Speaker's Office <speaker@guamlegislature.org>

Messages & Communications Fwd: 4th Quarter 2019 Reports

1 message

Speaker's Office <speaker@guamlegislature.org> Wed, Oct 23, 2019 at 4:58 PM
To: Clerks Office <clerks@guamlegislature.org>
Cc: Rennae Meno <rennae@guamlegislature.org>, Tina Muna Barnes <tinamunabarnes@gmail.com>

10-23-19	4:53 PM	10-23-19	Department of Youth Affairs' 4th Quarter 2019 Reports.*	Department of Youth Affairs	35GL-19-1146

Sinseru yan Minagâhet,

Office of the Speaker • Tina Rose Muña Barnes
Committee on Public Accountability, Human Resources & the Guam Buildup

35th Guam Legislature
I Mina'trentai Singko na Liheslaturan Guåhan

Guam Congress Building | 163 Chalan Santo Papa | Hagatna, GU 96910
T: (671) 477-2520/1
speaker@guamlegislature.org

35GL-19-1146
Speaker Tina Rose Muña Barnes
OCT 23 2019
Time 4:53 ( )AM (X)PM
Received By:

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Gumai pribilehu yan konfedensia este siha na mensåhi. Solo espesiåtmente para hågu ma entensioña pat ma aturisa para unrisibi. Sen prubidu kumu ti un ma aturisa para manribisa, na'setbe, pat mandespåtcha. Yanggen lachi rinisibu-mu nu este na mensåhi , put fabot ago' guatu gi I numa'huyong gi as speaker@guamlegislature.org yan despues destrosa todu siha I kopian mensåhi. Si Yu'os ma'åse'.

2019 OCT 23 PM 5:01

---------- Forwarded message ----------
From: **Jeannette Toves** <jeannette.toves@dya.guam.gov>
Date: Wed, Oct 23, 2019 at 4:53 PM
Subject: 4th Quarter 2019 Reports
To: <speaker@guamlegislature.org>, <admin@guamopa.com>
Cc: Melanie Brennan <melanie.brennan@dya.guam.gov>

Good afternoon, attached is an electronic copy of the Department of Youth Affairs' 4th Quarter 2019 Reports. A copy of this report will also be posted on our website at www.dya.guam.gov.

Please let us know if you should have questions or concerns.

--
Jeannette Toves
Administrative Services Officer
Department of Youth Affairs

(671) 735-5009 Tel
(671)734-7536 Fax
P.O. Box 23672, GMF
Barrigada, GU 96921

6 attachments

- **4TH QTR FY2019 Transmittal.pdf** 37K
- **4TH QTR FY2019 Prior Year Obligation.pdf** 25K
- **4TH QTR FY2019 Non-Appropriated Funds.pdf** 45K
- **4TH QTR FY2019 Staffing Patterns.pdf** 126K
- **4TH QTR FY2019 Financial Report.pdf** 133K
- **4TH QTR FY2019 Non-Profit Organization.pdf** 273K

1146

COPY

DIPÅTTAMENTON ASUNTON MANHOBEN

Department of Youth Affairs
Government of Guam
P.O. Box 23672
Barrigada, Guam 96921
Tel: (671)735-5010 Fax: (671)734-7536

LOURDES A. LEON GUERRERO
Maga'hâga'

JOSHUA F. TENORIO
Sigundo Maga'lâhi

MELANIE W. BRENNAN
Direktot

KRISINDA C. AGUON
Sigundo Direktot

October 9, 2019

Speaker Tina Rose Muña Barnes

OCT 2 2 2019
Time 2:55 ( )AM (X)PM
Received By:

MEMORANDUM

To: ***Honorable Speaker Tina Muña Barnes***
35th Guam Legislature

From: Director, Department of Youth Affairs

Subject: **4th Quarter FY 2019 Reports**

Håfa Adai Speaker Muña Barnes,

Pursuant to 5 GCA §10306, attached are the following **4th Quarter FY 2019 Reports** for Department of Youth Affairs (DYA) for the period ending September 30, 2019.

1. Financial Report
2. Non-Profit Organization Report
3. Non-Appropriated Fund Report
4. Staffing Patterns
5. Prior Year Obligation Report

An electronic submission of the stamp received copy of these reports from OPA and Speaker's Office will be sent to speaker@guamlegislature.org and a copy to the Office of the Public Auditor at admin@guamopa.com. These reports will be posted on DYA's website at www.dya.guam.gov.

Please contact 735-5010 should you have any questions or concerns.

RECEIVED
OFFICE OF PUBLIC ACCOUNTABILITY
BY: FDJ
DATE: Oct 22, 2019
TIME: 3:01 ( )AM (X)PM

Si Yu'os Ma'åse'

Melanie W. Brennan

Attachments
Cc: Office of the Public Auditor

LOURDES A. LEON GUERRERO
Maga'hâga'

JOSHUA F. TENORIO
Sigundo Maga'lâhi

DIPÅTTAMENTON ASUNTON MANHOBEN

Department of Youth Affairs
Government of Guam
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MELANIE W. BRENNAN
Direktot

KRISINDA C. AGUON
Sigundo Direktot

October 09, 2019

MEMORANDUM

To: ***Honorable Speaker Tina Muña Barnes***
35th Guam Legislature

From: Director, Department of Youth Affairs

Subject: **4th Quarter FY 2019 Prior Year Obligation Payments**

Håfa Adai Speaker Muña Barnes,

Pursuant to 5 GCA §10306, please be advised, that the Department of Youth Affairs has no Prior Year Obligation payments in the **4th Quarter** of **FY 2019** report, ending September 30, 2019.

An electronic submission of the stamp received copy of this report will be sent to speaker@guamlegislature.org and a copy to, the Office of the Public Auditor at admin@guamopa.com, and this report will be posted on DYA's Government of Guam website at www.dya.guam.gov.

Please contact 735-5010 should you have any questions or concerns.

