

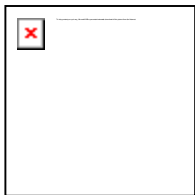
From: Committee on Rules 36GL <cor@guamlegislature.org>
Sent: Tuesday, January 11, 2022 11:03 AM
To: Clerks; Rennae Meno
Cc: Speaker Therese M. Terlaje
Subject: Messages & Communications for Doc. No. 36GL-22-1518
Attachments: 36GL-22-1518.pdf

Håfa Adai Clerks,

Please see attached M&C Doc. No. 36GL-22-1518 for processing:

36GL-22-1518	Guam Ethics Commission Reporting Requirements-December 2021 Regular Meeting and First Qtr. Attendance Report*	Guam Ethics Commission
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Si Yu'os Ma'åse',



COMMITTEE ON RULES

Vice Speaker Tina Rose Muña Barnes
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guåhan
163 Chalan Santo Papa Hågatña Guam 96910
Email: cor@guamlegislature.org

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----- Forwarded message -----

From: Speaker Therese M. Terlaje <speaker@guamlegislature.org>
Date: Mon, Jan 10, 2022 at 2:50 PM
Subject: Messages & Communications Doc. No. 36GL-22-1518
To: Legislative Secretary Amanda Shelton <officeofsenatorshelton@guamlegislature.org>, Committee on Rules 36GL <cor@guamlegislature.org>

Håfa Adai,

Please see attached M&C Doc. No. 36GL-22-1518.

36GL-22-1518	Guam Ethics Commission Reporting Requirements-December 2021 Regular Meeting and First Qtr. Attendance Report*	Guam Ethics Commission
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Si Yu'os Ma'åse',

Joseph Rapirap Madlangbayan
Policy Analyst

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture

I Mina'trentai Sais na Liheslaturan Guahan

36th Guam Legislature

Office Location: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagåtña, Guam 96910

Address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910

T: (671) 472-3586 F: (671) 989-3590 Email: speaker@guamlegislature.org

website: www.senatorterlaje.com

----- Forwarded message -----

From: **Jesse Quenga** <Jesse.Quenga@ethics.guam.gov>

Date: Mon, Jan 10, 2022 at 2:16 PM

Subject: Guam Ethics Commission Reporting Requirements: December 2021 Regular Meeting and First Qtr. Attendance Report

To: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>

Cc: Shannon Murphy <shannonjm@gmail.com>, ethics@dma.guam.gov <ethics@dma.guam.gov>

Håfa Adai Madam Speaker,

On behalf of the Guam Ethics Commission, I respectfully transmit the board packet for the Commission's December meeting as well as its FY2022 First Quarterly Attendance Report. If our office can provide anything further, please feel free to contact me. Thank you.

Best regards,

JESSE J. QUENGA, CM®

Executive Director

Guam Ethics Commission

Tel: (671) 969-5625

Fax: (671) 969-5626

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Speaker Therese M. Terlaje <speaker@guamlegislature.org>

Guam Ethics Commission Reporting Requirements: December 2021 Regular Meeting and First Qtr. Attendance Report

1 message

Jesse Quenga <Jesse.Quenga@ethics.guam.gov> Mon, Jan 10, 2022 at 2:16 PM
 To: "\"Speaker Therese M. Terlaje\" <speaker@guamlegislature.org>
 Cc: Shannon Murphy <shannonjm@gmail.com>, "ethics@dma.guam.gov"
 <ethics@dma.guam.gov>

Håfa Adai Madam Speaker,

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Best regards,

JESSE J. QUENGA, CM®

Executive Director

Guam Ethics Commission

Tel: (671) 969-5625

Fax: (671) 969-5626

Doc Type: 36GL-22-1518
 OFFICE OF THE SPEAKER
 THERESE M. TERLAJE

01-10-2022

Time: 2:16 PM
 Received: _____

COMMITTEE ON RULES

RECEIVED:

January 10, 2022
 2:50 P.M.

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2 attachments

Guam Ethics Commission Reporting Requirements 12.2021 - 36thGL.pdf
 4929K

Guam Ethics Commission FY22 First Quarterly Attendance Report 36thGL.pdf



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Transmitted Via Electronic Mail

January 10, 2022

Hon. Therese M. Terlaje
Speaker
I Mina Trentai'sais Na Liheslaturan Guåhan
36th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hågatña, Guam 96910

Re: Reporting Requirements for Boards and Commissions – December 2021

Håfa Adai Madam Speaker,

On behalf of the Guam Ethics Commission, respectfully transmitted herewith is the reporting requirements of 5 GCA Chapter 8 § 8113.1 regarding the Guam Ethics Commission's regular meeting held on December 30, 2021 and continued on January 6, 2022.

If I can provide further assistance or clarification, please feel free to contact me through email at jesse.quenga@ethics.guam.gov.

Si Yu'os Ma'ase!

JESSE JOHN QUENGA, CM®
Executive Director

Enclosure: Guam Ethics Commission December 30, 2021 Meeting Packet

Cc: Shannon J. Murphy, Chairwoman – Guam Ethics Commission



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Regular Meeting

Thursday, December 30, 2021

10:00 a.m.

AGENDA

COMMISSIONERS

Shannon J. Murphy

Chairwoman

Marilyn R. Borja

Vice-Chairwoman

Christopher A. Cruz

Robert S. Jack, MD

Daphne M. Leon Guerrero

Margaret E.R. Tyquiengco

COMMISSION STAFF

Jesse J. Quenga

Executive Director

Pamela D. Mabazza

Ethics Program Coordinator

- I. Call to Order / Roll Call of Members**
- II. Approval of Agenda and Minutes**
 - A. November 4, 2021 – Regular Meeting
- III. Reports**
- IV. Old Business**
- V. New Business**
 - a. Commission Education Program P.L. 32-031
 - b. Ethics Training: Extension Requests & Training Approvals
 - c. Fiscal Year 2023 Budget Request
 - d. Executive Director Evaluation
- VI. Announcements**
- VII. Adjournment**

Guam Ethics Commission Board Meeting—Minutes

Date: November 04, 2021

Time: 12:30 pm.

Location: Zoom Meeting

I. Call to Order / Roll Call of Members

- a. Commissioners Present: Chairperson Shannon Murphy, Vice-Chairperson Marilyn Borja, Christopher Cruz, Meg Tyquiengco, Daphne Leon Guerrero
- b. Absent: Dr. Robert Jack
- c. Staff: Jesse Quenga, Executive Director, Pamela Mabazza, Program Coordinator
- d. Others present: Members in the community

II. Approval of Agenda

MOTION: M. Tyquiengco moved to approve agenda

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

III. Approval of Minutes

September 27, 2021 – Regular Meeting

MOTION: M. Tyquiengco moved to approve the minutes of September 27, 2021.

