



BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., January 10, 2020
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA

I. ROLL CALL

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Friday, January 3, 2020

2nd Printing – Wednesday, January 8, 2020

III. APPROVAL OF PREVIOUS BOARD MINUTES – December 13, 2019

IV. NEW BUSINESS

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| IFB#GHURA-10-14-2019-AMP2, 3 & 4, Renovation of Eight Public Housing Units at AMPs 2, 3 & 4 | |
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| Resolution approving a separate pay scale for the Public Housing Property Site Manager Position | |

V. OLD BUSINESS

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VI. CORRESPONDENCE AND REPORTS

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VII. GENERAL DISCUSSION / ANNOUNCEMENTS

- 1. Executive Performance Evaluations**
- 2. Financial Statements and Independent Auditor's Report and Additional Information (For the Year Ended September 30, 2018)**
- 3. Next proposed scheduled Board Meeting: Friday, January 24th @ 12:00 p.m.**

VIII. ADJOURNMENT



CURRENCY EXCHANGE RATES On Jan. 2, \$1 was worth:

50.7100 PHP	108.730 JPY	1,157.68 KRW	30.0290 TWD	6.9639 CNY	1.4287 AUD	0.8923 EUR
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Keep posted and get more data and details online. Log on to see real time market data with our stock market tool at postguam.com/stock_market.

Ad agency to close after 40 years

Advertising and marketing veteran Frances Baumann is ready for the next adventure in life, she said. With her announcement of retirement, also came the news of her advertising company's closure.

"After nearly 40 years of doing business in Guam, Baumann Advertising is closing its doors on Jan. 31, 2020," her press release announced. Baumann, who started the company in 1980, said she's been blessed to have worked with many "amazing businesses and people."

Baumann Advertising created ads for radio, television and print media to promote many of the island's most prominent businesses, including Calvo's Insurance, Calvo's Select-Care and StayWell Health Plan, the press release stated. The agency specialized in service industry businesses such as insurance companies, but its clients also included banks, airlines, travel agencies, law firms and schools. **(Daily Post Staff)**



Frances Baumann

Forever 21 Guam location spared from closure

By Lannie Walker
lannie@postguam.com

Forever 21, a "fast-fashion" brand geared to teens and young adults, is closing stores across the country after the retailer filed for bankruptcy in September but the Guam location will not follow suit.

"We are not closing," Sheryl Jacinto, a store manager at the Forever 21 location in the Guam Premier Outlets complex, told The Guam Daily Post on Thursday.

She did acknowledge customers have been asking if the location would close. The store posted some items that were on sale for as much as 60%.

On the social media app TikTok, a video and music forum popular with the teen set, a "why Forever 21 is closing" theme is trending showing Hot Cheetos-emblazoned apparel and other items the users deem odd or missing any fashion mark.

The Forever 21 website displays codes for 50% off in-store and online apparel.



NOT CLOSING: Shoppers enter Forever 21's Guam store in Guam Premier Outlets on Thursday. The Guam store will stay open, its management stated. The retailer filed for bankruptcy reorganization in October 2019, announcing that it would close up to 350 stores in 40 countries as it reorganizes. David Castro/The Guam Daily Post

The retailer's founders Jin Sook and Do Won Chang lost their billionaire status in July, according to Forbes magazine.

According to court documents, the company is expected to close 111 stores in the United States. Twenty-nine of the stores on the list for closure are located in the state of California.

The retailer has 460 stores nationwide.

In a letter published on its website the company stated, "We are confident this is the right path for the long-term health of our business. Once we complete a reorganization, Forever 21 will be a stronger more viable company that is better positioned to prosper for years to come."

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Board of Commissioners Meeting
12:00 P.M., Friday, January 10, 2020
GHURA Main Office
1st Floor Conference Room
117 Bien Venida Avenue, Sinajana

For special accommodation, contact Ms. Kathy Taitano Tel No. 475-1322 or TTY #472-3701

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

CP Trading, L.L.C.
dba: CP Trading, L.L.C.

has applied for a Class: **Class Three 3 Wholesaler**. said premises being marked as lot: Lt.2, Area 1, Trct. 1427 790 E. Sunset Blvd., Tiyan Barrigada (Relocation)

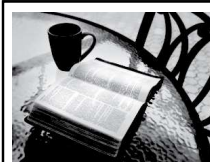


PORT OF GUAM
ATURIDATI PUETON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portofguam.com



Loures A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

The Port Authority of Guam Board of Directors will hold its Regular Board meeting on **Tuesday, January 7, 2020 at 11:00 a.m.** at the Board of Directors' Conference Room, Port Authority of Guam, Cabras Island, Piti. Business to be transacted include: Legal Matters pursuant to §811(c), as well as other regular agenda items. Individuals with disabilities who may need special accommodations may contact Mr. Simeon Delos Santos, ADA Coordinator at 477-5931/4, ext. 430.



TWO MINUTES With The Bible

BEREAN BIBLE SOCIETY
PO Box 756
Germantown, WI 53022
www.bereanbiblesociety.org

THE SERVANT OF GOD FOR TODAY by Pastor Ricky Kurth

"Paul, a servant of God..." (Titus 1:1).

It's interesting that Paul would call himself a "servant of God," for that exact phrase is only used four times earlier in the Bible, and each time it was used of Moses (I Chron. 6:49; 24:9; Neh. 10:29; Dan. 9:11). So while all believers should try to serve God, in using that exact phrase, Paul was saying that he was the servant of God for us Gentiles (Rom. 11:13), just as Moses was the servant of God to the people of Israel.

When I was young man, the CBS affiliate in Chicago promoted itself as "the ten o'clock news." Of course, those who preferred to watch the news on other channels would have disputed that claim! But when Miriam disputed Moses' claim to being the servant of God to the Jews, insisting that she had as much authority in Israel as he had, she was stricken with leprosy (Num. 12:2-10). In light of the severity of that judgment, anyone today claiming to be a servant of God on a level with the apostle Paul should be thankful we live in the dispensation of grace! This would include any man who calls himself a prophet, for prophets in the Bible were men who could "prophecy" and speak the very Word of God (cf. Ezek. 37:4).

But while most Christians know better than to think that they are as important as Paul, most of them believe that the other

apostles in the Bible were of equal importance with him. After all, James also calls himself a "servant of God" (James 1:1a). But, like Moses, James was the servant of God to the twelve tribes of Israel (James 1:1b), while Paul was sent to us Gentiles (Acts 22:21; 26:17,18; Gal. 1:16; 2:7; Eph. 3:8; I Tim. 2:7; II Tim. 1:11).