Si Yu'os Ma'åse'

Melanie W. Brennan

Cc: Office of the Public Auditor

Banking Summary - Last quarter

7/1/2019 through 9/30/2019

Category Description	7/1/2019-9/30/2019
INCOME	
Foster Care Income	15,459.51
TOTAL INCOME	**15,459.51**
EXPENSES	
Appliance	628.00
Client Activities	
YCF and CH	60.00
TOTAL Client Activities	60.00
Medical	
Doctor	1,028.84
TOTAL Medical	1,028.84
Petty Cash	295.85
TOTAL EXPENSES	**2,012.69**
OVERALL TOTAL	**13,446.82**

Income/Expense by Category - Last quarter

7/1/2019 through 9/30/2019 (Cash Basis)

Category Description	7/1/2019-7/31/2019	8/1/2019-8/31/2019	9/1/2019-9/30/2019	OVERALL TOTAL
INCOME				
Foster Care Income	1,548.89	11,093.69	2,816.93	15,459.51
TOTAL INCOME	**1,548.89**	**11,093.69**	**2,816.93**	**15,459.51**
EXPENSES				
Appliance	0.00	628.00	0.00	628.00
Client Activities	0.00	60.00	0.00	60.00
Medical	95.00	933.84	0.00	1,028.84
Petty Cash	0.00	0.00	295.85	295.85
TOTAL EXPENSES	**95.00**	**1,621.84**	**295.85**	**2,012.69**
OVERALL TOTAL	**1,453.89**	**9,471.85**	**2,521.08**	**13,446.82**

Transaction - Last quarter

7/1/2019 through 9/30/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 6/30/2019								**72,142.89**
7/11/2019	Checking	2670	Express Care	Clnt. CQ/Co...	Medical:Doctor			-95.00
7/11/2019	Checking	DEP	Department O...	Ck#673301 ...	Foster Care In...			1,548.89
8/12/2019	Checking	2671	Northern Regi...	Clnt KC phys...	Medical:Doctor			-110.23
8/20/2019	Checking	DEP	Department O...	Ck #670964 ...	Foster Care In...			1,221.09
8/20/2019	Checking	DEP	Department O...	Ck. #669924...	Foster Care In...			3,585.26
8/20/2019	Checking	DEP	Department O...	Ck#671863 ...	Foster Care In...			6,287.34
8/21/2019	Checking	2672	Guam Memori...	Clnt ER lft lo...	Medical:Doctor			-823.61
8/21/2019	Checking	2673	Home Depot	18 cuft refrig ...	Appliance			-628.00
8/30/2019	Checking	2674	Sunny Plastic	biodegradea...	Client Activitie...			-60.00
9/6/2019	Checking	2675	Cherika Diego	client copay ...	Petty Cash			-300.00
9/24/2019	Checking	DEP	Department O...	Ck#677437 ...	Foster Care In...			2,816.93
9/24/2019	Checking	DEP	Cherika Diego	Change fund...	Petty Cash			4.15
7/1/2019 - 9/30/2019								**13,446.82**
BALANCE 9/30/2019								**85,589.71**

TOTAL INFLOWS	**15,463.66**
TOTAL OUTFLOWS	**-2,016.84**
NET TOTAL	**13,446.82**

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

FUNCTIONAL AREA: Protection of Life and Property
DEPARTMENT/AGENCY: Youth Affairs
PROGRAM: Director's Office
FUND: General Fund 5100A192000GA001 (Per OFB Request)

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 26.56%) 2/	Retire (DDI) ($19.01*26PP) 3/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 4/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	400	Private Secretary	Diego, Cherika T.	I-1	$28,595	$0	$1,716		0	$30,311	$8,051	$495	$0	$440	$187	$2,772	$372	$12,317	$42,628
2	408	Deputy Director	Aguoo, Krisinda C.	ER-6	$79,834	0	0		0	$79,834	$20,991	495	0	1,146	187	1,671	229	24,719	103,753
3	422	Director	Brennan, Melanie W.	ES-8	$91,402	0	0		0	$91,402	$24,276	495	0	1,325	187	1,671	229	28,183	119,585
4	415	Public Information Officer	VACANT	M-14	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	—	$199,831	$0	$1,716	—	$0	$200,747	$53,318	$1,485	$0	$2,911	$561	$6,114	$830	$65,219	$265,966

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).
2/ FY 2019 (Proposed) GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.
3/ FY 2019 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.
4/ FY 2019 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

FUNCTIONAL AREA: Protection of Life and Property

DEPARTMENT/AGENCY: Youth Affairs

PROGRAM: Youth Development

FUND: General Fund 5100A192010E3001 (Per OFB Request)

	Input by Department																Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
								Increment			Benefits								
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 26.56%) 2/	Retire (DDI) ($19.01*26PP) 3/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 4/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	484 - YD	Youth Development Administrator	VACANT Vice: Tatano, EG 9/30	P-01	$ 55,488	$0	$2,774	N/A	$0	$58,262	$15,474	$0	$0	$845	$187	$0	$0	$16,506	$74,768
2	499 - YD	Social Service Supervisor I	Busodicho, Corrine T.	O-7	62,371	0	$3,119	18-Jul-19	0	65,490	$17,394	495	0	950	187	2,772	373	22,171	87,661
3	487 - CCM	Social Worker III	Balajadia, Robinette S.	N-05	52,236	0	$2,612	25-Apr-19	0	54,847	$14,567	495	0	795	187	4,567	269	20,880	75,727
4	409 - CCM	Social Worker III	Damian, Carmen A.	N-06	54,214	0	$2,711	21-Sep-19	0	56,925	$15,119	495	0	825	187	1,246	204	18,076	75,001
5	435 - KRC	Social Worker III	Paulino, Yvonne M.	N-10	61,796	0	$3,090	5-Feb-22	0	64,886	$17,234	495	0	941	187	2,512	204	21,573	86,459
6	506 - LRC	Social Worker III	Onedera, Sollie T.	N-09	59,895	0	$2,995	22-Jun-19	0	62,890	$16,704	495	0	912	187	1,906	269	20,553	83,443
7	602- HRC	Social Worker II (in lieu of Social Wkr I)	Borja, Jaclyn M.	M-05	47,301	0	$2,365	3-Aug-20	0	49,666	$13,191	495	0	720	187	6,340	373	21,306	70,972
8	807 - HRC	Social Worker I (in lieu of SWII) 17.65 start date 1/29/19	Terlaje, Kaylee A.M.	L-01	37,100	0	$1,855	N/A	0	38,955	$10,346	495	0	565	187	2,512	204	14,309	53,264
9	473 - DO	Program Coordinator II, in lieu of PC III	VACANT Vice Respicio, RJ	M-01	40,762	0	$2,038	N/A	0	42,800	$11,368	495	0	621	187	0	0	12,671	55,471
10	500 - DO	Program Coordinator I (in lieu of PC II)	Artero, Gregorio P.C.	K-06	40,481	0	$2,024	30-Jul-19	0	42,505	$11,289	495	0	616	187	6,340	373	19,300	61,805
11	416 - LRC	Social Worker III	Alig, Fred B.	N-07	56,268	0	$2,813	2-Jul-20	0	59,081	$15,692	495	0	857	187	0	0	17,231	76,312
12	617 - CCM	Social Worker II	Flores, Tisha T.	M-06	49,093	0	$2,455	24-Oct-19	0	51,548	$13,691	495	0	747	187	6,340	373	21,833	73,381
13	658 - HRC	Community Program Aide I (in lieu of Comm Prog Aide II)	Quinata, Del A.	E-18	37,180	0	$1,859	10/12/2020	0	39,039	$10,369	495	0	566	187	2,512	204	14,333	53,372
14	515 - KRC	Community Program Aide I LTA (in lieu of Administrative Aide)	Cruz, Minna Naomi LG	E-01	21,095	0	$1,055		0	22,150	$5,883	495	0	321	187	0	0	6,886	29,036
15	647 - KRC	Social Worker II	Lee, Jennifer A.	M-03	43,910	0	$2,196	26-Jul-20	0	46,106	$12,246	495	0	669	187	1,246	0	14,843	60,949
16	601 - LRC	Social Worker I	Bato, Ashley	L-03	39,965	0	$1,998	27-Mar-20	0	41,963	$11,145	495	0	608	187	6,340	373	19,148	61,111
17	660 - LRC	Community Program Aide I, in lieu of CPAII	VACANT Vice: Bautista, ML	E-01	21,095	0	$1,055	N/A	0	22,150	$5,883	495	0	321	187	0	0	6,886	29,036
18	661 - KRC	Community Program Aide I, in lieu of CPAII	VACANT: Vice: Salenga Jr.,V.B., term 10/26/16	E-01	21,095	0	$1,055	N/A	0	22,150	$5,883	495	0	321	187	0	0	6,886	29,036
19	659-LRC	Community Program Aide I, in lieu of CPAII	VACANT	E-01	21,095	0	$1,055	N/A	0	22,150	$5,883	495	0	321	187	0	0	6,886	29,036
			Grand Total:	—	$ 822,439	$0	$41,124	—	$0	$863,563	$229,361	$8,910	$0	$12,521	$3,553	$44,713	$3,219	$302,277	$1,165,840