Seconded by: C. Cruz

Discussion: None

Decision: Motion Carries

IV. Reports

Executive Director

Procurement Updates

a. Website & E-learning Portal

- Web developer continues to build the webpage following round 2 feedback provided by the staff. Meanwhile, staff met with officials from the Office of Technology to discuss migration of the completed website into the GovGuam domain. OTECH is prepared to assist with that process when the website is ready to be launched.

b. Procurement Training

- Staff passed Module 3 on October 18th and to date have

completed four (4) out of five (5) procurement modules. In accordance with 5 GCA §5141(n) the Guam Ethics Commission submitted their Procurement Training Compliance Report to the Office of the Public Auditor. Staff continue to await news from GCC on the availability of the final procurement module to fulfill the training mandate for public officials.

c. Lease Agreement

- The team continues to move forward discussing the with GCIC Management and GSA officials on the Commission's lease issues. A new IFB is expected to be prepared and issued in several weeks.

d. Legal Counsel

- Following the Commission's adoption of Resolution 2021-003, Sen. Joe San Agustin introduced Bill No. 205-36 (LS) which would authorize the Commission to hire its own legal counsel. The bill was publicly heard on October 11th and received support from Senators present. The committee report is posted online and the bill is ready to be placed on the Session agenda. Our office continues to monitor the progress of the bill and hope it will be discussed during the Legislature's November session

e. Ethics Training Compliance Report

- Pursuant to Public Law 36-25, all government of Guam entities inclusive of the Judiciary of Guam and the Guam Legislature are to prepare a report to the Guam Ethics Commission. The first of this kind of report was due 30 days after the end of the Fiscal Year.

f. Ethics Training Workshops

- Since the last Commission meeting, the office successfully conducted two additional workshops certifying an additional 130 GovGuam officials. There are three (3) additional workshops planned for the remainder of the year and all three have reached max enrollment. Additional workshops will be created when instructors become available.

V. Old Business

A. Ethics Complaint Policy Updates

Staff is going to develop draft policies and present it to the Board for review and adoption. Chairperson Murphy suggested the Commissioners also help with developing the policies. Commissioner Daphne LG suggested to run sample scenarios to help formulate the draft policy to identify gaps in the process.

B. Ethics in Government Program

- a. After further discussions with UOG-SBPA, ED Quenga presented to the Board the draft MOA for approval and signature. The MOA outlines the responsibilities of UOG- SBPA to provide 55 total trainings and the Commission's responsibilities of coordinating logistics for the trainings and compensating UOG-SBPA for service rendered.

MOTION: D. Leon Guerrero to approve the MOA with UOG

Seconded by: C. Cruz

Discussion: None

Decision: Motion Carries

- b. From the Ethics Training Compliance Report, a formal request was made by UOG to define what constitutes the meaning of an employee. Does the definition of student employee and adjunct faculty fall under the definition of employee? Are they also required to take the Ethics Training?

ED Quenga requested from the Board a motion to approve the Commission to seek formal opinion from the Attorney General Office to further define the meaning of “employee”.

MOTION: Vice Chair Borja moved to authorize ED Quenga to seek AG Opinion on the definition of employee who shall attend the Ethics in Government Program

Seconded by: M. Tyquiengco

Discussion: None

Decision: Motion Carries

VI. New Business - None

VII. Announcements

- ED Quenga requested a motion to excuse members not present. The motion was unanimously approved.
- ED requested to create a draft for the Commission’s Personnel Rules and Regulations to be reviewed at a later time. Chairperson Shannon agreed.

VIII. Executive Session - None

IX. Adjournment

MOTION: M. Tyquiengco moved to adjourn the meeting at 1:22pm.

Seconded by: C. Cruz

Discussion: None

Decision: Motion Carries



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

EXECUTIVE DIRECTOR'S REPORT

Updates

- a. Website & E-learning Portal
 - Work with the contracted vendor has not progressed further than the last report. The office made several unsuccessful attempts to reach the contractor. Current consideration is to cancel the contract, return the unexpended funds and resolicit other vendors who can produce the Commission website.
- b. Procurement Training
 - Staff conclude Module IV on December 29th. With passing scores, staff would have completed all the required procurement modules in record time. Currently in the government of Guam there are just a few dozen employees who have successfully completed all the required modules.
- c. Lease Agreement
 - The team continues to move forward discussing the with GCIC Management and GSA officials on the Commission's lease issues. A new IFB is expected to be prepared and issued in several weeks.
- d. Legal Counsel
 - On December 27th, Gov. Leon Guerrero enacted Public Law 36-67 which authorizes the Commission to obtain legal services and pay for services rendered in FY21. The office contacted the previous counsel to receive the outstanding invoice for services rendered. A payment request was prepared. Following the payment, the office will prepare another solicitation or Request for Proposals (RFP) to secure legal services this year. The RFP is anticipated to be published early next month and conclude shortly thereafter.
- e. Ethics Training Workshops
 - The Commission completed its final workshop for 2021 on December 17th. The office estimates that nearly 300 GovGuam officials have completed their ethics training with the office since it started offering trainings in August of this year. The Memorandum of Agreement with the University has been fully executed. The first workshop to be conducted by the University is scheduled for January 14th and will occur weekly thereafter. The goal with the MOA is to have around 2,000 government officials trained in the upcoming year.



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

f. Recruitment Updates

- The search for Ethics Program Coordinators has concluded. Many thanks to both Chairperson Murphy and Commissioner Leon Guerrero for serving on the interview panel. A total of seven (7) qualified applicants were extended an invitation to be interviewed. Six (6) attended, and of them three (3) have been offered a position and have accepted. All recruitment forms have been submitted and the anticipated start date for the new hires is on January 31, 2022.

g. Commission Policy on Election of Officers

- As requested by Chairperson Murphy, the draft policy number 21-003 is on file for review.

BOARD OFFICERS ELECTION

POLICY NUMBER: 21-_____

Effective Date: _____

I. GOVERNANCE

TITLE 4 GUAM CODE ANNOTATED CHAPTER 15 §15301

There shall be within the government of Guam, a commission to be known as the Guam Ethics Commission. The Commission shall consist of seven (7) members to be appointed by I Maga'haga. Each appointee shall be a United States citizen and a bona fide resident of Guam. No person who has ever been convicted of a felony shall be eligible to serve on the Commission. Members of the Commission shall not be an employee, as defined herein, or have any member of their immediate family employed by the government of Guam. All appointments to the Guam Ethics Commission shall be confirmed by I Liheslatura.

The Chairman of the Commission shall be elected by the majority of the Commission.

II. APPLICABILITY

This policy shall apply to the procedures for electing officers of the Commission.

III. POLICY

Officers of the Commission shall be a Chairman and Vice Chairman. Any voting member of the Commission is eligible to become an Officer of the Commission. The election of both offices shall take place during one (I) of the Commission's regular meetings in January of each year. The incumbent Chairman of the Board shall preside until a successor is elected. A majority of the voting members for a particular candidate shall be necessary for election. Voting shall be by open ballot. The term of office for the Chairman shall not exceed ___ consecutive terms. Other officers may serve multiple terms. In the event of a vacancy in the Officers of the Commission, the office shall be filled in the prescribed manner at the next regular meeting. The Commission may include such other officer positions deemed necessary to effectively carryout its responsibilities.

IV. EFFECTIVE DATE

This policy shall be in effect upon the adoption of the Commission at a publicly announced / open meeting and signed by the Chairperson of the Commission

V. AMENDMENTS

The Commission may make any amendments to this policy as it deems necessary, provided that such action be done by an affirmative vote of no less than five (5) members at a publicly announced / open meeting.