And that word "Gentiles" includes everyone living in "the dispensation of the grace of God" (Eph. 3:2), for now that Israel has lost her favored nation status with God, she is just another one of the nations. That means "the apostle of the Gentiles" (Rom. 11:13) is the apostle of the Jews as well, and that makes Paul more important to people living today than Moses or James or any of the other New Testament writers.

We might compare how each of the 50 governors in the United States is of equal authority in our country, but you must look to the governor of your state to learn the rules and regulations that have a direct bearing on your life. In the same way, all of the Bible writers are of equal authority in Scripture, but as Gentiles living in "the dispensation of the grace of God" we must all look to the writings of the man who was appointed to be "the minister of Jesus Christ to the Gentiles" (Rom. 15:16) to learn the things that have a direct bearing on our lives, the Apostle Paul.

Texas gun violence hits another high for 2019

AUSTIN, Texas (Tribune News Service) - Parents and children. Teachers and a mail carrier. The young and the old.

The year 2019 marked the second time in recent history that 37 people in Texas lost their lives in mass shootings - a record high for at least the past decade. People across the world watched images of the El Paso and Odessa mass shootings unfold, and more victims still were killed across the state in violence that drew fewer headlines.

Last year, the residents of El Paso and Odessa found their cities thrust into the limelight for the worst of reasons but have rallied.

"We're coming together," El Paso Mayor Dee Margo said in September. "I think it's going to take us several years to heal. And, as I've also said, we're not going to let this become - I will not allow this incident to define El Paso. Yes, it's going to be part of our history. There's nothing I can do about that. But I want it as an asterisk, a footnote to El Paso."

On Aug. 3, 22 people were killed and two dozen others were injured after a gunman went on a shooting rampage inside a Walmart in El Paso.

Tito Anchondo, whose brother and sister-in-law were killed in the El Paso shooting, said he and his family feel the loss every day.

"The other day I broke down," he



MEMORIAL: In this file photo, a woman touches a cross at a makeshift memorial for victims outside Walmart, near the scene of a mass shooting which left at least 22 people dead, on Aug. 6, 2019, in El Paso, Texas. Last year marked a record high for at least the past decade where 37 people in Texas lost their lives in mass shootings. Mario Tama/Getty Images/Tribune News Service

told the Austin American-Statesman in December. "It was all the pent-up emotions I hadn't released."

The next month, a man with an AR-style weapon opened fire during a routine traffic stop to begin a 10-mile rampage between Odessa and Midland that killed seven people, injured 25 others - including three law enforcement officers - and ended with officers gunning him down outside a movie theater.

In total, 37 people died in mass shootings last year in the state, the same number killed in 2017, according to an analysis by The Associated Press.

ington with yet another crisis just as the Pentagon grapples with a rapidly escalating standoff with Iran following a Friday U.S. drone strike in Baghdad that killed top Iranian military commander Qasem Soleimani.

As speculation swirls about how Tehran might respond to the strike, the U.S. military sought to separate the two events, saying: "The U.S. Africa Command does not assess yesterday's attack by al-Shabab is linked to Iran."



ON THE LIST: President Donald Trump, left, and John Bolton, right, national security adviser, attend a briefing from senior military leadership in the Cabinet Room of the White House on April 9, 2018, in Washington, D.C. Olivier Douliery/Abaca Press/Tribune News Service

Bolton willing to testify in Senate impeachment trial

WASHINGTON (Tribune News Service) - Former national security adviser John Bolton said Monday he would testify in President Donald Trump's impeachment trial if the Senate issues him a subpoena, putting new and potentially intense pressure on Senate Republicans to open the impeachment trial further than they had planned.

Several administration witnesses testified during the House investigation of Trump's actions toward Ukraine that Bolton told them he was concerned about aspects of the president's behavior. One witness recounted Bolton caustically comparing Trump lawyer Rudolph W. Giuliani's work in Ukraine to a "drug deal."

Bolton's testimony - which Democrats have long sought, believing it would shine additional light on Trump's actions - could serve as a focal point of a Senate impeachment trial.

"I have concluded that, if the Senate issues a subpoena for my testimony, I am prepared to testify," Bolton said in a statement.

Senate Majority Leader Mitch McConnell of Kentucky has, so far, resisted calls to have live witnesses

testify in the Senate trial. The House voted last month to impeach Trump on two counts - one accusing him of abuse of power, the other of obstructing Congress' investigation - but Speaker Nancy Pelosi has delayed the formal step of sending the impeachment resolution to the Senate in an effort to put pressure on McConnell to relent.

House Democrats did not subpoena Bolton, but they made clear that they wanted to hear from him. During the House proceedings, Bolton said he would wait for the courts to decide whether witnesses had to testify before Congress or whether they could abide by a presidential directive to not testify in the House's impeachment effort.

Bolton had tied his fate to that of Charles Kupperman, his former deputy, who asked a court to decide whether he had to abide by a congressional subpoena. A federal judge late last month said that case was moot and didn't decide the issue.

"Since my testimony is once again at issue, I have had to resolve the serious competing issues as best I could, based on careful consideration and study," Bolton said in his statement.

US bolsters Kenya security after Americans killed in attack

WASHINGTON (Reuters) - The U.S. military deployed additional forces to Kenya on Monday to bolster security at a key airfield after an attack by al-Shabab militants on Sunday that killed three Americans, the military's Africa Command said.

The attack presented Wash-

Committee On Health, Tourism, Historic Preservation, Land and Justice



SENATOR THERESA M. TERLAJE

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

PUBLIC HEARING • 1:00 PM • WEDNESDAY, JANUARY 15, 2020
Guam Legislature Public Hearing Room, Guam Congress Building, Hagåtña

AGENDA:

- **Bill No. 96-35 (COR)-JCM:** An act to amend §25.15, §25.20, §25.25, and §25.30, all of Chapter 25, Title 9, Guam Code Annotated, relative to the minimum sentences of First, Second, Third, and Fourth Degree Criminal Sexual Conduct.
- **Bill No. 97-35 (COR)-JCM:** An act to amend §40.10, §40.20, and §40.30, all of Chapter 40, Title 9, Guam Code Annotated, relative to the minimum and maximum sentences of First, Second, and Third-degree Robbery.
- **Bill No. 98-35 (COR)-JCM:** An act to add §70.44.4 to article 1, chapter 70 of title 9, Guam Code Annotated, relative to penalties associated with crimes against tourists.
- **Bill No. 125-35 (COR)-LBM:** An act to add new §§ 25.15(d) and 25.20(d) to Chapter 25 of title 9, Guam Code Annotated, relative to sentencing and special parole enhancements for individuals convicted of First and Second Degree Criminal Sexual Conduct involving victims under 12 years of age.
- **Bill No. 143-35 (COR)-JCM:** An act to amend § 34.20, § 34.30, § 34.50, and § 34.60 all of Chapter 34, Title 9, Guam Code Annotated, relative to the penalties established for Aggravated Arson, Arson, Negligent Burning, and Criminal Mischief.
- **Bill No. 160-35 (COR)-JCM:** An act to add §40.15(e)(1), (2), (3), (4), and (5), and to amend §40.20(c), all of Chapter 40, Title 9, Guam Code Annotated, relative to pre-trial releases for those charged with crimes associated with Criminal Sexual Conduct, Robbery, Kidnapping, and Distribution or Possession of Controlled Substances and mandated electronic devices for bail conditions of certain crimes.