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).
2/ FY 2019 (Proposed) GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.
3/ FY 2019 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.
4/ FY 2019 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

FUNCTIONAL AREA: Protection of Life and Property
DEPARTMENT/AGENCY: Youth Affairs
PROGRAM: Youth Corrections
FUND: General Fund 5100A192020CE004 (Per OFB Request)

	Input by Department																Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)
								Increment			Benefits									
No.	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Frozen Salary 34-116	Overtime	Special*	Date	Amt.	(E+F+G+I) Subtotal	Retirement (J * 26.56%) 2/	Retire (DDI) ($19.01*26PP) 3/	Social Securi (6.2% * J)	Medicare (1.45% * J)	Life 4/		Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	410 - YCF	Administrative Assistant	Uncangco, Glenda D.A.	J-06	37,427	0	3,256	1-Mar-19	0	40,683	$10,805	495	0	590	187		2,532	204	14,793	$55,476
2	414	Youth Service Worker I	Castillo, John Eric M.	FL04-06	$32,896	$556	2,792	16-Jan-20	$0	$35,644	$9,414	$495	$0	$514	$187		$3,839	$229	$14,678	$50,322
3	418	Youth Service Worker I	Linama, Peter Q.	FL04-13	$41,861	$711	3,777	11-Jul-20	$0	$45,549	$12,098	$495	$0	$660	$187		$6,340	$373	$20,153	$65,702
4	419	Youth Service Worker Asst	Aquino, Neil P.	EL04-03	$26,233	$757	6,983	21-Aug-20	$0	$33,973	$9,023	$495	$0	$493	$187		$2,772	$0	$12,970	$46,943
5	434	Youth Service Supervisor	Santos, Benedette C.	IL04-17	$57,147	$1,648	15,214	16-Jan-21	$0	$74,009	$19,657	$495	$0	$1,073	$187		$3,839	$229	$25,480	$99,489
6	436	Youth Service Worker I	Palacios Jr., Dino C.	FL04-11	$38,331	$1,106	10,286	9-Feb-20	$0	$49,643	$13,185	$495	$0	$720	$187		$2,512	$204	$17,303	$66,946
7	438	Youth Service Supervisor	Laguana, Vincent T.	IL04-12	$48,155	$1,389	12,821	19-Mar-19	$0	$62,365	$16,564	$495	$0	$904	$187		$6,340	$373	$24,863	$87,228
8	441	Youth Service Worker II	Camacho, Ronald S.A.	HL04-11	$43,415	$1,252	11,559	6-Sep-20	$0	$56,226	$14,934	$495	$0	$815	$187		$3,839	$229	$20,499	$76,725
9	442	Youth Service Worker II	Buendicho, Edward J.	HL04-12	$44,934	$1,296	11,963	10-Jan-20	$0	$58,193	$15,456	$495	$0	$844	$187		$2,512	$204	$19,698	$77,891
10	443	Youth Service Supervisor	Camacho, Jose C.	IL04-16	$55,213	$1,593	14,699	16-Sep-19	$0	$71,505	$18,992	$495	$0	$1,037	$187		$2,512	$204	$23,427	$94,932
11	450	Youth Service Worker I	George, Francis I.	FL04-11	$38,331	$1,106	10,286	11-Jan-21	$0	$49,643	$13,185	$495	$0	$720	$187		$2,512	$204	$17,303	$66,946
12	452	Youth Service Worker I	Maraville, Marcella E	FL04-05	$30,862	$890	8,217	28-Sep-20	$0	$39,969	$10,616	$495	$0	$580	$187		$2,512	$204	$14,594	$54,563
13	453	Youth Service Worker II	Nelson, Shawn J.	HL04-08	$39,150	$1,129	10,422	11-Jan-20	$0	$50,701	$13,466	$495	$0	$735	$187		$6,340	$373	$21,596	$72,297
14	455	Youth Service Worker I	Meeks, Brandon J.	FL04-04	$29,319	$846	7,806	28-Sep-19	$0	$37,971	$10,085	$495	$0	$551	$187		$0	$0	$11,318	$49,289
15	457	Youth Correction Superintendent	Afaisen Jr., David T.	NL04-07	$58,710	$0	5,108	21-Jan-20	$0	$63,818	$16,950	$495	$0	$925	$187		$0	$0	$18,557	$82,375
16	465	Youth Service Worker I	Michael, Clara	FL04-06	$32,896	$926	8,544	17-Jun-20	$0	$41,366	$11,040	$495	$0	$600	$187		$3,839	$229	$16,393	$57,959
17	467	Youth Service Worker I	Chogolmod, Paul S.	FL04-07	$33,331	$961	8,875	28-Nov-20	$0	$43,167	$11,465	$495	$0	$626	$187		$6,340	$373	$19,486	$62,653
18	470	Youth Service Worker II	Camacho, Danielle J.	HL04-10	$41,947	$1,210	2,097	10-Sep-19	$0	$45,254	$12,019	$495	$0	$656	$187		$2,512	$204	$16,073	$61,327
19	483	Youth Service Worker II	Salas, Colin J.	HL04-06	$36,354	$1,049	9,679	11-Jan-20	$0	$47,082	$12,505	$495	$0	$683	$187		$1,246	$204	$15,320	$62,402
20	488	Youth Service Worker I	Cruz, Rebecca R.	FL04-22	$55,961	$1,614	14,899	11-May-20	$0	$72,474	$19,249	$495	$0	$1,051	$187		$2,512	$204	$23,698	$96,172
21	493	Youth Service Worker I	San Miguel, Arlene C.	FL04-22	$55,962	$1,614	14,899	2-Jan-21	$0	$72,475	$19,249	$495	$0	$1,051	$187		$3,839	$229	$25,050	$97,525
