in dire need for Investigators as Mr. Vince Aguon is the only Investigator for field investigations. Requesting for Investigators to work on weekends but will not go over the 40 hour per week. Mr. Benavente has expressed his concerns about weekend investigation work. Board Chairman requested from Attorney Keeler for his legal opinion if there will be any problems working on the weekends and he said he will confirm on this matter.

VII. Old Business: Approval of Contractors Licenses (New and Renewal)

- Board Chairman requested for legal opinion from Attorney Keeler if the CLB Board can delegate to Executive Director the approval of renewal licenses. Attorney Keeler stated under Section 70104c, the Board can delegate powers to the Executive Director.
- Motion made Jesse Garcia to delegate the issuance of renewal licenses only to CLB Executive Director, seconded by Dafne Shimizu. Nays: None All in Favor: Unanimous. Motion carried.
- Motion made by Jesse Garcia to approve New and Renewal licenses, seconded by Dafne Shimizu. Nays: None. All in Favor: Unanimous. Motion carried.
- M. Unsiog stated it was a public hearing that prompted the Board's action to review and approve all licenses.

VIII. New Business:

- Board Chairman stated in regards to the recommendation for the revocation of license of David Herring will be heard at another time. He stated all communication will be channeled to the Executive Director and then to the Board. Board Chair appreciated the hard efforts of Investigator Vince Aguon.

XI. Public Comment:

- Board Chairman announced the upcoming board member confirmation hearing of Ms. Selina Ashland. The CLB Board will be awaiting a favorable response.

X. Announcement:

D. Shimizu motioned to adjourn at 10:53 a.m., seconded by B. Benavente.
Nays: None
All in Favor- Unanimous Motion carried.

Next regular board meeting is scheduled for Wednesday, August 21, 2019 at 10:00 a.m. at the CLB conference room.

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CECIL L. ORSINI
EXECUTIVE DIRECTOR

Regular Board Meeting
July 31, 2019
10:00 A.M.
CLB Conference Room

AGENDA

I. Call to Order:

II. Roll Call

III. Election of Chairman & Vice-Chairman of the Board

IV. Confirmation of Cecil L. Orsini as Executive Director of the CLB

V. Section Report
   a. Administration Division – Maria Perez (Administrative Officer)

   b. Investigation Division – Nida Bailey (Investigator Supervisor)

VI. Executive Director's Report:

VII. Old Business: Approval of Contractor's Licenses (New & Renewal)
Please see attached Exhibits:

   A. LIST OF NEW LICENSE APPLICATIONS
   B. LIST OF RENEWAL APPLICATIONS

VIII. New Business:

IX. Public Comment:

X. Announcement:

   a. Next Scheduled Regular Board Meeting is for _____ at 10:00 a.m., CLB Conference Room.

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ATTENDANCE SHEET

The regular meeting of the Board of Directors for the Guam Contractors License Board was called to order at 10:00 a.m. on July 31, 2019 James Casallo

Present for this meeting were:

VACANT, Chairman — James Casallo

James Casallo, Member

Bernard S. Benavente Member — Vice chair

Michael Unsiog, Acting Ex-Off.(Rev & Tax)

Vincent P. Arriola, Ex-Off.(DPW)

Cecil "Buddy" L. Orsini, CLB Executive Director

Nida Bailey, CLB Investigator Supervisor

Maria D. Perez, Administrative Officer

Others Present:

Ms. Dafne Shimizu - Rev & Tax Delena Ashlan

Ms. Rena Borja — Jesse Garcia - DPW

Mr. Vince Aguon — Janice Shimizu

Mr. Tom Keeler — VINCE AGUON

Ms. Michele B. Santos Rev + Tax Comm

JESSE G. GARCIA DPW D. DIR.

Meeting Adjourned at _____ a.m./p.m.