If you require any special accommodations or for further information, please contact the Office of Senator Theresa M. Terlaje at 472-3588. Testimonies may be submitted to our office at Ada Plaza Center, Suite 207, 173 Asipal Avenue, Hagåtña, Guam 96910, to the Guam Congress Building, or via email at senatorterlaje@guam.gov. The hearing will be broadcast on local television, GMA Channel 11/70.4 and stream online via http://www.guamlegislature.com/live_feed.htm. This ad is paid for with government funds.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

Board of Commissioners Meeting
12:00 P.M., Friday, January 10, 2020
GHURA Main Office
1st Floor Conference Room
117 Bien Venida Avenue, Sinajana

For special accommodation, contact Ms. Kathy Taitano Tel No. 475-1322 or TTY #472-3701



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., January 10, 2020
GHURA's Main Office
1st floor, Conference Room, Sinajana
MEETING MINUTES**

I. ROLL CALL

After notice was duly given, pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regularly scheduled board meeting was called to order at **12:00 p.m., Friday, January 10, 2020**, in the GHURA Sinajana Main Office, 1st Floor Conference room by Chairman Flores. He also indicated that 5 members of the Board of Commissioners were present, representing a quorum, and that the meeting would proceed as scheduled.

PRESENT (QUORUM):

Sabino Flores, Chairman
Monica Guzman, Vice Chairwoman
George Pereda, Commissioner
Joseph Leon Guerrero, Resident
Commissioner
Frank Ishizaki, Commissioner

ABSENT:

Carl Dominguez, Commissioner

LEGAL COUNSEL

Anthony Perez, Esq.

MANAGEMENT & STAFF:

Ray Topasna, Executive Director
Elizabeth Napoli, Deputy Director
Audrey Aguon, Special Assistant
JulieAnn G. Lujan, MIS Manager
Sonny Perez, A&E Manager
Patrick Bamba, PSM Manager
(AMP3)
Pearl Mendiola, PSM Manager (GT)

PUBLIC:

None

II. BOARD MEETING PUBLIC ANNOUNCEMENTS

1st Printing – Friday, January 3, 2020

2nd Printing – Wednesday, January 8, 2020

ACKNOWLEDGED BY THE BOARD MEMBERS

III. APPROVAL OF PREVIOUS BOARD MINUTES – December 13, 2019

[001/20] A motion was made by Chairman Flores to approve the board meeting minutes of December 13, 2019, as corrected. The motion was seconded by Commissioner Leon Guerrero. With no objections to the motion, the motion was approved.

IV. NEW BUSINESS

1. [002/20] Contract Amendment

IFB#GHURA-3-11-2019-AMP1, Up-grade of offices for AMP1 in Toto

Mr. Sonny Perez indicated that the contract was awarded to Genesis Tech in the amount of \$266, 500. It included the facility renovation for the AMP1 office and the scope of work was completed by the former A&E manager.

Change order #1 consists of 3 items:

I. SCOPE OF WORK-

A. Providing a new fire alarm system: \$11,500.00

-9 smoke detectors

-2 manual pull stations

-2 horns and strobes

-The installation of fire alarm devices and wiring systems shown in the drawings

-The installation of conduit and boxes

-Testing and clean up

B. 5 additional Intercom Systems- \$6000.00

C. The replacement of 1 commercial Urinal set- \$2,000.00

Change order #2-

II. SCOPE OF WORK-

-Provide new floor vinyl tiling

-demolish existing floor vinyl tiles

Based on the staff's review and determination, Mr. Perez requested that the Board approve a Contract modification with Genesis Tech Corp. to include the work needed to ensure the safety of the staff and the appearance of the facility for GHURA Residence Association (GRA) in the amount of \$28,100.00.

[003/20] With no further discussion, Commissioner Leon Guerrero moved to approve the Contract Amendment to Genesis Tech Corporation, #IFB#GHURA-3-11-2019-AMP1, in the amount of \$28, 100.00. The motion was seconded by Commissioner Pereda. No objections were made. The motion was approved.

2. [004/20] Contract Amendment

IFB#GHURA-10-14-2019-AMP2, 3 & 4, Renovation of Eight Public Housing Units at AMPs 2, 3 & 4

Mr. Sonny Perez indicated that the change order items, not included in the scope of work, were damaged windows and a missing exterior door. He added that a GHURA staff member performed a walkthrough of the renovated units and confirmed missing/broken locks on windows and a missing water heater door.

Based on the staff's review and determination, Mr. Perez requested that the Board approve the contract modification with Asia Pacific Int'l in the amount of \$1,395, for the addition of one door and repair of damaged windows.

[005/20] With no further discussion, Chairman Flores moved to approve the Contract Amendment # IFB#GHURA-10-14-2019-AMP2, 3 & 4, for the Renovation of Eight Public Housing Units at AMPs 2, 3, & 4 to Asia Pacific. There were no objections to the motion. Motion was approved.

3. [006/20] Resolution No. FY2020-012

Resolution commending Ms. Delia Del Rosario, Housing Specialist, for her dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA)

Mrs. Kim Bersamin introduced a board resolution to recognize Delia U. Del Rosario and her dedication of 12 years and 5 months to GHURA, serving as Housing Specialist. She acknowledged Ms. Del Rosario's efforts at executing her official duties and responsibilities, which exemplified her commitment to the Authority and its clients and thanked Ms. Del Rosario for all her years of service.

Chairman Flores then read Resolution No. FY2020-012 aloud.

[007/20] Vice Chairwoman Guzman stated that she made a motion to approve Resolution and Commissioner Pereda seconded. With no objections to the motion, the motion was approved.

4. [008/20] Resolution No. FY2020-013

**Resolution approving a separate pay scale for the Public Housing
Property Site Manager Position**

Mr. Topasna stated that the Compensation Study was seven years old and together with HR, decided to revisit the Study. He added that with respect to PH, one particular position that needed to be looked at closer, was the Property Site Manager (PSM). That position had fallen behind considerably on the pay scale. Mr. Topasna added that a number of duties and responsibilities of a PSM include Procurement, maintaining inventories, and balancing budgets for individual Asset Management Property (AMP).