22	495	Youth Service Worker Asst	Cruz, Bernen J.	EL04-12	$37,468	$1,081	9,975	3-Apr-20	$0	$48,524	$12,888	$495	$0	$704	$187		$4,567	$269	$19,110	$67,634
23	497	Youth Service Worker I	Rivera, Frank A.	FL04-10	$37,834	$1,068	9,860	24-Nov-20	$0	$47,962	$12,739	$495	$0	$695	$187		$1,246	$204	$15,566	$63,528
24	512	Youth Service Worker I	Villanueva, Jay A.	FL04-08	$34,565	$997	9,202	4-Feb-22	$0	$44,764	$11,889	$495	$0	$649	$187		$2,772	$373	$16,365	$61,129
25	513	Youth Service Worker I	Nimeria, Hermin A.	FL04-07	$33,331	$961	8,875	6-Nov-20	$0	$43,167	$11,465	$495	$0	$626	$187		$1,246	$0	$14,019	$57,186
26	519	Youth Service Worker I	Aguero, Magdalena P.	FL04-21	$54,069	$390	4,704	2-Jan-21	$0	$59,163	$15,714	$495	$0	$858	$187		$0	$0	$17,254	$76,417
27	521	Youth Service Worker I	Lobasan, Joycelyn T.	FL04-14	$42,497	$1,226	8,841	19-Oct-19	$0	$51,564	$13,749	$495	$0	$751	$187		$6,340	$373	$21,895	$73,459
28	522	Youth Service Worker I	Mendiola, Richard O.	FL04-19	$50,476	$1,456	13,638	19-Oct-19	$0	$65,568	$17,362	$495	$0	$948	$187		$3,839	$229	$23,060	$88,628
29	523	Youth Service Worker Asst	Albert, Kingsire K.	EL04-07	$31,480	$908	8,381	13-Mar-20	$0	$40,769	$10,828	$495	$0	$591	$187		$2,512	$204	$14,817	$55,586
30	524	Youth Service Worker Asst	Branch, Zaan N.	EL04-04	$27,691	$799	7,372	11-Jul-20	$0	$35,862	$9,525	$495	$0	$520	$187		$0	$0	$10,727	$46,589
31	526	Youth Service Worker I	Fred, Nickson N.	FL04-07	$33,331	$961	8,875	6-Dec-19	$0	$43,167	$11,465	$495	$0	$626	$187		$6,340	$373	$19,486	$62,653
32	528	Youth Service Worker Asst	Untalan, Jerome B.	EL04-07	$31,480	$908	8,381	25-Sep-20	$0	$40,769	$10,828	$495	$0	$591	$187		$0	$0	$12,101	$52,870
33	530	Youth Service Worker Asst	Cabrera, Aaron	EL04-06	$29,148	$841	7,760	16-Dec-19	$0	$37,749	$10,026	$495	$0	$547	$187		$2,512	$204	$13,971	$51,720
34	531	Youth Service Worker I	Quintanilla, Brandon M.	FL04-09	$35,799	$1,033	9,531	21-Jan-21	$0	$46,363	$12,314	$495	$0	$672	$187		$2,512	$204	$16,384	$62,747
35	532	Youth Service Worker Asst	Cruz, Edward A.N.	EL04-06	$30,314	$874	8,071	9-Jun-20	$0	$39,259	$10,427	$495	$0	$569	$187		$2,772	$373	$14,823	$54,082
36	535	Youth Service Worker I	Wynn, Gabriel V.	FL04-04	$29,319	$846	7,806	2-May-20	$0	$37,971	$10,085	$495	$0	$551	$187		$3,839	$229	$15,386	$53,357
37	539	Clerk Typist I	Pereira, Angelica C.	D-14	29,617	$0	2,577	6-Sep-20	0	32,194	$8,551	495	0	467	187		2,512	204	12,416	44,610
38	545	Youth Service Worker Asst	VACANT Vice: Castro, Shane S.	EL04-01	$23,318	$673	6,208	N/A	$0	$30,199	$8,021	$495	$0	$438	$187		$2,772	$373	$12,286	$42,485
39	550	Youth Service Worker Asst	Perez, Jessica C.	EL04-02	$24,776	$715	6,596	8-Jan-20	$0	$32,087	$8,522	$495	$0	$465	$187		$2,512	$204	$12,385	$44,472
40	551	Youth Service Worker Asst	Cepeda, Maylene Q.	EL04-12	$37,468	$1,081	9,975	7-Dec-20	$0	$48,524	$12,888	$495	$0	$704	$187		$2,772	$373	$17,419	$65,943
41	552	Youth Service Worker Asst	VACANT Vice: Villanueva, Jay A.	EL04-01	$23,318	$673	6,208	N/A	$0	$30,199	$8,021	$495	$0	$438	$187		$2,772	$373	$12,286	$42,485
42	604	Youth Service Worker Asst	Rivera Jr., Roland C.	EL04-08	$32,645	$942	8,691	13-Jul-20	$0	$42,278	$11,229	$495	$0	$613	$187		$1,986	$269	$14,779	$57,057
43	605	Youth Service Worker Asst	VACANT Vice: Quintanilla, B M	EL04-01	$23,318	$673	6,208	N/A	$0	$30,199	$8,021	$495	$0	$438	$187		$4,567	$269	$13,977	$44,176
44	609	Youth Service Worker I	Pataweran, Vivian N.	FL04-16	$45,524	$1,313	12,128	5-Nov-20	$0	$58,957	$15,659	$495	$0	$855	$187		$0	$0	$17,196	$76,153
45	611	Youth Service Supervisor	Tudela, Stephen E.	IL04-15	$53,347	$1,539	14,202	11-Apr-19	$0	$69,088	$18,350	$495	$0	$1,002	$187		$6,340	$373	$26,747	$95,835
46	645	Youth Service Worker Asst	Afaisen, Daniel W.	EL04-04	$27,691	$799	7,372	12-Jul-20	$0	$35,862	$9,525	$495	$0	$520	$187		$1,246	$204	$12,177	$48,039
47	425	Youth Service Worker I	Saliva, Ricarte I.	FL04-03	$27,776	$801	7,395	19-Jun-20	$0	$35,972	$9,554	$495	$0	$522	$187		$2,512	$204	$13,474	$49,446
48	537	Youth Service Worker I	Roby, Rodney	FL04-03	$27,776	$801	7,395	19-Jun-20	$0	$35,972	$9,554	$495	$0	$522	$187		$1,671	$229	$12,658	$48,630

