

## **Guam Ethics Commission**

Board Meeting: Nov. 9, continued on Dec.1, 2020 12:30 pm

Location: Zoom meeting

Minutes:

Roll call: Shannon Murphy, Robert Jack, Marilyn Borja, Margaret Tyquiengco, Chris Cruz, all present

Chairwoman Murphy reported that she is working with Kathleen Peredo at Dept of Labor to get the Commission up and running.

The first task is for the Commission members to review and approve the job description for an executive director. Once it is approved by this Commission, Ms. Peredo will turn it in to Dept of Administration who will create the position and then the Commission can advertise to let the public know it is open.

The next step to get the Commission up and running is to interview the two people who are interested in the Administrative Assistant and choose one so that we can get started, with Kathleen's help and direction. These two applicants were referred to the Commission by Kathleen as both are temporarily employed there now. They can be transferred to the Ethics Commission which shortens the process.

Ms.Borja and Ms. Tydingco agreed to interview the two applicants this week and make recommendations for hiring one of them.

After we have an Administrative Assistant on board this person will do the necessary work to work with GSA to rent an office space for the Commission and then set up the office with donated furniture, internet, etc.

### **II Action**

A discussion on the job description for the Executive Director followed. A motion was made by Ms. Tyquiengco to approve the Exec Director job description as written. Ms. Borja seconded the motion and a vote was taken. It was approved unanimously.

A motion was made by Ms. Tyquiengco not to adjourn the meeting, but rather resume the meeting next week Monday, November 16, at the same time. It was seconded and approved.

Meeting was paused at 1 pm and will resume tentatively at 12:30 pm November 16.

III. Meeting was called back into order at 12:30 pm on Dec. 1, 2020, All present.

A discussion on applicants for the Administrative Assistant was provided by Marilyn Borja and Margaret Tyquiengco on the candidates interviewed. Motion made to offer the position to Michael Duenas. Need to find out what the pay grade it will be. Shannon agreed to find out and report back.

Plan of action: After we hire an AA, the next step is to find an office space, with the help of Kathleen Peredo at Department of Labor, using GSA.

Next meeting will be once we get the Administrative Assistant on board.

Motion to adjourn the meeting, seconded and approved.

Meeting adjourned.