[] APPROVED AND ADOPTED

Government of Guam
Fiscal Year 2023 Budget
Department / Agency Narrative

FUNCTION: General Government

DEPT. / AGENCY: Guam Ethics Commission

MISSION STATEMENT:

The Guam Ethics Commission’s mandate is to uplift the public’s confidence in government employees, programs, and operations by ensuring the practice and promotion of the highest standards of ethical behavior in the government of Guam. The Ethics Commission will do this by creating outreach programs for ethics in government and ensure compliance and enforcement of ethics and lobbying laws on Guam. In order to accomplish the mission of the Guam Ethics Commission, the Commission shall clearly inform candidates for public office, public employees, and other officials and members of the public of existing ethics laws and rules; recommend new laws, rules, and programs that will lead to ethics compliance and serve as a model for other elected and appointed officials and government employees; and faithfully adhere to its own Code of Ethics.

GOALS AND OBJECTIVES:

To ensure the public’s trust in government. The Guam Ethics Commission will:

- Establish an orderly procedure for filing Financial Disclosure Statements of persons covered under 4 GCA Chapter 15 § 15208.
- Conduct Ethics in Government Program workshops in compliance with 4 GCA Chapter 15 § 15409
- Ensure the timely submission and posting of “Ethics Training Compliance Report” from all government of Guam departments and agencies pursuant to 4 GCA Chapter 15 § 15410.(d)
- Render advisory opinions on requests made by employees of the Government on whether the facts and circumstances of a particular case warrant a violation of the Code of Ethics.
- Establish a process to receive, hear, and investigate complaints.
- Make available every action, opinion, or decision made by the Commission online and have a registry to indicate the compliance levels for the mandates of persons covered under this chapter of the Guam code.
- Have a physical space and contact information available for persons wishing to obtain the assistance of the Guam Ethics Commission.

**Decision Package
FY 2023**

Department/Agency: Guam Ethics Commission

Division/Section: General Administration

Program Title: Guam Ethics Commission

Activity Description:

The Guam Ethics Commission is an independent and autonomous instrumentality of the Government of Guam, whose purpose is to hold officers and employees accountable to the Ethical standards established in Guam law. The Ethics Commission shall prescribe a process for receiving complaints, investigating the facts, conducting hearings, and rendering opinions on whether any violation of the standard of conduct for officials and employees have been violated. It is further responsible for the Ethics in Government Program, training all employees of the government of Guam.

Major Objective(s):

1. Hear and decide on all questions regarding the Ethical Conduct of officials and employees of the Government
2. Determine the standard of training for the Ethics in Government program for all elected and appointed officials.
3. Submit reports to the Governor and Legislature that include recommendations for legislation to strengthen the expected standards of conduct for GovGuam officials.
4. Refer any violations of the code either to the Civil Service Commission or the Attorney General for further action.

Short-term Goals:

1. Promulgate Administrative Rules pertaining to the procedures for receiving complaints and conducting hearings.
2. Establish a government website with resources for officials, employees, and the general public.
3. Promulgate Personnel Rules and Regulations in accordance with the AAA process for the Guam Ethics Commission
4. Conduct hearings on potential violations of the standard of conduct provided in 4 GCA Chapter 15
5. Conduct Ethics in Government Program workshops in compliance with 4 GCA Chapter 15

Workload Output			
Workload Indicator:	FY 2021 Level of Accomplishment	FY 2022 Anticipated Level	FY 2023 Projected Level
Issue advisory opinions on potential violations of the Code of Conduct.	2	5	5
Number of Ethics in Government Program Workshops conducted	2	40	52
Issue certificates for persons who complete the Ethics in Government.	92	2,687	2,687
Conduct hearings and give opinions on complaints made against GovGuam officials on Ethics.	n/a	10	20

Government of Guam

Fiscal Year 2023

Budget Digest

[BBMR BD-1]

Function: GENERAL GOVERNMENT
 Department: GUAM ETHICS COMMISSION
 Program: COMMISSION OPERATIONS
 Acct. No.: [REDACTED]

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances	FY 2022 Authorized Level	FY 2023 Governor's Request	FY 2021 Expenditures & Encumbrances (A + D + G)	FY 2022 Authorized Level (B + E + H)	FY 2023 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay	81,392	164,678	226,952	0	0	0	0	0	0	81,392	164,678	226,952
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	31,818	65,175	128,323	0	0	0	0	0	0	31,818	65,175	128,323
	TOTAL PERSONNEL SERVICES	\$113,210	\$229,853	\$355,275	\$0	\$0	\$0	\$0	\$0	\$0	\$113,210	\$229,853	\$355,275
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimbu	0	0	0	0	0	0	0	0	0	0	0	0
230	CONTRACTUAL SERVICES:	27,607	206	44,125	0	0	0	0	0	0	27,607	206	44,125
233	OFFICE SPACE RENTAL:	9,943	34,320	34,320	0	0	0	0	0	0	9,943	34,320	34,320
240	SUPPLIES & MATERIALS:	2,000	0	4,000	0	0	0	0	0	0	2,000	0	4,000
250	EQUIPMENT:	25,495	0	6,500	0	0	0	0	0	0	25,495	0	6,500
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	200	0	0	0	0	0	0	0	0	200	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	15,000	2,640	26,776	0	0	0	0	0	0	15,000	2,640	26,776
	TOTAL OPERATIONS	\$80,245	\$37,166	\$115,721	\$0	\$0	\$0	\$0	\$0	\$0	\$80,245	\$37,166	\$115,721
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	545	0	3,923	0	0	0	0	0	0	545	0	3,923
	TOTAL UTILITIES	\$545	\$0	\$3,923	\$0	\$0	\$0	\$0	\$0	\$0	\$545	\$0	\$3,923
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$194,000	\$267,019	\$474,919	\$0	\$0	\$0	\$0	\$0	\$0	\$194,000	\$267,019	\$474,919
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	3	5	5	0	0	0	0	0	0	3	5	5
	CLASSIFIED:	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL FTEs	3.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	5.00	5.00

Note that the Legislature has taken steps to ensure that any protected personal identifying information has been redacted or excluded in whole or in part in order to protect the privacy of any individual(s) whose information has been included as part of this transmittal.

Schedule A - Off-Island Travel

Department/Agency:

Division:

Program:

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____ 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

1/ Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

Schedule B - Contractual

Item	Quantity	Unit Price	FY 2023 Request	FY 2022 Authorized	Increase/(Decrease)
Xerox WorkCentre Copier Lease	12	\$500.00	\$ 6,000.00	\$ -	\$ 6,000.00
Annual Membership Dues (COGEL)	1	\$445.00	\$ 445.00	\$ -	\$ 445.00
Commission Website Maintenance & Hosting	12	\$750.00	\$ 9,000.00	\$ -	\$ 9,000.00
Newspaper Advertisements (IFB, Meetings, e	12	\$240.00	\$ 2,880.00	\$ -	\$ 2,880.00
Professional Publications and Subscriptions	12	\$50.00	\$ 600.00	\$ -	\$ 600.00
Ethics Commission Legal Services	12	\$2,100.00	\$ 25,200.00	\$ -	\$ 25,200.00
Total Contractual			\$ 44,125.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	FY 2023 Request	FY 2022 Authorized	Increase/(Decrease)
General Office Supplies	4	\$500.00	\$ 2,000.00	\$ -	\$ 2,000.00
Misc. Computer Supplies	10	\$200.00	\$ 2,000.00	\$ -	\$ 2,000.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Supplies & Materials			\$ 4,000.00		