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

49	544	Youth Service Worker I	Leon Guerrero, Nicole L.	FL/04-03	$27,776	$801	7,395	19-Jun-20	$0	$35,972	$9,554	$495	$0	$522	$187	$1,671	$229	$12,658	$48,630
50	547	Youth Service Worker I	Ada, Joseph M.C.	FL/04-05	$30,862	$890	8,217	11-Jun-20	$0	$39,969	$10,616	$495	$0	$580	$187	$1,246	$204	$13,328	$53,297
51	672	Youth Service Worker Asst (LTA)	Onedera Jr., Frank M.	EL/04-01	23,318	$673	6,208	30-Sep-19	0	30,199	$8,021	495	0	438	187	0	0	$9,141	$39,340
52	673	Youth Service Worker Asst (LTA)	Uncangco, Susan O.	EL/04-01	23,318	$673	6,208	30-Sep-19	0	30,199	$8,021	495	0	438	187	1,705	229	$11,075	$41,275
	496	Youth Service Worker I	VACANT Vice: Flores, N.I.	FL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	488	Youth Service Worker Asst	VACANT Vice: Livasy, DT	EL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	525	Youth Service Worker I	VACANT Vice: Benavente, TL 9/15/15	FL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	583	Youth Service Worker Asst	VACANT Vice: Tabit, GL	EL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	576	Youth Service Supervisor	VACANT Vice: Cruz, JW 8/20/13	EL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	600	Youth Service Worker Asst	VACANT Vice: Quinata, DA	EL/04-01		$0	0	N/A	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	517	Youth Service Worker II	VACANT Vice: Laguana, VT	HL/04-01		$0	0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
			Grand Total:	—	$1,895,885	$49,049	$447,269	—	$0	$2,392,203	$635,368	$25,740	$0	$34,691	$9,724	$145,450	$11,245	$862,218	$3,254,421

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).
2/ FY 2019 (Proposed) GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.
3/ FY 2019 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.
4/ FY 2019 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

FUNCTIONAL AREA: Protection of Life and Property

DEPARTMENT/AGENCY: Youth Affairs

PROGRAM: Vocational Rehabilitation & Support Services

FUND: General Fund 5100A192030EJ002 (Per OFB Request)

	Input by Department																Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)		(P)	(Q)	(R)	(S)
	Position	Position	Name of	Grade/	34-116			Increment		(E+F+G+I)	Retirement	Retire (DDI)	Social Security	Benefits Medicare	Life		Medical	Dental	Total Benefits	(J + R)
No.	Number	Title 1/	Incumbent	Step	Salary	Overtime	Special*	Date	Amt	Subtotal	(J * 26.56%) 2/	($19.01*26PP) 3/	(6.2% * J)	(1.45% * J)	4/		(Premium)	(Premium)	(K thru Q)	TOTAL
1	401 - ASU	Admin Services Officer	Toves, Jeannette C.	N-07	$ 56,268	$0	$1,407	2-Dec-19	$0	$57,675	$15,318	$495	$0	$836	$187		2,772	373	$19,981	$77,656
2	454 - ASU	Clerk Typist III	VACANT Vice: Sablan, BA interviews in progress	F-01	$ 23,818	0	595	N/A	0	24,413	$6,484	495	0	354	187		0	0	7,520	31,933
3	456 - ASU		Arceo, Jennifer R.	J-06	$ 37,427	0	936	31-Mar-20	0	38,363	$10,189	495	0	556	187		2,772	373	14,572	52,935
4	411 - MT	Supply Expediter	Duenas, Jose S.	E-11	$ 29,878	0	747	4-Oct-19	0	30,625	$8,134	495	0	444	187		1,246	204	10,710	41,335
5	420 - MT	Maintenance Specialist in lieu of Building Custodian	VACANT Vice: Valdez, Jerome C.	H-01	$ 26,520	1,148	1,591	3-Nov-19	0	29,259	$7,771	495	0	424	187		2,512	204	11,593	40,852
6	428 - MT	Maint Worker (in lieu of Maint Specialist)	Taitingfong, Don P.	H-06	$ 31,940	1,382	1,916	14-Oct-19	0	35,238	$9,359	495	0	511	187		2,512	204	13,268	48,506
7	448 - CU	Cook II, G-07 compensated at G-06 $29,783/annum; $14.31/hr freeze in salary increment	Guzman, Jesse J.	G-07	$ 30,911	892	2,627	13-Oct-20	0	34,430	$9,145	495	0	499	187		2,512	204	13,042	47,472
8	464 - CU	Cook II	VACANT Vice: Guzman, Jesse J.	E-01	$ 21,095	609	1,793	N/A	0	23,497	$6,241	495	0	341	187		0	0	7,264	30,761
9	417 - CU	Cook I	Borja, Ray S.	E-09	$ 27,206	785	2,313	20-Dec-18	0	30,304	$8,049	495	0	439	187		1,671	229	11,070	41,374
10	621 - CU	Cook I	Ignacio, Anita M.	E-11	$ 29,878	862	2,540	13-Feb-20	0	33,280	$8,839	495	0	483	187		2,512	204	12,720	46,000
11	466 - MT	Maintenance Leader In lieu of Clerk Typist III	Valdez, Jerome C.	J-02	32,253	930	1,935	6/23/2020	0	35,118	$9,327	495	0	509	187		2,512	204	13,234	48,352
12	413	[illegible]	Annie C. Rodriguez	F-06	$27,907	$0	698	12-Feb-20	$0	$28,605	$7,597	$495	$0	$415	$187		$2,512	$204	$11,410	$40,015
13					0	0	0		0	0	0	0	0	0	0		0	0	0	0
14					0	0	0		0	0	0	0	0	0	0		0	0	0	0
15					0	0	0		0	0	0	0	0	0	0		0	0	0	0
16					0	0	0		0	0	0	0	0	0	0		0	0	0	0
17					0	0	0		0	0	0	0	0	0	0		0	0	0	0
18					0	0	0		0	0	0	0	0	0	0		0	0	0	0
19					0	0	0		0	0	0	0	0	0	0		0	0	0	0
20					0	0	0		0	0	0	0	0	0	0		0	0	0	0
			Grand Total:	—	$375,101	$6,608	$19,098	—	$0	$400,807	$106,453	$5,940	$0	$5,811	$2,244		$23,533	$2,483	$146,384	$547,191

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

1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).

2/ FY 2019 (Proposed) GovGuam contribution rate of 26.56% for the Government of Guam Retirement is subject to change.

3/ FY 2019 (Proposed) GovGuam contribution rate of $19.01 (bi-weekly) for DDI is subject to change.

