



# GHURA

Guam Housing and Urban Renewal Authority  
*Aturidat Ginima' Yan Rinueban Siudat Guahan*

117 Bien Venida Avenue, Sinajana, Guam 96910  
Phone: (671) 477-9851 • Fax: (671) 300-7565 • TTY: (671) 472-3701



## Summary of Executive Management Performance Evaluation (EMPE) for

Ray S. Topasna –Executive Director

Review Period: 01/11/19 – 01/10/20 (Annual Requirement-GHURA Comp Plan)

Pursuant to 5GCA §43202, the GHURA Board of Commissioners decided at their 07/08/19, regularly scheduled board meeting that each Commissioner independently evaluate the Executive Director, and submit their completed evaluations directly to the Human Resources Division for compilation.

This annual evaluation is also required for GHURA's Compensation Plan.

During the 06/12/20 board meeting, it was decided that Monday, 06/15/20 will be the last day for the board members to submit their individual ratings to HR for compilation. At the close of business on 6/15/20, only one more evaluation was received by HR. Therefore, based on the overall ratings submitted by Board Chairman Sabino Flores and Commissioner George Pereda, Mr. Ray S. Topasna earned an overall **"Highly Satisfactory"** performance evaluation as the Executive Director for the period of 01/11/19 – 01/10/20. The performance evaluation was based on the following factors:

1. Leadership
2. Strategic Planning
3. Communicates Vision and Direction
4. Champions Innovation
5. Promotes Ethics
6. Builds Relationships
7. Decision Making
8. Leads Change
9. Inspires and Directs Action
10. Promotes Diversity
11. Accountability/Fiscal/Fiduciary Responsibility
12. Business Acumen
13. Effective Operation & Maintenance of HUD Plans and Projects

**Standards**

- Customer Focus
- Adherence to Policy and Federal HUD Regs

As a result of the overall ratings of **“Highly Satisfactory”**, the GHURA Board of Commissioners will retain Mr. Ray S. Topasna as the Executive Director of the Guam Housing and Urban Renewal Authority.

Attached are the completed performance evaluations by Board Chairman Sabino Flores and Commissioner George Pereda.

  
Prepared by: K.K. Bersamin, Personnel Services Administrator, DBA, SPHR, SHRM-SCP

Date: 6/16/2020



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)	<b>Employee ID No.</b> 617
<b>Period of Report</b> From: 01/11/2019 To: 01/10/2020	<b>Reason for Report</b> <input type="checkbox"/> Semi-Annual (Initial) <input checked="" type="checkbox"/> Annual	<b>Name of Rater</b>

### 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)

*Reviewed w/ ED - 3/1/2020*





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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)			<b>Employee ID No.</b> 617	
<b>PART II - EXPECTATIONS OF EXECUTIVES:</b> <i>Completed by Supervisor</i> <i>(Check the rating that applies to each)</i>	<b>Outstanding</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Un-satisfactory</b>
<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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 &amp; Maintenance of HUD Plans and Projects</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*SPS*



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)	<b>Employee ID No.</b> 617
--	---	-------------------------------

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

**Comments/Justification:**

Mr. Topasna's high level of focus on public housing clients and dedication to improving their quality of life were clearly demonstrated this period. His various plans to expand/improve programs for these clients and continued improvement of customer services at the main office are evident of this focus.

<b>Performance Standard:</b> <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"/>
--	-------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------

**Comments/Justification:**

Mr. Topasna possesses great institutional knowledge of GHURA operations and extensive knowledge of Federal HUD policies and regulations. He demonstrated at a high level adherence to these policies and regulations in the execution of his duties and responsibilities in the day to day operations of the agency and in his dealings with other government agencies.

*SPF*



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)	<b>Employee ID No.</b> 617
--	---	-------------------------------

**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.)*

Thank you Sir for your confidence in me. I will continue to do my best.