Therefore, Mr. Topasna requested that the Board approve a separate pay scale that would immediately impact 2 specific personnel employees within PH. He also explained that should the positions become vacant; it may affect how quickly GHURA will be able to fill the vacancies.

The Chairman stated that the Pay scale being presented seems fairer than the original Hay Study. Vice Chairwoman added that what is most important about the Pay scale was that it makes each PSM more responsible and accountable.

[009/20] With no further discussions, Vice Chairwoman Guzman made the motion to approve Resolution No. FY2020-013 approving a separate pay scale for the Public Housing Property Site Manager Position. Commissioner Ishizaki seconded the motion. There were no objections by other Board members. The motion was approved.

V. OLD BUSINESS

1. Update on the Central Police Precinct

(Memo from Rex International dtd December 12, 2019)

Mr. Sonny Perez indicated that a project punch list was submitted to GHURA by Rex International Inc., which consisted of 21 items. All items needed to have been completed before GHURA can accept the Close Out memo and be paid in full. Of the 21 items, only 1 item was completed by the contractor.

Mr. Topasna added that a letter was also submitted by Rex International Inc. in which the President of Rex International Inc. outlines the various challenges they have had to endure in building the Central Police Precinct. Mr. Topasna asked that the Board not to waive any potential penalties that the contractor is requesting. Mr. Tony Perez

stated that the contractor was given an extension of six months and an additional 500 days to complete the project.

Discussion on the similarities of issues faced by both the Mosquito Lab and the Central Police Precinct ensued.

Mr. Perez stated that GHURA will be monitoring and following-up with Rex International Inc. and the bonding company until the project punch list for the Central Police Precinct is completed and the balance owed, released.

VI. CORRESPONDENCE AND REPORTS

1. Division Quarterly Reports (FY2020, 1st Quarter)

a. [010/20] HR

Mrs. Kim Bersamin reported on the various highlights of HR functions and activities. GHURA's HR Division functions much like the autonomous and line agencies, but on a smaller scale. The following are the major highlights with respect to each Section:

1. **HR ADMIN-** Guam Legislative Report- Prepared Staffing report for 4th qtr. FY2019. Posted on website

2. RECRUITMENT & STAFFING-

-Manpower Assessment- 101 Full-time employees as of December 31, 2019

-Recruitment- Temporary recruitments have been easier to hire. If it's determined that a permanent position is needed, HR refers to the Classified Merit System Recruitment. (5) job announcements went out. A list was established for (4) positions. (4) interviews were conducted. The Mandatory Disclosure requirement was met.

3. EMPLOYEE MANAGEMENT RELATIONS-

-Drug testing conducted. 16 employees tested. 14 other testing for new hire. None positive

-Workers Comp.- 1 new case

-Verification of Employment- 29 processed

-Health Insurance- New carrier, AETNA- 62 employees processed

-Life Insurance GovGuam- 5 processed

-Apprenticeship Ceremony- DOL and Apprenticeship Forum Conference, Nov. 2019, 8 to graduate soon

4. COMPENSATION-

-Salary Increments- 44 processed and completed

- Performance evals- working on getting employees evals completed in a timely manner.

- Review of PSM starting pay- presented at BOC 1/10/2020

- (*Hybrid study-was put together by GHURA's HR Division. It's a comprehensive and unique study that includes parts from past compensation studies.)

5. TRAINING-

- COCC- EEO/Prevention of Sexual Harassment, 97 employees trained

- Section 8 Inspectors- Essentials in Healthy Homes for Practitioners by DPHSS

- Apprenticeship Training- Currently enrolled. Expected completion Spring 2020.

- CSC Adverse Action Training- HR Staff

6. ALTERNATE HEARING OFFICER-

- Completed 2 cases

b. [011/20] MIS

1. INFORMAL HEARING-

- TERMINATIONS S8-3, PH-3

- Referrals to Renters 101- 5

2. PH ON-LINE APPLICATIONS-

- AMP2- 177

- AMP3- 84

- WEBSITE ON-LINE DOWN TIME-0

3. VIRTUAL RECEPTIONIST

- designer created a user friendly receptionist system

- digitizes and tracks log-in info

- reduces foot traffic

- notifies of client arrival

- includes COCC, CPD, A&E, FISCAL, PROCUREMENT, HR, AND MIS

- Second system on order

4. IFB COMPUTER SYSTEMS AND PERIPHERALS

- agency-wide assessment done

- 3 year forecast data provided

- IFB's 28 desk top computers, 5 printers, and misc. items awarded

5. SURVEILLANCE CAMERA SYSTEMS-

- training conducted with MIS staff

- review of site projects including camera type, conduit requirements

6. REPORTING REQUIREMENTS-

- CPD- Consolidated Planning Data

- FSM Consulate- FSM Housing participation

-Section 8- SEMAP Certification

-COCC- OPA Board Report, Revenues and Expenditures, and FOIA requests

VII. GENERAL DISCUSSION / ANNOUNCEMENTS

1. [012/20] Executive Performance Evaluations-

Mrs. Kim Bersamin reminded the Board that Performance Evaluations are due soon. She informed the Board that there are forms readily available for the Board to use unless another form is created. Forms will be submitted upon completion.

2. [013/20] Financial Statements and Independent Auditor's Report and Additional Information (For the Year Ended September 30, 2018)

Mr. Topasna stated that the FY2018 Financial Report was completed in June and GHURA had just recently received a copy of the report. He stated that a few things need to be addressed within the report and that steps are being taken to rectify the audit findings. He also added that GHURA has a new auditor for FY2020 and hopes to have better results.

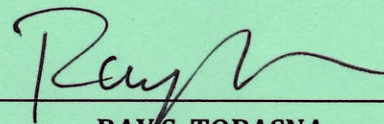
3. [014/20] Next proposed scheduled Board Meeting: Friday, January 24th @ 12:00 p.m.

No objections were made to the proposed date. However, Vice Chairwoman Guzman stated that she will not be in attendance as she will be off-island.

VIII. ADJOURNMENT

[015/20] Commissioner Pereda moved to adjourn the meeting. Chairman Flores seconded the motion. There were no objections to the motion. Meeting was adjourned at 1:15P.M.