Schedule D - Equipment

Item	Quantity	Unit Price	FY 2023 Request	FY 2022 Authorized	Increase/(Decrease)
Laptop Computers	2	\$2,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
File Cabinets	5	\$500.00	\$ 2,500.00	\$ -	\$ 2,500.00
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Equipment			\$ 6,500.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	FY 2023 Request	FY 2022 Authorized	Increase/(Decrease)
Commission Member Stipends	24	\$700.00	\$ 16,800.00	\$ -	\$ 16,800.00
Procurement Training (GCC)	2	\$832.00	\$ 1,664.00	\$ -	\$ 1,664.00
AS400 User Account	3	\$672.50	\$ 2,017.50	\$ -	\$ 2,017.50
DOA/GSA OnBase License	3	\$1,098.00	\$ 3,294.00	\$ -	\$ 3,294.00
Micellaneous Expense	1	\$3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
	0	\$0.00	\$ -	\$ -	\$ -
Total Miscellaneous			\$ 26,775.50		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	FY 2023 Request	FY 2022 Authorized	Increase/(Decrease)
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
	0	\$0.00	\$ -	\$ -	\$ -
Total Capital Outlay			\$ -		

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT

DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION

PROGRAM: COMMISSION OPERATIONS

FUND: GENERAL GOVERNMENT

Input by Department										Input by Department									
No.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title 1/	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment		(E+F+G+I) Subtotal	Retirement (J * 29.55%) 1/	Retire (DDI) (\$19.01*26PP) 2/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 3/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.										
		GENERAL FUND																	
1	—	Division #1	—	—	\$221,570	\$0	\$0	—	\$5,382	\$226,952	\$67,064	\$2,475	\$0	\$3,290	\$935	\$52,531	\$2,028	\$128,323	\$355,275
2	—																		
3	—																		
4	—																		
5	—																		
6	—																		
7	—																		
8	—																		
9	—																		
10	—																		
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
			GRAND TOTAL		\$221,570	\$0	\$0		\$5,382	\$226,952	\$67,064	\$2,475	\$0	\$3,290	\$935	\$52,531	\$2,028	\$128,323	\$355,275

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2023 (Proposed) GovGuam contribution rate of 29.55% for the Government of Guam Retirement is subject to change.
 2/ FY 2023 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2023 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT
DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION
PROGRAM: COMMISSION OPERATIONS
FUND: GENERAL FUND

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	Start Date	End Date	Subtotal (E F G I)	Retirement (J * 29.55%) 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	GEC-001	Executive Director	Jesse John Quenga	ET-02	\$79,075	\$0	\$0	2/1/23	2/28/23	\$2,074	\$81,149	\$23,980	\$495	\$0	\$1,177	\$187	\$5,024	\$333	\$31,196	\$112,345
2	GEC-002	Ethics Program Coordinator	Pamela D. Mabazza	M-01	40,762	0	0	4/26/23	7/13/23	713	41,475	12,256	495	0	601	187	9,287	333	23,159	64,634
3	GEC-003	Ethics Program Coordinator	Ruben C. Buzaren	K-01	33,911	0	0	1/31/23	8/6/23	865	34,776	10,276	495	0	504	187	12,740	454	24,656	59,432
4	GEC-004	Ethics Program Coordinator	Kristina Ann Mayoyo	K-01	33,911	0	0	1/31/23	8/6/23	865	34,776	10,276	495	0	504	187	12,740	454	24,656	59,432
5	GEC-005	Ethics Program Coordinator	Shannon Nicole F. Keyes	K-01	33,911	0	0	1/31/23	8/6/23	865	34,776	10,276	495	0	504	187	12,740	454	24,656	59,432
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:					\$221,970	\$0	\$0			\$5,382	\$226,952	\$67,064	\$2,475	\$0	\$3,290	\$935	\$52,531	\$2,028	\$128,323	\$355,275

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable).
 2/ FY 2023 (Proposed) GovGuam contribution rate of 29.55% for the Government of Guam Retirement is subject to change.
 3/ FY 2023 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 4/ FY 2023 (Proposed) GovGuam contribution rate of \$187 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2023
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	E.M.T. Pay 15%	Subtotal
					10%	10%	8%	1.5	1.5	15%	
1	GEC-001	Executive Director	Jesse John Quenga	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	GEC-002	Ethics Program Coordinator	Pamela D. Mabazza	0	0	0	0	0	0	0	0
3	GEC-003	Ethics Program Coordinator	Ruben C. Bugarin	0	0	0	0	0	0	0	0
4	GEC-004	Ethics Program Coordinator	Kristina Ann Mayoyo	0	0	0	0	0	0	0	0
5	GEC-005	Ethics Program Coordinator	Shannon Nicole F. Reyes	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	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	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel, 15% of reg. rate of pay

Government of Guam
Fiscal Year 2022
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: GENERAL GOVERNMENT

DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION

PROGRAM: COMMISSION OPERATIONS

FUND: GENERAL FUND / FEDERAL

Input by Department										Input by Department										
No.	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)
	Position Number	Position Title	Name of Incumbent	Grade/ Step	Salary	Overtime	Special*	Increment			(E+F+G+I) Subtotal	Retirement (J * 28.32%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life I/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
		GENERAL FUND																		
1	—	(Current) GEN.FUND	—	—	\$187,659	\$0	\$0	—	\$0	\$187,659	\$53,146	\$0	\$0	\$2,722	\$748	\$39,791	\$1,388	\$97,795	\$285,454	
2	—																			
3	—	FEDERAL FUND																		
4	—	(Current) FEDERAL	—	—	\$33,911	\$0	\$0		\$0	\$33,911	\$9,604	\$0	\$0	\$492	\$187	12,740	454	\$23,477	\$57,388	
5	—																			
6	—																			
7	—																			
8	—																			
9	—																			
10	—																			
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
			Grand Total:		\$221,570	\$0	\$0		\$0	\$221,570	\$62,750	\$0	\$0	\$3,214	\$935	\$52,531	\$1,842	\$121,272	\$342,842	

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

1/ FY 2022 GovGuam contribution for Life Insurance is \$187 per annum

Government of Guam
 Fiscal Year 2022
 Agency Staffing Pattern
 (CURRENT)

FUNCTIONAL AREA: GENERAL GOVERNMENT
 DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION
 PROGRAM: COMMISSION OPERATIONS
 FUND: GENERAL FUND

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 1/	Name of Incumbent	Grade Step	Salary	Overtime	Special	Incentive Date Amt	E+F+G+I Subtotal	Retirement (J * 28.32%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 2/	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
1	GEC-001	Executive Director	Jesse John Quenga	ET-02	\$79,075	\$0	\$0	\$0	\$79,075	\$22,394	\$0	\$0	\$1,147	\$187	\$5,024	\$240	\$28,992	\$108,067	
2	GEC-002	Ethics Program Coordinator	Pamela D. Mabazza	M-01	40,762	0	0	0	40,762	11,544	0	0	591	187	9,287	240	21,849	62,611	
3	GEC-003	Ethics Program Coordinator	Ruben C. Bagaran	K-01	33,911	0	0	0	33,911	9,604	0	0	492	187	12,740	454	23,477	57,388	
4	GEC-004	Ethics Program Coordinator	Kristina Ann Mayo	K-01	33,911	0	0	0	33,911	9,604	0	0	492	187	12,740	454	23,477	57,388	
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:		\$187,659	\$0	\$0	\$0	\$187,659	\$53,146	\$0	\$0	\$2,722	\$748	\$39,791	\$1,388	\$97,795	\$285,454	