Ray S. Topasna

---

**Employee Signature**

3/11/20

---

**Date**

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

**OUTSTANDING**

**SATISFACTORY**

**MARGINAL**

**HIGHLY SATISFACTORY**

**UNSATISFACTORY**

**RETAIN**

**NOT RETAIN**

*Sabino P. Flores*  
**Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS**

**Date:** *2/27/20*

**Monica O. Guzman, Vice Chairwoman, GHURA BOARD OF COMMISSIONERS**

**Date:**

**Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS**

**Date:**

**George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS**

**Date:**

**Frank T. Ishizaki, Member, GHURA BOARD OF COMMISSIONERS**

**Date:**

**(Vacant), Member, GHURA BOARD OF COMMISSIONERS**

**Date:**

**Joseph M. Leon Guerrero, Resident COMMISSIONER**

**Date:**



rec 4/15/20  
2:20pm



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)	<b>Employee ID No.</b> 617
<b>Period of Report</b> From: 01/11/2019 To: 01/10/2020	<b>Reason for Report</b> <input type="checkbox"/> Semi-Annual (Initial) <input checked="" type="checkbox"/> Annual	<b>Name of Rater</b>

## 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)

Mr. Topasna has shown to be innovative in his thinking and clearly communicates the visions he maintains for the agency. He is truly an "out-of-the-box" thinker. His years in the area of planning and development should prove invaluable in the leadership role he now reassumes. As a commissioner, I look forward to him bringing his innovative ideas to feasible fruition.



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)			<b>Employee ID No.</b> 617	
<b>PART II - EXPECTATIONS OF EXECUTIVES:</b> <i>Completed by Supervisor</i> <i>(Check the rating that applies to each)</i>	<b>Outstanding</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Un-satisfactory</b>
1. <i>Leadership</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <i>Strategic Planning</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <i>Communicates Vision and Direction</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <i>Champions Innovation</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <i>Promotes Ethics</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <i>Builds Relationships</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <i>Decision Making</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <i>Leads Change</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <i>Inspires and Directs Action</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <i>Promotes Diversity</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <i>Accountability / Fiscal / Fiduciary Responsibility</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. <i>Business Acumen</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. <i>Effective Operation &amp; Maintenance of HUD Plans and Projects</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

<b>Employee Name</b> RAY S. TOPASNA	<b>Position Classification / Title</b> Executive Director (Unclassified)	<b>Employee ID No.</b> 617
--	---	-------------------------------

<b>PART III - STANDARDS</b> <i>(Completed by Supervisor)</i>		<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Marginal</b>	<b>Un-Satisfactory</b>
	<b>Outstanding</b>				

Performance Standard: <i>(Customer Focus)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------

**Comments/Justification:** GHURA's stakeholders, whether talking about the Community at large, non-profit or government organizations, existing or prospective landlords or program recipients can count on the leadership of our housing authority to be open and receptive to their needs and betterment.

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

**Comments/Justification:** Mr. Topasna is extute in heeding the advice of legal Counsel, in-house expert, and his counterparts in the local government agencies and departments, as well as HUD advisors in seeing ~~that~~ <sup>to</sup> it that there is strict adherence to policy and regulations in the operation of our housing authority.

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

OUTSTANDING

SATISFACTORY

MARGINAL

HIGHLY SATISFACTORY

UNSATISFACTORY

RETAIN

NOT RETAIN

Sabino P. Flores, Chairman, GHURA BOARD OF COMMISSIONERS Date: \_\_\_\_\_

Monica O. Guzman, Vice Chairwoman, GHURA BOARD OF COMMISSIONERS Date: \_\_\_\_\_

Carl V. Dominguez, Member, GHURA BOARD OF COMMISSIONERS Date: \_\_\_\_\_

George F. Pereda, Member, GHURA BOARD OF COMMISSIONERS Date: 6 March 2020

Frank T. Ishizaki, Member, GHURA BOARD OF COMMISSIONERS Date: \_\_\_\_\_

(Vacant), Member, GHURA BOARD OF COMMISSIONERS Date: \_\_\_\_\_

Joseph M. Leon Guerrero, Resident COMMISSIONER Date: \_\_\_\_\_



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

Employee Name <b>RAY S. TOPASNA</b>	Position Classification / Title <b>Executive Director (Unclassified)</b>	Employee ID No. <b>617</b>
--	---	-------------------------------

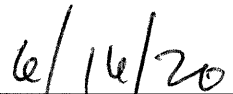
**COMPLETE BY EMPLOYEE:**

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