SEAL




RAY S. TOPASNA

Board Secretary / Executive Director

GUAM HOUSING AND URBAN RENEWAL AUTHORITY

December 30, 2019

TO: Board of Commissioners
FROM: Executive Director 
SUBJECT: IFB#GHURA-3-11-2019-AMP1
Up-grade of offices for AMP1 in Toto
Contract Amendment

Genesis Tech is on contract to expand and up-grade the old DYA office to be used as AMP1 main office and to convert the old AMP1 office to be used as the GHURA Residence Association (GRA) office. The contractor is to first expand the old DYA office area which will combine their new office with the storage/maintenance shop. What we failed to recognize and include in the scope of work is a fire alarm system in the shop/storage area, which we overlooked. This system is needed to ensure the safety of staff working in the office area. The PSM also requested that an intercom system be included for both the shop and office area, and the change out of the commercial urinal in the shop area, which was also not included in the scope of work.

Upon completion of the old DYA office, staff are to relocate into their new office so that the contractor can proceed with the required modification to their existing office, which will be used by the GRA. In the scope for this area, the contractor was to expand the closet like restroom to be a fully accessible restroom and complete interior painting. It wasn't obvious that tiling was required until staff had moved the furniture, which covered the damaged original tiles since the facility was built.

Based on our failure and the added work by the PSM we requested the contractor to submit a cost proposal to incorporate the added work needed to ensure staff safety and retiling. Attached is the requested proposal submitted by the contractor which our staff reviewed and have determined to be fair and reasonable, in the amount of \$28,100.00. These added works are similar to the on-going work for the expansion which included tiling and new fire alarm system.

Based on our staff's review and determination, we are requesting that the Board approves a contract modification with Genesis Tech Corp. to include the above needed work to ensure safety of staff and appearance of the facility for GRA in the amount of \$28,100.00.

Attachment: Contractor cost proposals

At the Regular Board Meeting of January 10, 2020, a motion was made by Resident Commissioner Leon Guerrero and seconded by Commissioner Pereda to award Genesis Tech Corporation for IFB#GHURA-3-11-2019-AMP1, Up-grade of offices for AMP1 in Toto in the amount of \$28,100.00. Without any further discussion and objection, the motion was approved.

Genesis-Tech Corporation

P.O. Box 23059
Barrigada, Guam 96921
Tel/Fax :(671) 637-3370
email:genesistechguam@gmail.com

12/11/2019

Mr. Ray S. Topasna
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue, Sinajana, Guam 96910

Attn: **Mr. Albert H Santos**
FME Manager

Reference: Up-grade of offices for AMP1 and residence services (GHURA-3-11-2019-AMP1)

Subject: Request for **Change Order**

Dear Sir,

As requested, we'll glad to have a chance to submit a proposal a change order, proposed work consists of the followings:

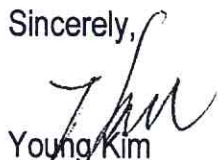
1. Scope of Work :

- a. Provide new fire alarm system(Existing Maintenance Shop).....\$11,500.00
 - Provide 9 each smoke detectors.
 - Provide 2 each manual pull station.
 - Provide 2 each horn and strobe.
 - Install fire alarm devices and wirings as shown on the drawing.
 - Conduit and boxes installation
 - Testing and clean up.
- b. Intercom System: additional 5ea\$6,000.00
- c. Replace Commercial Urinal 1 set\$2,000.00

The proposed additional cost **\$19,500.00** as Lump Sum Basis.

Thank you for your guidance and consideration. If you should have any questions, please do not hesitate to call me at 637-3370 or 888-5785.

Sincerely,

A handwritten signature in black ink, appearing to read 'Young Kim', written over the printed name.

Young Kim
General Manager

Genesis-Tech Corporation

P.O. Box 23059
Barrigada, Guam 96921
Tel/Fax :(671)637-3370
email:genesistechguam@gmail.com

12/17/2019

Mr. Ray S. Topasna
Executive Director
Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue, Sinajana, Guam 96910

Attn: **Mr. Albert H Santos**
FME Manager

Reference: Up-grade of offices for AMP1 and residence services (GHURA-3-11-2019-AMP1)

Subject: Request for **Change Order No.2**

Dear Sir,

As requested, we'll glad to have a chance to submit a proposal a change order, proposed work consists of the followings:

1. Scope of Work :
 - a. Provide new floor vinyl tile(Existing AMP1 office)
-demolish existing floor vinyl tile

The proposed additional cost **\$8,600.00** as Lump Sum Basis. (Total Lot, Labor & Materials)

Thank you for your guidance and consideration. If you should have any questions, please do not hesitate to call me at 637-3370 or 888-5785.