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
 2/ FY 2022 GovGuam contribution for Life Insurance is \$187 per annum

Government of Guam
Fiscal Year 2022
Agency Staffing Pattern
(CURRENT)

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) Subtotal
					(E) Night Differential Pay 10%	(F) Hazard. Pay 10%	(G) Hazard. Pay 8%	(H) Nurse Sunday Pay 15%	(I) Nurse Pay 15%	(J) EMT Pay 15%	
					1/	2/	3/	4/	5/	6/	
1	GEC-001	Executive Director	Jesse John Quesga	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	GEC-002	Ethics Program Coordinator	Pamela D. Mahazza	0	0	0	0	0	0	0	0
3	GEC-003	Ethics Program Coordinator	Ruben C. Bugaren	0	0	0	0	0	0	0	0
4	GEC-004	Ethics Program Coordinator	Kristina Ann Mayoyo	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	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	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
 Fiscal Year 2022
 Agency Staffing Pattern
 (CURRENT)

FUNCTIONAL AREA: GENERAL GOVERNMENT
 DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION
 PROGRAM: 100% FEDERAL
 FUND: AMERICAN RESCUE PLAN

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 1/	Name of Incumbent	Grade Step	Salary	Overtime	Special	Increment Date	Am't	E+F+G+I Subtotal	Retirement (J * 28.32%)	Retire (DDI) (\$19.01*26PP)	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 2/	Medical Premium	Dental Premium	Total Benefits (K thru Q)	(J + R) TOTAL
1	GEC-005	Ethics Program Coordinator	Shannon Nicole F. Reyes	K-01	33,911	\$0	\$0		\$0	\$33,911	\$9,604	\$0	\$0	\$492	\$187	12,740	454	\$23,477	\$67,388
2					0	0	0		0	0	0	0	0	0	0	0	0	0	0
3					0	0	0		0	0	0	0	0	0	0	0	0	0	0
4					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:					\$33,911	\$0	\$0		\$0	\$33,911	\$9,604	\$0	\$0	\$492	\$187	\$12,740	\$454	\$23,477	\$67,388

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ Indicate "(LTA)" or "(Temp.)" next to Position Title (where applicable)
 2/ FY 2022 GovGuam contribution for Life Insurance is \$187 per annum

**Government of Guam
Fiscal Year 2022
Agency Staffing Pattern
(CURRENT)**

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) Subtotal
					(E)	(F)	(G)	(H)	(I)	(J)	
					1/ Night Differential Pay 10%	2/ Hazard. 10%	3/ Hazard. 8%	4/ Nurse Sunday Pay 15%	5/ Nurse Pay 15%	6/ EMT Pay 15%	
1	GEC-005	Ethics Program Coordinator	Shannon Nicole F. Reyes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	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	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
			Grand Total:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm-6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnel
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

**Government of Guam
Federal Program Inventory
FY 2022 (Current) / FY 2023 (Estimated) Funding**

[BBMR FP-1]

**FUNCTION: GENERAL GOVERNMENT
DEPARTMENT/AGENCY: GUAM ETHICS COMMISSION
PROGRAM: GUAM ETHICS COMMISSION**

Federal Grantor Agency / Federal Project Title	A	B	C	D	E	F	G	H	I
	C.F.D.A./ SAM No. / Enabling Authority	Grant Award Number	Match Ratio Federal / Local:	FY 2022	FY 2023				Grant Period
				Received / Projected	Estimated Funding	Local Matching Funds	Federal Matching Funds	100% Federal Grants	
NONE									

Government of Guam
Fiscal Year 2023 Budget
Equipment / Capital and Space Requirement

[BBMR EL-1]

Function : GENERAL GOVERNMENT
Department/Agency: GUAM ETHICS COMMISSION
Program: GUAM ETHICS COMMISSION

EQUIPMENT/CAPITAL LISTING			
Description	Quantity	Percentage of Use	Comments
Xerox® Alta Link	1	100	
Lenovo ThinkStation (Desktop)	1	100	
Lenovo ThinkBook (Laptop)	2	100	
Lenovo ThinkVision (External Monitor)	6	100	

SPACE REQUIREMENT (for Personnel and Equipment/Capital)	Total Program Space (Sq. Ft.):	1,300	Total Program Space Occupied (Sq. Ft.):	1,300
Description	Square Feet	Percent of Total Program Space	Comments	
ETHICS COMMISSION OFFICE	1,300	100		

Bureau of Budget Management Research
 Prior Year Obligations (FY 2022 and Prior FYs)

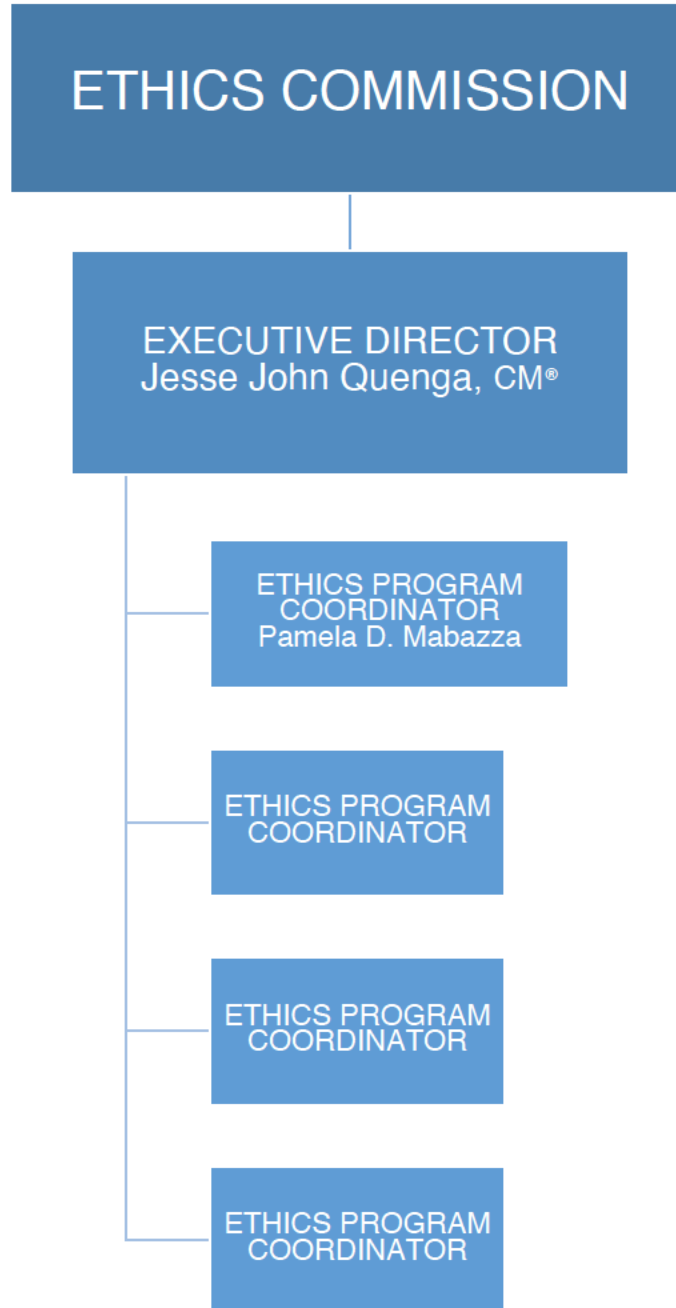
BBMR PYO-1

A	B	C	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	Reasons for Nonsubmittal or Nonpayment
N/A	N/A	N/A				
Total			\$0.00	\$0.00	\$0.00	

- Notes:
- Column A: Completion date of transaction or event prior to October 1, 2022.
 - Column B: Transaction Type such as personnel action, contracts, etc.
 - Column C: Vendor or Party owed
 - Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.
 - Column G: Note item of concern.