4/ FY 2019 (Proposed) GovGuam contribution rate of $187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2019
Agency Staffing Pattern

FUNCTIONAL AREA: Public Safety

DEPARTMENT/AGENCY: Department of Youth Affairs

PROGRAM: Year Round Learning Program

FUND: Healthy Futures Fund 5602A192000GA201

	Input by Department															Input by Department			
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment Date	Increment Amt.	(E+F+G+I) Subtotal	Benefits Retirement (J * 26.56%)	Benefits Retire (DDI) ($19.01*26PP)	Benefits Social Security (6.2% * J)	Benefits Medicare (1.45% * J)	Benefits Life (1/)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
1	663-HRC	Community Program Aide II	Benjamin M. Siosgco	G-03	$26,638	0	$2,397	1/10/2020	0	$29,035	$7,712	$495	0	$421	187	1,671	229	$10,715	39,750
2	664-KRC	Community Program Aide II	Annabelle M.T. Salas	G-05	$28,695	0	$2,439	11/7/2019	0	$31,134	$8,269	$495	0	$451	187	1,986	0	$11,388	42,522
3	666-HRC	Community Program Aide II	VACANT	G-01	$0	0	$0	N/A	0	$0	$0	$0	0	0	0	0	0	$0	0
4	667-HRC	Community Program Aide II	VACANT	G-01	$0	0	$0	N/A	0	$0	$0	$0	0	0	0	0	0	$0	0
5	668-LRC	Community Program Aide II	VACANT	G-01	$0	0	$0	N/A	0	$0	$0	$0	0	0	0	0	0	$0	0
6	669-LRC	Community Program Aide II	VACANT	G-01	$0	0	$0	N/A	0	$0	$0	$0	0	0	0	0	0	$0	0
7	811					0	$0		0	$0	$0	$0	0	0	0	0	0	$0	0
8	812					0	$0		0	$0	$0	$0	0	0	0	0	0	$0	0
9	814					0	$0		0	$0	$0	$0	0	0	0	0	0	$0	0
10	815					0	$0		0	0	$0	$0	0	0	0	0	0	$0	0
11						0	$0		0	0	$0	$0	0	0	0	0	0	$0	0
12						0	$0		0	0	$0	$0	0	0	0	0	0	$0	0
13						0	$0		0	0	$0	$0	0	0	0	0	0	$0	0
14						0	$0		0	0	$0	$0	0	0	0			$0	0
15							$0			0	$0	$0		0	0			$0	0
			Grand Total:		$55,333	0	4,836		0	60,169	$15,981	$990	0	$872	374	3,657	229	$22,103	82,272

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ funded for 17 pay periods.

For Appropriation/Expenditure Report pursuant to 5 GCA §10306

Government of Guam

FY 2019 4th Qtr Appropriation/Expenditure Report ending 09/30/2019

DEPARTMENT OF YOUTH AFFAIRS

Fund S100A1920	Object Category	Appropriations	YTD Allotment	Expenditures	Outstanding Encumbrances	Funds Available	Unalloted Balance
GENERAL FUND	REGULAR SALARY	3,523,895.00	3,523,895.00	3,481,820.63	0.00	42,074.37	0.00
	OVERTIME SALARY	9,435.00	9,435.00	7,924.26	0.00	1,510.74	0.00
	FRINGE	1,169,240.00	1,169,238.00	1,145,580.04	0.00	23,657.96	2.00
	CONTRACT	552,411.00	552,411.00	450,068.06	100,428.90	1,914.04	0.00
	SUPPLIES	149,172.00	149,172.00	91,477.40	55,529.08	2,165.52	0.00
	EQUIPMENT	8,168.00	8,168.00	3,300.00	4,865.00	3.00	0.00
	DRUG TESTING	240.00	240.00	0.00	0.00	240.00	0.00
	MISC	6,750.00	6,750.00	6,150.00	0.00	600.00	0.00
	POWER UTILITY	154,184.00	154,184.00	138,924.33	15,259.67	0.00	0.00
	WATER UTILITY	20,500.00	20,500.00	18,726.40	1,773.60	0.00	0.00
	TELEPHONE UTILITY	31,200.00	31,200.00	30,602.57	344.22	253.21	0.00
	CAPITAL OUTLAY	57,616.00	57,616.00	0.00	57,615.25	0.75	0.00
	GENERAL FUND Fund Totals:	5,682,811.00	5,682,809.00	5,374,573.69	235,815.72	72,419.59	2.00
Fund S100A1820	REGULAR SALARY	0.00	0.00	5,139.85	0.00	-5,139.85	0.00
GENERAL FUND	FRINGE	0.00	0.00	1,596.54	0.00	-1,596.54	0.00
	CONTRACT	20,240.67	20,240.67	4,681.17	0.00	15,559.50	0.00
	SUPPLIES	8,913.04	8,913.04	1,834.75	0.00	7,078.29	0.00
	WATER UTILITY	3,042.08	3,042.08	0.00	0.00	3,042.08	0.00
	TELEPHONE UTILITY	825.97	825.97	0.00	0.00	825.97	0.00
	GENERAL FUND Fund Totals:	33,021.76	33,021.76	13,252.31	0.00	19,769.45	0.00
Fund S602A1920	REGULAR SALARY	57,974.00	56,878.00	56,679.88	0.00	198.12	1,096.00
	FRINGE	24,096.00	20,482.00	19,732.17	0.00	749.83	3,614.00
	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	GENERAL FUND Fund Totals:	82,070.00	77,360.00	76,412.05	0.00	947.95	4,710.00
Fund S602C1620	REGULAR SALARY	0.00	0.00	0.00	0.00	0.00	0.00
	FRINGE	0.00	0.00	0.00	0.00	0.00	0.00
	CONTRACT	3,738.78	3,738.78	3,738.24	0.00	0.54	0.00
	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
	EQUIPMENT	13,181.97	13,181.97	278.97	12,820.00	83.00	0.00
	GENERAL FUND Fund Totals:	16,920.75	16,920.75	4,017.21	12,820.00	83.54	0.00

Fund S101___20	Object Category	Appropriations	YTD Allotment	Expenditures	Outstanding Encumbrances	Funds Available	Unalloted Balance
FEDERAL GRANT	REGULAR SALARY	23,616.00	23,616.00	7,059.12	0.00	16,556.88	0.00
	FRINGE	7,938.00	7,938.00	2,329.64	0.00	5,608.36	0.00
	TRAVEL	26,922.46	26,922.46	10,765.44	2,483.00	13,674.02	0.00
	CONTRACT	71,797.10	71,797.10	26,473.18	3,420.00	41,903.92	0.00
	BUILDING RENT	7,208.00	7,208.00	0.00	0.00	7,208.00	0.00
	SUPPLIES	21,136.86	21,033.02	592.98	1,800.84	18,639.20	103.84
	EQUIPMENT	51,545.97	49,765.57	0.00	1,214.00	48,551.57	1,780.40
	MISCELLANEOUS	27,000.00	27,000.00	250.00	0.00	26,750.00	0.00
	TELEPHONE UTILITY	1,440.00	1,440.00	479.40	0.00	960.60	0.00
	CAPITAL OUTLAY	2,274,370.00	24,370.00	0.00	0.00	24,370.00	2,250,000.00
	INDIRECT COST - FEDERAL	7,478.00	7,478.00	1432.16	0.00	6,045.84	0.00
	FEDERAL GRANT FUND Fund Totals:	2,520,452.39	268,568.15	49,382.92	8,917.84	210,268.39	2,251,884.24