Sincerely,

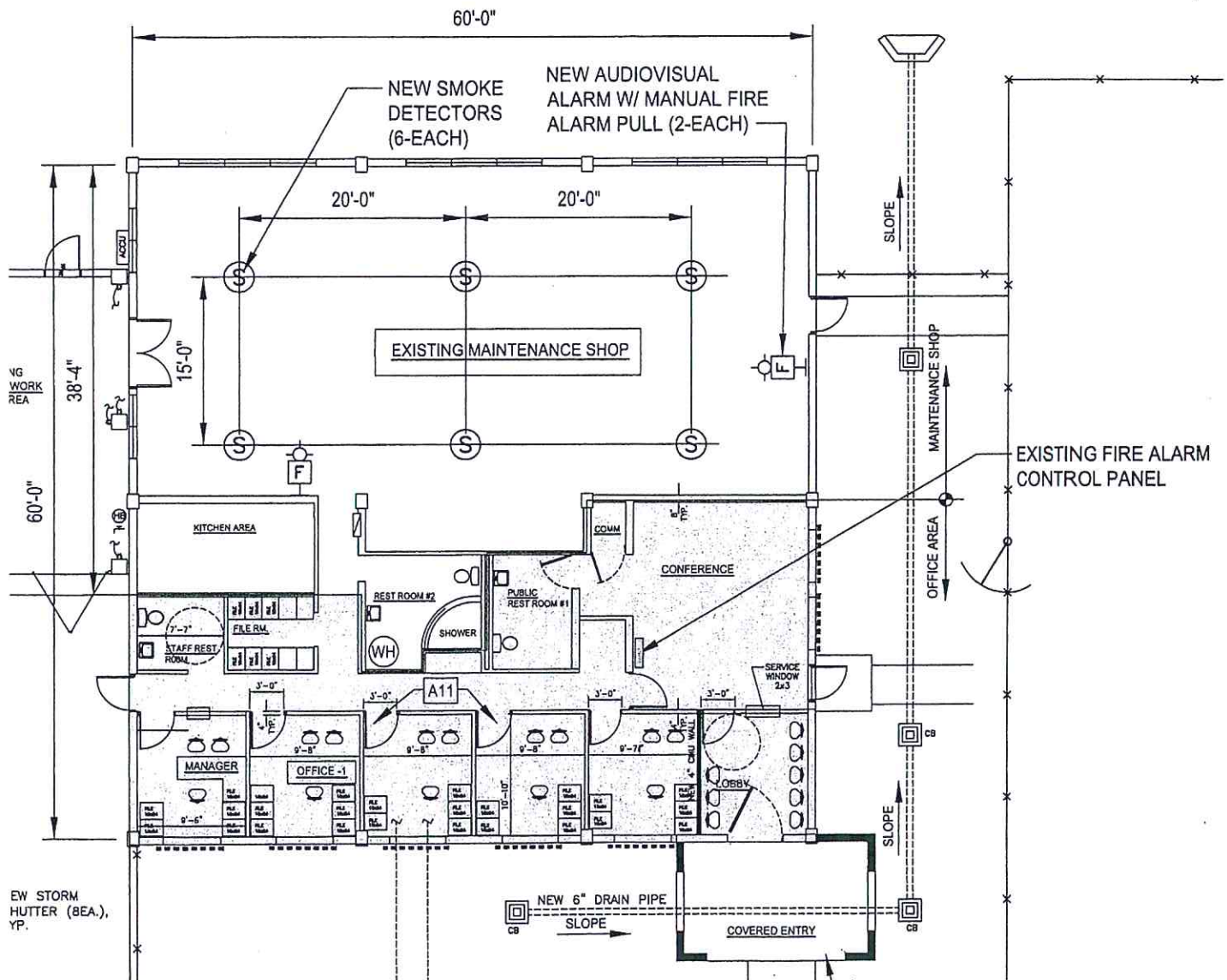

Young Kim
General Manager

SCOPE OF WORK:

PROVIDE NEW FIRE ALARM AND DETECTION SYSTEMS WHERE SHOWN ON DRAWING, AS SPECIFIED HEREIN, AND AS NEEDED FOR A COMPLETE AND PROPER INSTALLATION INCLUDING, BUT NOT NECESSARILY LIMITED TO: CONTROL PANEL, ANNUNCIATIO, SMOKE DETECTORS, SIGNAL DEVICES, MANUAL STSTIONS AUDIOVISUAL ALARM & AUXILARY POWER.


INSTALLATION:

1. New Alarm system shall be interconnect with existing Fire Alarm system on office .
2. Coordinate as required with other trades to assure proper and adequate provision in the work of those trades for interface with the work of this Section.
3. Work Section shall be in strict accordance with pertinent requirements of governmental agencies having jurisdiction, and with the manufacturer's recommendations as approved by the Contracting Officer.



GUAM HOUSING AND URBAN RENEWAL AUTHORITY

December 30, 2019

TO: Board of Commissioners
FROM: Executive Director 
SUBJECT: Renovation of Eight Public Housing Units at AMPs 2, 3 & 4,
GHURA-10-14-2019-AMP2, 3 & 4
Contract Amendment

Asia Pacific is on contract to renovate units at AMPs 2 & 3. As part of the handover of unit keys to the contractor, our staff performed a walkthrough with the contractor to establish that the units are in the same condition as the scope of work that are issued for the units.

During the walkthrough our staff noted items that were not identified as part of the scope of work, such as a damaged window and missing exterior door. In order to have these units ready for occupancy we requested that the contractor submit a cost proposal to address the replacement of one exterior door and repair of the damaged window. Our staff reviewed the attached contractor's proposal and has determined it to be fair and reasonable.

Based on our staff's review and determination, we are requesting that the Board approves contract modification with Asia Pacific Int'l in the amount of \$1,395.00, for the addition of one door and repair of a damaged window.

Attachment: Staff's inspection report
Contractor cost proposals

At the Regular Board Meeting of January 10, 2020, a motion was made by Chairman Flores and seconded by Resident Commissioner Leon Guerrero to approve the Contract Amendment for GHURA-10-14-2019-AMP2, 3 & 4 for the Renovation of Eight Public Housing Units at AMPs 2, 3 & 4 to Asia Pacific. Without any further discussion and objection, the motion was approved.

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN**

27 DECEMBER 2019

TO: A/E MANAGER

FR: PLANNER III

RE: IFB # GHURA-10-14-2019-AMPS 2, 3 & 4

On December 10, 2019 I performed an on-site inspection of the 8 units of the referenced contract along with the contractors that were awarded the same. The purpose of this inspection was to ascertain that the units were in the same condition as the scopes of work that were issued for the units.

It was noticed at the time that the 3 units in Yona had missing and/or broken items that were not present during the site visits in on which the contractors based their bid proposals.

Of main concern were a missing Water Heater closet door at 4 JA Pangelinan and a Bathroom window that had been broken at 1 JA Pangelinan.

There were also some missing window locks at all 3 units but the contractor indicated that they were relatively minor and he would take care of them.



ROBERT HESS

Albert Santos

From: Henry Sun <apiusa@guam.net>
Sent: Friday, December 20, 2019 8:03 AM
To: sperez@ghura.org
Cc: alsantos1@ghura.org
Subject: Renovation of Eight Public Housing Units at AMP 2,3, & 4.(Base Bid Item No. 2)

Hi, Mr. Perez:

Based on our site inspections of the above subject project with Mr. Bob Hess on December 10, 2019, we would like to report to your office our findings as follows:

1. Unit No. 1, J.A. Pangelinan, Yona(AMP2):

One bathroom window glass was broken and damaged, requiring re-glazing of the window glass with the additional cost of \$135.00.

2. Unit No. 4, J.A. Pangelinan, Yona(AMP2):

One set of water heater room door and door jam were missing, requiring special fabrication, supply and installation of one set of new aluminum door and door jam with the additional cost of \$1,260.00.

The total cost for the above two works, including materials, labor and equipment/tools.....\$1,395.00

The above two works are not included in the original scope of works and Addendum No. 1. The two items were damaged and missing before the housing units were officially turned over to us before we started with the project.

Please let us know what your comments and decisions will be regarding the two damaged and missing items.