[APPENDIX A]

GUAM ETHICS COMMISSION
ORGANIZATIONAL CHART
As of 12/28/2021





GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Regular Meeting

Thursday, December 30, 2021

Thursday, January 6, 2022

12:00 p.m.

AGENDA

COMMISSIONERS

Shannon J. Murphy

Chairwoman

Marilyn R. Borja

Vice-Chairwoman

Christopher A. Cruz

Robert S. Jack, MD

Daphne M. Leon Guerrero

Margaret E.R. Tyquiengco

COMMISSION STAFF

Jesse J. Quenga

Executive Director


Pamela D. Mabazza

Ethics Program Coordinator

- I. Call to Order / Roll Call of Members**
- II. Approval of Agenda and Minutes**
 - A. November 4, 2021 – Regular Meeting Approved on 12/30/21
- III. Reports**
- IV. Old Business**
- V. New Business**
 - a. Commission Education Program P.L. 32-031
 - b. Ethics Training: Extension Requests & Training Approvals
Approved on 12/30/21
 - c. Fiscal Year 2023 Budget Request Approved on 12/30/21
 - d. Executive Director Evaluation
- VI. Announcements**
- VII. Adjournment**

Education Program

Jesse J. Quenga



1

Agenda

- I. Introductions – Expectations Activity
- II. Procurement Law – Updates*
- III. Five Steps to Being a Better Board Member
- IV. Parliamentary Procedure
- V. Good & Bad Characteristics
- VI. Working with the Governor & Building Partnerships with Legislature
- VII. Self-Evaluation

2

Activity:

- Introduce Yourself
- Explain your expectations for the board and your term
- Add a wild prediction of the best possible outcome should their expectations be met. Be as specific as possible.



3



4

NEW LAWS

- P.L. 36-11: Relative To Requiring Agencies To Submit A Procurement Training Compliance Reports To The Office Of Public Accountability
- P.L. 36-13: Relative To Disclosure Of Ownership, Financial, And Conflicts Of Interest Under Guam Procurement Law.
- P.L. 36-26: Relative To Adopting A Procurement Policy In Favor Of Women-owned Businesses, And To Cite This Act As "The Support For Women-owned Businesses Act"

5

NEW LAWS cont.

- P.L. 36-35: Relative To Requiring Monthly Records And Justification Reports When Purchases Are Made Through A Sole Source Or Emergency Procurement Process
- P.L. 36-70: Relative To Improving Sole Source Procurement And Requiring The Promulgation Of Rules And Regulations For The Same

6

Five Steps to Being a Better Commissioner

7

1. Focus on organizational achievement



BOARD SERVICE MAKES A DIFFERENCE.



POINTS TO BE DISCUSSED CORRELATE TO IMPROVED ORGANIZATIONAL ACHIEVEMENT

8

2. Devote the Time

How do you perceive the time commitment is for a member of the Commission?

- Commission Meetings
- Board Policy Review / Development
- Ethics Investigations & Hearings?

No one board member is an expert in all topics

- Divide the workload by assigning topics to committees

9

3. Do Your Homework

- Are you prepared for board meetings?**
A member to with an agenda item, come to the meeting with the right information.
- Are the staff prepared for board meetings?**
Do you see the staff make an effort to prepare? Does the staff understand what is expected of them in preparing for a meeting?
- Chair's responsibility to address**

10

4. Question

- Does the Commission have a strategic plan or board policy to address the issue?
- How can the Commission measure the implementation or effectiveness of their policy?
- What are the ground rules for determining what is Commission work and what are staff responsibilities?
- What can I do to foster a positive working relationship among all members?

11

5. Make Decisions

- Effective Commission Members Make Decisions.**
- Don't be tempted to set aside controversial topics.**
- A member's responsibility does not end after a vote, a member must work with colleagues to ensure the adopted policy is carried out effectively.**
- Robert's Rules of Order**
Help by Right to Decide - All too easy to be misled

12



13

Overview

- Parliamentary procedure regulates how the board conducts its business during official meetings
- Most boards operate utilizing Robert's Rules of Order (Guam Legislature uses Mason's Rule of Order)
- A basic understanding of parliamentary procedure ensures
 - Rights of all participants are protected
 - Debate is balanced
 - Business of the board is done in a fair and orderly manner

14

Robert's Rules of Order

- Important points to know when participating in board/commission meetings:
 - The Agenda
 - The Chairperson
 - Making a motion
 - Making Amendments
 - Making Special Amendments

15

Robert's Rules of Order
Key terms:

- -Point of Privilege
- -Parliamentary Inquiry
- -Point of Information
- -Orders of the Day
- -Point of Order
- -Main Motion
- -Divide the Question
- -Consider by Paragraph
- -Amend
- -Withdraw/Modify Motion
- -Extend Debate
- -Commit/Refer/Recommit to Committee
- -Limit Debate
- -Postpone to a Certain Time
- -Object to Consideration
- -Lay on the Table
- -Take from the Table
- -Reconsider
- -Postpone Indefinitely
- -Previous Question
- -Informal Consideration
- -Appeal Decision of the Chair
- -Suspend the Rules

16

Robert's Rules of Order
5 biggest mistakes made using Robert's Rules of Order

- 1) Using Robert's Rules of Order as a weapon
- 2) Not teaching members the basics
- 3) Relying on just institutional knowledge
- 4) Not restating the motion, both chair and members
- 5) Going too fast through meetings (slow down, so you can speed up)

17

Robert's Rules of Order
Tip Sheet

- Types of Motions
- Main Motion:
 - Introduces items to the membership for their consideration.
 - Cannot be made when any other motion is on the floor.
- Subsidiary Motion:
 - Change or affect how a main motion is handled, and is voted on before a main motion.
- Privileged Motion
 - Bring up items that are urgent about special or important matters unrelated to pending business.
- Incidental Motion:
 - Provide a means of questioning procedure concerning other motions and must be considered before the other motion

18

Robert's Rules of Order
Tip Sheet

Types of Motions Continued

- **Motion to Table:**
 - Used in the attempt to "kill" a motion.
- **Motion to Postpone:**
 - This is often used as a means of parliamentary strategy and allows opponents of a motion to test their strength without an actual vote being taken.
 - Also, debate is once again open on the main motion.
 - Kills the question/resolution for this session - exception the motion to reconsider can be made this session.