	Appropriations	YTD Allotment	Expenditures	Outstanding Encumbrances	Funds Available	Unalloted Balance
TOTALS DYA Current APPROPRIATIONS:	**8,335,275.90**	**6,078,679.66**	**5,517,637.18**	**257,553.56**	**303,488.92**	**2,256,596.24**

Sanctuary, Incorporated of Guam

A Non-profit Organization Established in 1971

406 MaiMai Road Chalan Pago, Guam 96910 • Administrative Office (671)475-7101
Crisis Hotline (671)475-7100 • Fax (671)477-3117 • Email: sanctuar@ite.net
www.sanctuaryguam.com

October 03, 2019

Ms. Melanie Brennan
Department of Youth Affairs
P.O. Box 236371 GMF
Barrigada, Guam 96921

Dear Ms. Brennan:

Hafa Adai! The information provided below is for the Runaway Homeless and Abuse Program (4th Quarter of Fiscal Year 2019) from July 01, 2019 thru September 30, 2019.

We have listed all expenditures for services and equipment that were $5,000 or greater.

Services	-0-
Equipment	-0-
Inventory Property	-0-

Please let us know if you have any questions.

Un Dankalu na Si Yu'os Ma'ase,

VICTOR CAMACHO
Executive Director

Non Profit Organization Receiving Appropriations from Government of Guam
Pursuant to P.L. 31-77 (Sanctuary, Incorporated)
FY 2019 (July 1, 2019 - September 30, 2019)
4th Quarter Expenditure Report
Department of Youth Affairs
Runaway Homeless Program

Fund	Contract Amount	Object Classification	Expenditure
General/Federal	$ 332,150		
		Salary	$ 57,498.11
		Benefits	$ 5,443.58
		Travel	$ -
		Contractual	$ 240.22
		Supplies & Materials	$ 3,404.88
		Equipment	$ -
		Utilities	$ 5,983.71
		Miscellaneous	$ 1,151.29
		Vehicle Lease	$ -
		Grand Total	**$ 73,721.79**

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF THE EXPENDITURES FOR FISCAL YEAR 2019 FOR THE PROJECT ABOVE.

SIGNATURE OF AUTHORIZED OFFICIAL:

VICTOR CAMACHO
EXECUTIVE DIRECTOR

DATE: 10/3/19

FY 2018-2019 RUNAWAY HOMELESS YOUTH (RHY) BASIC CENTER

Department of Youth Affairs

QUARTERLY PERFORMANCE REPORT FORM

ORGANIZATION/AGENCY: Sanctuary Incorporated of Guam	
VENDOR NUMBER: S1456001	
PERSON COMPLETING REPORT: Leilani G. Giltinag, Quality Assurance Officer	
TELEPHONE: 475-7101	**FAX:** 477-3117
REPORT PERIOD: July 1 – September 30, 2019	**DATE OF REPORT:** October 10, 2019

Project Description:

The Runaway Homeless Youth (RHY) CO-ED shelter is a community based program specifically designed to assist runaway, homeless, victims of abuse and other similarly troubled youth and their families. The program provides a 24-hour shelter and care as a safe home for runaway, homeless and victims of abuse for up to 30 days during which case management services are provided in resolving their issues of conflict in times of crisis at the same time keeping focus on strengthening the family as a collective unit. The case management unit includes crisis intervention, individual program planning, group and family counseling, aftercare, outreach and referrals. The primary purpose of the program is to 1) provide a viable temporary safe alternative to the natural home, detention center or the streets; and 2) to facilitate the problem solving process of case management by lowering the level of tension in the family to a point in which constructive dialog may begin.

Project Goals and Objectives; Project Activities; Project Performance Measures; Project Outcomes:

Goal: The overall goal of the CO-ED is to provide professional services for up to 200 who are runaways, homeless, or victims of abuse. Decrease recidivism and problems of runaways and homeless youth. **Objective 1.** To increase the awareness of available services and issues related to Runaway and Homeless youth and victims of abuse by conducting outreach efforts directed at youth, parents, and community agencies through a 24-hour crisis hotline, presenting information through the local media (newspapers, television & radio), public presentations, bus stop murals, school presentations, door-to-door street outreach, and informational displays at shopping centers throughout the island. **Indicator/Outcomes/Periodicity:** *Awareness of available services for run away and troubled youth for the community of Guam as a whole.*	**Results:** For this reporting period, our agency provided services for a total of twenty-five (25) youth in the community. Sixteen (16) were victims of abuse/neglect, seven (7) on extended authorized leave from DYA, and two (2) were referred from JPO due to the home being unsuitable for the minor(s).

Activity A: The Emergency Shelter program will provide individual supportive counseling at least twice a week for each youth residing in the shelter. **Time Line:** Daily; ongoing daily sessions **Responsible Parties:** Case Manager and Residential Assistants	**Results:** During, this reporting period, a total seventeen (17) youth resided in the shelter during the month of July; a total twelve (12) youth resided in the shelter during the month of August; and a total sixteen (16) youth resided in the month of September; and At least three hundred (300) individual supportive counseling sessions were conducted that included educational, health and personal growth.
Activity B: To provide therapeutic and recreational activities for youth to promote personal well being. **Timeline:** Daily **Responsible Parties:** Case Manager and/or Residential Assistants	**Results:** On a weekly basis, the program facilitates various activities for therapeutic and recreational purposes such as life skills to include money management, home management, mentoring, and exercise to promote social skills and healthy personal growth.
Objective II. To increase crisis intervention services to runaway and homeless youth and their families by providing 24 hours services to 200 youth parent and/or community members. **Indicators/Outcomes/Periodicity:** *Accessibility of children and their families in crisis situations who use Emergency Shelter services.* **Activity A**: 24-hour crisis hotline is open to the general public to provide immediate feedback, assessments and referrals to appropriate agencies. **Time line:** on-going **Responsible Parties:** Crisis Intervention Worker and Case Manager II	**Results:** Over five hundred (500) contacts were made via 24-hour crisis hotline. Household and family dynamics, beyond control behavior, physical abuse, neglect, runaway, homelessness, violence and aggression, and sexual abuse were the top issues of concern for youth who accessed the crisis hotline.
Activity B: Provide referral services for all youth and their family members assessed for services needed from other agencies. **Timeline:** on-going **Responsible Parties:** Crisis Intervention Worker, Case Manager I and Case Manager II	**Results:** An estimation of one hundred twenty (120) referrals were made to other agencies, organizations, such as Guam Behavioral Health and Wellness Center (GBHWC), Guam Police Department, Sanctuary D&A, Sanctuary Youth Anger Management (YAM), Sanctuary Strengthening Families Program (SFP), Child Protective Services, I Famagu'on-ta, GALA, and Island Girl Power.