Regards,

Henry Sun
General Manager
Asia-Pacific Int'l

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2020-012**

Moved by: SABINO P. FLORES Seconded by: GEORGE F. PEREDA

RESOLUTION COMMENDING Ms. DELIA U. DEL ROSARIO, HOUSING SPECIALIST, FOR HER DEDICATION AND CONTRIBUTIONS TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)

- WHEREAS,** Ms. Delia U. Del Rosario began her GHURA career as a transfer and promotion from the Guam Department of Education in August 2007 as a Housing Specialist for the Section 8 Division; and
- WHEREAS,** on September 2016, Ms. Del Rosario laterally transferred to the Public Housing Division – AMP#2; and
- WHEREAS,** Ms. Del Rosario dedicated over 12 years and 5 months of service in support of the mission and goals of the Authority; and
- WHEREAS,** her efforts toward effectively and efficiently executing her official duties and responsibilities had a direct and positive impact toward ensuring that both housing vouchers for the Section 8 program and public housing units were provided to the Authority's clients; and
- WHEREAS,** the Board of Commissioners extends its recognition and gratitude to Ms. Delia U. Del Rosario, commending her on her retirement from the Authority, and best wishes on her future endeavors; now, therefore, be it
- RESOLVED,** that the Chairman of the Board of Commissioners shall certify, and the Executive Director attest the adoption hereof Resolution No. FY2020-012, and that, thereafter, shall be presented to Ms. Delia U. Del Rosario, whereby a copy shall be placed in her official personnel file, and a copy provided to the Governor of Guam.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – January 10, 2020

PASSED BY THE FOLLOWING VOTES:

AYES:	Sabino P. Flores, Monica O. Guzman, George F. Pereda, Frank T. Ishizaki, Joseph M. Leon Guerrero
NAYS:	NONE
ABSENT:	Carl V. Dominguez
ABSTAINED:	NONE



I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly adopted by the Guam Housing and Urban Renewal Authority Board of Commissioners on **January 10, 2020**.



RAY S. TOPASNA

Secretary / Executive Director

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2020-013**

Moved by: MONICA O. GUZMAN

Seconded by: FRANK T. ISHIZAKI

**RESOLUTION APPROVING A SEPARATE PAY SCALE FOR THE PUBLIC HOUSING
PROPERTY SITE MANAGER POSITION**

- WHEREAS,** under the enabling legislation of the Authority, Title 12 §5103 GCA, its Board of Commissioners is empowered to employ "...technical experts, such other officers, agents and employees, permanent and temporary, as it may deem necessary; and shall determine their qualifications, duties, tenure and compensation..."; and
- WHEREAS,** recognizing the need to remain competitive, the Board of Commissioners on 5/11/2011 set forth and adopted an updated Personnel Rules and Regulations that is consistent with merit principles and principles of Equal Employment Opportunity and other laws pertaining to employment in the Authority; and
- WHEREAS,** the updated 2011 Personnel Rules and Regulations included a separate pay schedule for the Guam Housing and Urban Renewal Authority; and
- WHEREAS,** for several years now even with the July 2019 pay shift, GHURA has been challenged in our ability to attract, reward and retain technical positions including a property site manager positions because of:
- 1) Private sector starting pay is much higher; and
 - 2) 2014 Government of Guam Competitive Wage Act in which the starting pay for GHURA's Property Site Manager position falls below that making us no longer competitive in both the public and private sectors causing GHURA retention and recruitment challenges anticipated with an upcoming retirement in 2020; and
- WHEREAS,** after studying the impact over the years, management respectfully requests the Board of Commissioners to approve a separate pay scale for the public housing positions, specifically the Property Site Manager, effective 1/10/2020 (attached); which includes an implementation slotting that addresses internal equity issues for incumbent property site managers who fall below the new starting pay; and
- WHEREAS,** funding to implement the new pay scale is from public housing funds and is incorporated into the FY2020 Budget; and
- WHEREAS,** the Board of Commissioners recognizes the need to recruit and retain qualified individuals in GHURA's Public Housing leadership positions; and now, therefore, be it
- RESOLVED,** the Board of Commissioners hereby adopts the "Guam Housing and Urban Renewal Authority (GHURA) – Pay Schedule for Public Housing Personnel (Property Site Manager)," which includes an adjustment slotting for Property Site Managers whose positions fall below the starting salary, to be effective January 10, 2020.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – January 10, 2020

PASSED BY THE FOLLOWING VOTES:

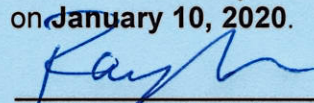
AYES: Sabino P. Flores, Monica O. Guzman, George F. Pereda, Frank T. Ishizaki,
Joseph M. Leon Guerrero

NAYS: NONE

ABSENT: Carl V. Dominguez

ABSTAINED: NONE

I hereby certify that the foregoing is a full,
true, and correct copy of a Resolution duly
adopted by the Guam Housing and Urban
Renewal Authority Board of Commissioners
on **January 10, 2020.**



RAY S. TOPASNA

Secretary / Executive Director

(SEAL)

COMPARISON CHART

[illegible]

GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)

GRADE	STEP	Step 1						Step 2						Substep-E	Substep-F
		SUBSTEP	Substep-A	Substep-B	Substep-C	Substep-D	Substep-E	Substep-F	Substep-A	Substep-B	Substep-C	Substep-D	Substep-E		
			\$ 65,502	\$ 66,157	\$ 66,812	\$ 67,468	\$ 68,123	\$ 68,778	\$ 69,433	\$ 70,127	\$ 70,821	\$ 71,516	\$ 72,210	\$ 72,904	
	OH														
			\$ 31.49	\$ 31.81	\$ 32.12	\$ 32.44	\$ 32.75	\$ 33.07	\$ 33.38	\$ 33.71	\$ 34.05	\$ 34.38	\$ 34.72	\$ 35.05	

Albert,
Please
Review!

10
12/13/19



Rex International Inc.
General Building & Engineering
Contractor

Suite 201 Saylor Bldg.
139 East Chalan Santo Papa St.
Hagåtña, Guam 96910
Tel. No. 472-6763 / 477-5235

December 12, 2019

Guam Housing and Urban Renewal Authority
117 Bien Venida
Sinajana, Guam 96910

Attn: Mr. Ray Topasna, Executive Director
Subject: Cost and Schedule Overruns and Close Out
Re: Construction of a New Central Police Precinct in Sinajana
GHURA-11-2016-CDBG



Dear Mr. Topasna,

Buenas and Hafa Adai!

It's been a long project, it's been a challenging project, but we have finally obtained the final occupancy permit from the Department of Public Works and are working out the final punch list items identified during the final inspection. As you are undoubtedly aware, we faced many challenges on this project, stemming from the lack of skilled workers on Guam, which was further exacerbated by Federal policies regarding H2-B workers over the past few years. The initial delays caused by the prolonged review period for the building permit, as well as the Civil Engineer's requirements for additional soil testing and replacement of up to ten feet of soil also caused delays, resulting in the loss of our skilled labor at the time. There was also the issue with the Department of Public Work's policy of having Clients pay for special inspections through their designer of record, which caused additional delays while extra services were solicited from the Architecture and Engineering firms to ensure inspections would be conducted in a timely manner. Finally, the 25% GRT increase, which is still in effect, has also caused additional financial burdens to our already difficult financial situation.