19

Good & Bad
 Characteristics

20

BAD
 Characteristics of
 a Board Member

- Uncooperative/Interruptive
- Not Prepared
- Non-participatory (absent)
- Micromanager
- Disruptive
- Controlling/Imposing
- Conforming/Group think
- Lacks Integrity
- Non Communicative
- Sinister
- Narcissistic/Hubris/Arrogance

21

GOOD Characteristics of a Board Member

- Team player/Brings people together
- Active listener
- Supportive of department
- Cordial
- Fair
- Accessible/Transparent
- Representative of Shareholders
- Adherent and knowledgeable of rules and governing laws
- Role Model for each other and community
- Forward thinking
- Politically ski led
- Prepared for meetings/Roles
- Problem Solver
- Passionate

22

Working with the Governor & Building Partnerships with Legislature

23

Stephen Parker's : 4 G's for a Good Relationship

- Governance**
Understand the Structure
- Goals**
Common Cause = Greater support to achieving goals
- Glory**
Compile your work and accomplishments so that all elected officials and the public understand what you have done and why
- Gotcha**
Do not do this! Surprising elected officials will never advance Commission policies.

24

The Commission & The Guam Legislature

- Build Relationships
- Learn the Fundamentals of the Legislative Process
- Consider Creating a Legislative Committee
- Involve Organizational Stakeholders in Developing Legislative Priorities
- Communicate Clearly and Concisely
- Avoid Burning Bridges

25

Legislative Do's and Don'ts

<p>DO</p> <ul style="list-style-type: none"> Communicate regularly. Don't wait for the legislators to contact the Commission. Promote transparency and openness Avoid Misunderstanding. Clearly communicate "why" those policies and "how" legislators can help Using your priorities, communicate clearly how the Commission hopes to accomplish these priorities Avoid partisan politics. 	<p>DON'T</p> <ul style="list-style-type: none"> Rely solely on the Commission staff. The board chair or all members should be familiar with legislators. Depend on the relationship of certain board members with specific Senators. This will pull the Commission back if either a Commissioner or a Senator leaves their position Promote an individual position not aligned with goals established by the Commission.
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26

Self-Evaluation

27



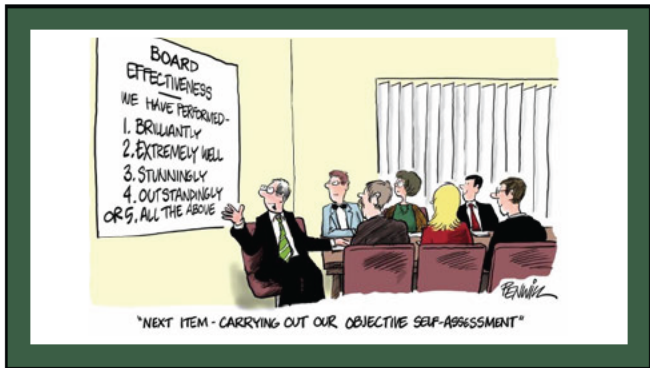
28



29



30



31

Think about it...

Evaluating the Commission's operating procedures motivates the board to critically examine its structure and proceedings and to decide if they are moving the board toward its desired outcomes

32

Consider these evaluation topics:

- Agenda development and administration
- Policy-making procedures
- Alignment of the Commission's operations with its strategic plan, mission and goals
- Opportunities for Commissioner development

33

Progress Toward Achieving Commission Goals



Use Data

Use data to drive both long- and short-term goals



Approve Goals

Approve three to five annual short-term goals that are subsets of their long-term objectives.



Measure Satisfaction

Measure Commission satisfaction with the achievement of the goals as well as appropriateness of the goals with respect to the Commission's mission

**Guam Ethics Commission
Executive Director Evaluation Form**

Name: Jesse John Quenga	Position / Title: Executive Director
Reviewer: _____, Commissioner	Date of Review: December 30,2021

EVALUATION RATINGS:

1. Does Not Meet 2. Needs Improvement 3. Meets Expectations 4. Above Expectations
5. Exceptional

PERFORMANCE RATING	DEFINITION
Exceptional:	Performance is extraordinary and consistently displays exceptional accomplishments. Results reflected substantially exceed normal position expectations and requirements.
Above Expectations:	Performance is more than satisfactory. Results achieved frequently exceeds basic position requirements and expectations
Meets Expectations:	Performance results are satisfactory. Consistently meets normal position requirements and occasionally exceeds the requirements of the position.
Needs Improvement:	Occasionally meets some of the position requirements, but improvement is needed in one or more phases of the position. Results are less than what is normally expected in meeting minimum position requirements.
Does Not Meet	Performance does not meet expectations or standards. Performance deficiencies indicate cause for critical concern and consideration of an improvement plan be prepared and implemented accordingly.

Document the Executive Director’s position evaluation and select a rating of 1-5 factors listed above.

Discuss any other factors that relate to the Executive Director’s position evaluation, such as significant accomplishments, critical incidents, or necessary improvements, etc.

GUAM ETHICS COMMISSION Executive Director Evaluation Form

Section I. Status of Achievements

List the key goals and the extent to which each have been achieved.

GOALS	STATUS
Establish the Commission as an autonomous and independent entity within the Government of Guam; to include access to financial records and recruitment.	Successful in the passage of three (3) public laws which reaffirm the Commission as an independent and autonomous agency, place the Commission in charge of the Ethics in Government Program, and authorize the Commission to obtain independent legal services.
Secure adequate and proper resources for the Commission to conduct hearings on potential violations of the standard of conduct provided in 4 GCA Chapter 15.	Obtained a 37% increase in local appropriation from the general fund to the Commission. Following the passage of P.L. 36-25, the Ethics in Government Program aims to provide the Commission with a stable revenue stream to bridge the gap between the operational need and the local appropriation to the Commission.
Establish a physical space for the Commission to meet and entertain inquiries made by the public.	Secured and opened an office space in July 2021. The Commission's office is currently located in Hagåtña, at the GCIC Building – Suite 903.
Conduct Ethics in Government Program workshops for all government of Guam employees and ensure every government entity's compliance with the Ethics Training Compliance Report provided in 4 GCA Chapter 15.	Conducted a total of seven (7) workshops training a total of nearly 300 employees in the government of Guam. In November, the Commission secured a Memorandum of Agreement with UOG to provide instructors for a weekly training schedule starting in 2022. The Commission also received 100% reporting compliance with the Ethics Training Compliance Report due from every government entity to the Commission.

Section II. Performance Measures

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Leadership							
1.1 The Executive Director has shown clear vision in correctly anticipating, opportunities and priorities affecting the commission's operations.							
1.2 The Executive Director has clearly translated his/her vision and strategy into feasible operational plans to achieve success for the commission.							
1.3 The Executive Director has accurately communicated his/her concept, vision and mission, strategies, goals and directions for the organization to stakeholders.							
1.4 The Executive Director has motivated and encouraged high employee morale and loyalty to							

the GETHC, and facilitated team-building and cohesiveness among the GETHC employees.							
1.5 The Executive Director has performed as a role model for the GETHC, maintained a working style which is open to constructive suggestions, and exercised effective leadership for the GEC.							
1.6 The Executive Director has been an initiator, setting high working standards and pursuing goals with a high level of personal drive and energy.							