Objective III: To reduce the problems of youth 12-17 who are runaway, homeless and victims of abuse by providing temporary shelter and aftercare services for up to 10 youth at any given time while they resolve problematic issues. **Indicators/Outcomes/Periodicity:** *Accessibility of emergency 24hr placement for runaway and homeless youth needing assistance/guidance to begin the reunification process.* **Activity A:** The project will provide temporary shelter and aftercare service for 10 youth 12-17 years of age for up to 30 days while providing the youth with supportive counseling and connecting youth and families with other agencies. **Activity B:** The project will provide basic necessities such as food, clothing, shelter, and transportation services to and from school and appointments while also providing supportive counseling and guidance to promote reunification and reconciliation. **Timeline:** ongoing **Responsible Parties:** Case Manager II, Case Manager I	**Results:** During this quarter a total of twenty-five (25) youth received shelter services. There were eight (8) new intakes admitted to shelter. Eleven (11) youth continued to receive shelter services into the months of May and June. A total seven (7) youth were placed transitioned into the care of their parents/legal guardians, while one (1) was terminated from the program and remanded to DYA. **Results:** During this quarter all youth who were admitted into shelter met their basic needs and referred to appropriate agencies or organizations to further meet the youth and family's needs. The Case Managers and Executive Director worked with other agencies and organizations in the field of human services to help work towards promoting reunification and reconciliation between the youth and family.
Objective IV To strengthen family relationships of 120 youth and their families through individual family and group counseling to resolve conflicts that will lead to familial reconciliation and reunification. **Indicators/Outcomes/Periodicity:** *Conflict Mediation skills of children and their families* **Activity A:** Provide family skills training sessions for youth and their families experiencing crisis situations through Sanctuary's 24-hour crisis hotline or Emergency Shelter Program. **Time line:** ongoing	**Results:** A total of nine (9) clients received family skills training sessions were provided this reporting period to youth and their families experiencing crisis and conflict. Family sessions were conducted as well to develop a reunification plan. During this quarter all other youth transitioned back home to a parent/legal guardian.

Responsible Parties: Crisis Intervention Worker, Case Manager	
Activity B: The Project will conduct 45 Anger Management groups for children in crisis situations to learn assertive, non-violent ways of channeling their anger. **Timeline:** ongoing **Responsible Parties:** AmeriCorps facilitators and volunteers.	**Results:** There were zero (0) Middle/High School YAM classes were conducted during this reporting period. Sanctuary did not receive any referrals from current existing partners for YAM classes.
Objective V: To decrease recidivism and problems of runaway and homeless youth and their families to assist with their transition back home and meet their long-term needs. **Indicators/Outcomes/Periodicity:** *Availability of supportive services to children and their families in crisis situations.* **Activity A:** The project will provide individual supportive counseling for youth and their parent/legal guardians assisting them in making appropriate decisions relative to their family dynamics. **Timeline:** ongoing **Responsible Parties:** Crisis worker and Case-Manager	**Results:** Individual supportive counseling sessions were provided this reporting period to assist youth and their parent/legal guardians to make appropriate decisions relative to their family dynamics. The breakdown of the sessions are as follow: - Three hundred (300) youth individual supportive counseling sessions. - Nine (9) parent individual supportive counseling sessions. - IPP completion rate for this quarter is at 60%
Activity B: The project will provide case management services for youth and their families that will enhance stabilize and strengthen their relationships. **Timeline:** ongoing **Responsible Parties:** Case Manager II and Case Manager I	**Results:** A total twenty-five (25) youth received case management services via the Co-Ed Shelter.

Problems Encountered:

A challenge encountered this quarter is again not being able to identify an alternate placement in a timely manner for youth who are wards of the state due to exhaustion of alternate familial/relative placement and limited foster care placement. The youth and parent(s)/legal guardian(s) are always encouraged to sign up for aftercare services to assist with transitioning the youth back home and if problems may arise. Parents and/or guardians failed to make regular or any contact with their child while in the shelter. It was a challenge to establish communication and schedule family quality time due to parents and/or guardians being out of

reach or difficult to contact. In addition, clients are experiencing delay in the reunification process due to legal guardians being unemployed, homeless, financially unstable, etc. Other concerns involve clients frequently remanded to DYA for beyond control issues. This causes set backs in their Individual Program Plan and their goal to reunite with their families.

Future Plans:

The Case Management and Counseling department continue to develop corrective action plans to address several gaps in services such as improving placement time periods, monitoring of case management activities, and case updates. Sanctuary continues to partner with agencies such as Child Protective Services and the Department of Youth Affairs by increasing day to day communication to discuss ways to better serve clients in shelter. To assist with these plans, we continue to increase our staff capacity.

Performance Measures:

Social Competence	Case Manager and shelter staff have reported to observe improvement in social interactions and, defined as maintaining positive relationships with others; 20 of 25 (80%) clients served within this reporting period. Observations are based on demeanor and nature of client interactions as documented using daily client progress reports.
Family Relationships	Noted improvements in family relationships, defined as willingness to address family issues, and improved styles of communication, has been reported by case manager based on parents' verbal feedback to the Case Manager. Several of the clients during this reporting period were wards of the state. The number provided above only includes clients who were able to work towards reunification with a family member or foster parent. It is challenging to work on a family relationship when a family member or foster parent is not identified or uninvolved. More than 30 days are needed to work on fostering a positive relationship when working with CPS clients and their family members or foster parent.
Families Satisfied with Program	A total of out of nine (9) families reported verbal feedback during this reporting period. Of the total number of families who have reported 80% have stated to be satisfied with all aspects of the program including, 95% of families stating that they will access Sanctuary services for future familial issues. Again the numbers above only include cases in which parental involvement is present. Areas surveyed include: 1) Noted quality in family relationships 2) Future access of services 3) Accessibility and response time 4) Overall rating of services 5) Recommending services to others

Client Satisfaction	Of all clients who have completed satisfaction survey, 100% have reported that they felt safe while here at Sanctuary. A total of 100% have rated that they were either very satisfied or satisfied with the overall care and support services received.

Performance Measures	Data
Performance Measures: Number and Percent of program youth committed to correctional facility. Definition: The number of program youth who have been ordered to a correctional facility. Include youth mandated to any secure residential facility including juvenile correctional and adult correctional facilities. Official records are the preferred data source.	
Reporting Format:	
A. The number of program youth enrolled in a correctional facility	8
B. Number of youth in the program.	25
C. Percent (A/B)	32%
Performance Measures (Description) **Number and percent of program youth completing program requirements** Definition: The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a pre-defined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source.	
Reporting Format:	
A. The number of youth who exited the program having completed program requirements.	8
B. Number of youth who left the program.	0
C. Percent (A/B)	N/A

CTB 10/11/2019