

PREFACE

Pursuant to Title 5 Guam Code Annotated, Chapter 43, Section 43202 – **Performance Reviews of Agency Heads**. “The governing Boards for all agencies, instrumentalities, or entities *shall* issue performance reviews of the Chief Executive selected for that agency six (6) months after appointment of the said Chief Executive and every twelve (12) months thereafter that the Chief Executive is retained by the Governing Board. Each performance review *shall* document the Chief Executive’s performance, accomplishments, and the respective Governing Board’s reasons for retaining the said Chief Executive.”



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1/2/18
LWS*

GUAM HOUSING AND URBAN RENEWAL AUTHORITY EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name <p style="text-align: center;">MICHAEL J. DUENAS</p>	Position Classification / Title <p style="text-align: center;">Executive Director (Unclassified)</p>	Employee ID No. <p style="text-align: center;">357</p>
Period of Report From: 01/15/2017 To: 01/14/2018	Reason for Report <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual	

PART I - SELF-ASSESSMENT (Completed by Executive)

A. Mission (Position Mission Statement)

To promote the health, safety and welfare of Guam's people by the elimination of slum and blight conditions, by the orderly redevelopment and renewal of communities, by proper planning of community development and by provision of safe, decent, and sanitary dwelling for low income families, through all available federal and local governmental programs and through encouragement of private enterprise to participate in the common task of community improvement.

B. Strategic Plan Objectives (Address each program area of responsibility)

- To provide decent, safe and sanitary homes for GHURA clients.
- To enhance and strengthen our relationships with non-profit and government organizations in assessing the needs of our communities.
- To provide responsive and quality client services.
- To enhance employee technical and skill level competencies.
- To provide the agency the tools and facilities needed to meet the Authority's goal and objectives.

C. Activity(s) (Related to the Strategic Objectives)

- Maintain a diligent maintenance program of public housing units. On-going modernization of GHURA units to include upgrade of infrastructure, and renovations of units.
- Identifying community needs with our partners and constructing buildings and supporting programs to meet these objectives. These projects include head start classrooms, fire stations, safety equipment acquisition, senior citizens centers, food banks, adult elderly emergency facilities, youth transitional living facility and special education classrooms.
- Provide on-going customer service training, upgrade of our facilities and increase use of modern technology to enhance services.
- To provide staff with training opportunities both on and off island to increase knowledge and skill level competencies.
- Construction of new housing Authority headquarters complete with modern amenities and functionality.

D. Summary of Performance (Assess overall performance as it relates to meeting the objectives identified in the Strategic Plan)



GUAM HOUSING AND URBAN RENEWAL AUTHORITY EXECUTIVE MANAGEMENT PERFORMANCE EVALUATION (EMPE)

Employee Name MICHAEL J. DUENAS	Position Classification / Title Executive Director (Unclassified)			Employee ID No. 357	
PART II - EXPECTATIONS OF EXECUTIVES: <i>Completed by Supervisor</i> <i>(Check the rating that applies to each)</i>	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-satisfactory
<i>1. Leadership</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>2. Strategic Planning</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>3. Communicates Vision and Direction</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>4. Champions Innovation</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>5. Promotes Ethics</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>6. Builds Relationships</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>7. Decision Making</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>8. Leads Change</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>9. Inspires and Directs Action</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>10. Promotes Diversity</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>11. Accountability / Fiscal / Fiduciary Responsibility</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>12. Business Acumen</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>13. Effective Operation & Maintenance of HUD Plans and Projects</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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PART III - STANDARDS <i>(Completed by Supervisor)</i>	Outstanding	Highly Satisfactory	Satisfactory	Marginal	Un-Satisfactory
Performance Standard: <i>(Customer Focus)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Justification:

Michael is a leader who understands the 3 M's of management. Manage Your Subordinates, Manage Your Peers, and Manage Your Boss. He is accessible to staff, external customers and the Board of Commissioners. He briefs the Chairman often, offering recommendations and suggestions as necessary or as requested. This past year we have had more positive press and his leadership commentaries to both the print and electronic media has brightened GHURA's image with the public. He has the full confidence and trust of the current Board of Commissioners.

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Performance Standard: <i>(Adherence to Policy and Federal HUD Regs)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments/Justification:

Michael Duenas' institutional knowledge of HUD regulations is second to none. His broad understanding of them allows GHURA to continuously meet HUD requirements and deadlines. We are moving closer to being the standard bearer for excellence in Guam and the entire Mariana Islands. Thanks to Michael Duenas' we have confidence and trust in his ability to follow the HUD regs.

AS

PART V -- OVERALL RATING: *(Overall rating based on Parts I, II, III, IV)*

OUTSTANDING

SATISFACTORY

MARGINAL

HIGHLY SATISFACTORY

UNSATISFACTORY

GAS

GEORGE A. SANTOS

Supervisor's Signature

2-9-18

Date

CHAIRMAN, GHURA BOARD OF COMMISSIONERS

Title



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COMPLETE BY EMPLOYEE:


Concur

Do not Concur *(Employee comments are mandatory, if this option is selected.)*

Employee Comments: *(May include any reactions, concerns, agreements or disagreements regarding performance evaluation / development plan.)*



Employee Signature



(Date)