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Strategy formulation							
2.1 The Executive Director has developed clear mission statements, policies and strategic plans that harmoniously balance the needs of the employees, and other stakeholders.							
2.2 The Executive Director has accurately identified and analyzed problems and issues confronting the commission.							
2.3 The Executive Director has accurately determined and assessed key success factors for the GETHC.							
2.4 The Executive Director has ensured that commission members, and employees had participated in the formulation of strategic plans so that they have ownership of the plans.							
2.5 The Executive Director has assured that GETHC resources and budgets are aligned to the implementation of the Commission.							
2.6 The Executive Director has established processes that monitor and control, thus ensuring that the effectiveness of the GETHC, including risk management, is achieved.							
Strategy execution							
3.1 The Executive Director has established an effective organization, ensuring that there is management focus on key functions necessary for the GETHC to align with its mission.							
3.2 The Executive Director organized and delegated work accurately and refers functions to others in a professional manner.							
3.3 The Executive Director makes sound decisions and timely adjustments when conditions demanded such changes.							
3.4 The Executive Director has timely and effectively executed priorities set by the Election Commissioners.							
3.5 The Executive Director has accurately supervised performance monitoring and control to ensure accountability at all levels of the organization.							
3.6 The Executive Director has ensured that the GETHC complies with requirements from all pertinent laws and regulations.							

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Financial planning/performance							
4.1 The Executive Director possesses a good understanding of the GETHC's financials.							
4.2 The Executive Director has exercised good judgment in managing the financial affairs and budget of the GETHC.							
4.3 The Executive Director has established sound practices and procedures for up-to-date accurate accounting and financial planning.							
4.4 The Executive Director has effectively monitored and evaluated financial planning, budget and administrative operations, and reports the results to the GETHC.							
4.5 The Executive Director has achieved the GETHC's budgetary goals .							
4.6 The Executive Director has ensured that the GETHC's accounts are of such professional quality that they have received a "clean" financial audit.							
Relationship with the Board							
5.1 The Executive Director has built strong working relationships with the board members and helped strengthen the board, and thus has worked closely and cooperatively with the board in developing the mission, and short, medium and long-term strategic plans.							
5.2 The Executive Director has demonstrated a sound knowledge of board governance procedures and has consistently followed them.							
5.3 The Executive Director has prepared for the board by developing sufficient and appropriate agendas with adequate discussion time and providing accompanying information with all relevant aspects and conditions well in advance of the meeting.							
5.4 The Executive Director has presented information to the board on items requiring board opinions and decisions in a professional manner, with recommendations based on thorough study and sound principles.							
5.5 The Executive Director has been readily available to individual board members whenever necessary, as well as supported the board in its governance duties by providing necessary resources and other facilities.							

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Relationship with the Board							
5.6 The Executive Director has encouraged board training and development, as well as board roles in the community and as advocates for the commission.							
External Relations							
6.1 The Executive Director has served as an effective GETHC representative in communicating with stakeholders, including community groups and organizations.							
6.2 The Executive Director has effectively communicated the GETHC's financial performance to the Legislature.							
6.3 The Executive Director has professionally handled public relations issues in a manner that builds good will for the GETHC and lessens concerns from the general public.							
6.4 The Executive Director has encouraged a positive image of the GETHC, as well as creating awareness of available services to the general public.							
6.5 The Executive Director has assured that the GETHC maintains positive relationships in the community and cultivates good working relationships with community groups and organizations.							
Human Resources Management/Relations							
7.1 The Executive Director has created and maintained an organizational culture and climate which attracts, keeps and motivates staff to carry out the GEC mission, direction and goals.							
7.2 The Executive Director has empowered staff members appropriate levels of freedom and authority, as well as effectively solicited and fostered support for initiative and creativity within the GETHC.							
7.3 The Executive Director has developed and executed sound personnel procedures and practices, including appraisal process and rewarding systems for employees, resulting in working towards the same goals.							

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Human Resources Management/Relations							
7.4 The Executive Director has supported personnel development and education, encouraged appropriate personnel to participate in planning and decision-making and provided opportunities to employees to work in professional fields which they are good at for the benefit of the GETHC.							
7.5 The Executive Director has built a highly competent team with the skills, energy and passion to turn the GETHC's mission and vision into a reality.							
7.6 The Executive Director has ensured that the GETHC has good internal communication and treated all personnel fairly, without favoritism or discrimination.							
Service Knowledge							
8.1 The Executive Director has demonstrated a thorough knowledge and understanding about key aspects of the GETHC.							
8.2 The Executive Director has a good understanding of the GETHC's allocation of its resources.							
Personal Qualities							
9.1 The Executive Director has attained an image that reflects positively on the GETHC, as well as demonstrated a personality, outlook and attitude that wins trust and support from all stakeholders.							
9.2 The Executive Director has shown sensitivity to and respect for others and exhibits concern for subordinates as individuals.							
9.3 The Executive Director has exercised good judgment in dealing with sensitive issues between people and between groups.							

Evaluation Criterion	Scores						Comments/Suggestions
	1	2	3	4	5	N/A	
Personal Qualities							
10.1 The Executive Director has shown skills at analyzing and addressing problems, challenges and conflicts, and has been comfortable with ambiguity and complexity.							

10.2 The Executive Director has maintained a high standard of ethics and integrity, as well as a healthy balance of time management and priorities in both work-related and personal matters.							
10.3 The Executive Director has consistently sharpened his/her skills in the areas required for development of his or her potential.							

Section III. Development Needs

What are the Executive Director's major strengths that should be maintained?

<ol style="list-style-type: none"> 1. 2. 3.
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What should be the areas for the Executive Director's personal development for the coming year?

<ol style="list-style-type: none"> 1. 2. 3.
--



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Transmitted Via Electronic Mail

January 10, 2022

Hon. Therese M. Terlaje
Speaker
I Mina Trentai'sais Na Liheslaturan Guåhan
36th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Re: Guam Ethics Commission – FY2022 First Quarterly Attendance Report

Håfa Adai Madam Speaker,

Pursuant to Title 5 GCA, Chapter 43, §43107, respectfully transmitted herewith on behalf of the Guam Ethics Commission is the Commission's Quarterly Attendance Report for the First Quarter covering the period of October 2021 to December 2021.

If I can provide further assistance or clarification, please feel free to contact me through email at jesse.quenga@ethics.guam.gov.

Si Yu'os Ma'ase!

JESSE JOHN QUENGA, CM®
Executive Director

Enclosure: Guam Ethics Commission FY2022 First Quarterly Attendance Report

Cc: Shannon J. Murphy, Chairwoman – Guam Ethics Commission



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

GUAM ETHICS COMMISSION
 FY2022 First Quarterly Attendance Report
 For the Period of October 2021– December 2021
Title 5 Guam Code Annotated Chapter 43 §43107

MEMBER NAME	POSITION	MEETING DATES		
		First Quarter		
		OCTOBER	NOVEMBER November 4, 2021	DECEMBER December 30, 2021
		No Meeting	Regular Meeting	Regular Meeting
Shannon J. Murphy	<i>Chairwoman</i>	n/a	Present	Present
Marilyn R. Borja	<i>Vice-Chairwoman</i>	n/a	Present	Present
Christopher A. Cruz	<i>Member</i>	n/a	Present	Present
Dr. Robert S. Jack	<i>Member</i>	n/a	Absent	Absent
Daphne M. Leon Guerrero	<i>Member</i>	n/a	Present	Present
Margaret E.R. Tyquiengco	<i>Member</i>	n/a	Present	Present
VACANT	<i>Member</i>	n/a	n/a	n/a