Throughout the course of the project, we hired over a dozen local workers, mostly unskilled workers, who were trained on the job at great expense since some of their work had to be corrected. However, we are proud of the fact that we were able to provide opportunities for our local work force to learn valuable skills on the job through this project and ultimately improve our local pool of workers. This level of commitment to completing

the project and contributing to the island's workforce in terms of providing jobs and on-site training to young, local workers came at a significant cost to Rex.

As part of the inspection process, Rex has also performed significant additional work outside of the scope of the contract to satisfy local code and safety concerns in order to obtain the Occupancy Permit. A few examples of this are the 4" water line for the fire suppression system, an additional 180 feet of chain link fence to secure one of the ponding basin areas, placing geo-textile fabric and concrete around some areas of the ponding basin as a requirement from GEPA, as well as grouting over the steeper banks of the bonding basins. In the interest of trying to complete the facility in a timely manner, Rex did not hesitate and took it upon ourselves to satisfy any and all requirements that were not part of the contract in order to finish the project as soon as possible.

Given the delay at the outset of the project and ensuing loss of our workers, given the worsening labor shortage issues faced over the years, given the fact that Rex hired and trained unskilled local workers for this project, given the 25% increase in GRT over a year ago, and given the fact that Rex's commitment to the project has been demonstrated by the fact that we are now closing the project, please know that we have already lost approximately \$746,429.07 as of this date, completing this project. In fact, we were forced to sell off our biggest and most valuable asset, among others, just last week in order to pay off some of the debts that have continued to accrue due to this project.

Therefore, we request that GHURA takes into consideration all the challenges we have faced, as well as the tremendous financial losses we have and are continuing to incur as we close out this project, and forgo any potential liquidated damages or penalties. Rex was committed to this project from the day we signed the contract and even though we continue to lose money due to the aforementioned reasons, we continue to address every single issue GHURA brings to our attention.

Thank you in advance for your consideration and attention to this matter.

Senserementa,



Keun Yil Kim
President

**Human Resources Division
STATUS REPORT – Highlights
1st Quarter - FY2020
(October-December 2019)**

Section	Activity	Status
HR ADMINISTRATION	<u>Guam Legislature Report</u> <u>Staffing Report</u>	Prepared Staffing Report for 4th Quarter FY2019. Posted on website. ° Maintain/Reconcile Monthly Staffing and Vacancy Reports
RECRUITMENT & STAFFING	<u>Manpower Assessment</u> <u>Recruitment</u>	<u>101</u> Full-Time Employees month ending December 31, 2019: 73 Classified 6 Probation 3 Unclassified 19 Temporary 1 – S8 GT-1 2 – AMP1 AE-2 2 – AMP2 3 – AMP3 5 – AMP4 1 – Procurement 2 – CD/RPE <u>Classified Positions</u> <u>Job Announcements:</u> DCC/PCII/IC/AE Mgr /Planner IV Establish List (3 positions): DCC/ PC II / Interviewer Clerk/AE Mgr Ratings Interviews Conducted– (4 positions) Data Control Clerk / Interviewer Clerk/ PCIII/ AE Manager <u>Temporary Appointments:</u> Rated 4 positions (2-Maintenance/ 1- HS/ 1-AE Manager) <u>In-Processed:</u> <u>4 temporary</u> employees (2 maintenance/HS/AE Manager). 4 Probationary (2 Data Control Clerk/2-IC) Other In Process (2) SCEP/JOBS Personnel Actions: All classified activity and temporary 6 month renewal of all 19 temps.

Section	Activity	Status
		Above Step Recruitment (temp position) to BOC- <u>1</u> <u>Separations/Exits</u> : 1
EMPLOYEE MANAGEMENT RELATIONS	<u>Drug Testing Random and New Hire</u> <u>Workers Compensation</u> <u>Verification of Employment(VOE)</u> <u>Health Insurance Open Enrollment-New Carrier-Aetna</u> <u>Life Insurance GovGuam</u> <u>Employee Management</u> <u>Apprenticeship Ceremony</u>	1st Quarter-Completed. Tested <u>16</u> employees. Includes coordinating with MIS, letters, laboratory confirmation and issue notice to employees for 1st Quarter Random. Other drug testing for New Hire/Post Accident/Transfers = <u>14</u> <u>(1)</u> new case for 1st Qtr Processed <u>29</u> VOE's Coordinate/Disseminate/Submit/Processed= <u>62</u> total employees enrollment forms (submitted on daily basis) Processed <u>5</u> staff eligible Performance Counseling/LOR Apprenticeship Ceremony – DOL Apprenticeship Forum Conference – Nov 2019
COMPENSATION	<u>Salary Increments</u> <u>Performance Evaluation Reports</u>	Processed <u>5</u> Increments. FY2019 4thQtr=44 (Includes reviewing personnel file, generating PA, route for signature and file with Payroll). Update staffing and file in personnel file and delivery and filing copies with retirement fund. <u>Fiscal Year -2019 (4 Over due)</u> <u>2nd Quarter= RPE (1);</u> 3 rd Quarter RPE =(1) 4 th Quarter RPE =(2) <u>Total Current due 1st Qtr 2020: (16)</u> Exec=3 Fiscal=1 AMP3=4 MIS=1 AMP4=1* RPE=1 GT=1* *Staff Detailed

Section	Activity	Status
	<u>Review of property site manager starting pay</u>	Present to BOC 1/10/20
TRAINING	<u>COCC</u> <u>Section 8 Inspectors</u> <u>Technical Training</u> <u>Apprenticeship Training</u> <u>CSC Adverse Action Training</u>	Mandatory – EEO/Prevention of Sexual Harassment – by DOA (Oct/Nov 2019). 97 employees trained. Essentials for Healthy Homes for Practitioners by Guam DPHSS and US EPA (Nov 2019) Worked with Procurement and AMP4 PSM to send BID to bring technical trainer for 1)UPCS Fundamentals and 2)Project Based Maintenance Currently enrolled <u>8. Expected graduation Spring 2020</u> HR Staff
[OTHER] ALTERNATE HEARING OFFICER	<u>Informal Hearing Officer</u>	Completed 2 cases: Section 8 / PH-AMP4

Management Information System (MIS)
FY2020 1ST QUARTER ACTIVITY REPORT

SECTION	GOALS	STATUS
INFORMAL HEARINGS	To provide accurate S8/LIPH Informal Hearings/Grievances	<ul style="list-style-type: none"> - Tenants: S8 4 Terminations: 3 PH 3 Terminations: 2 - Applicants S8 3 Denied 0 PH 0 Denied 0 - Referral for Participation in Renters 101: 5
PUBLIC HOUSING ON-LINE APPLICATIONS	To ensure an accessible & user-friendly online application is available	<ul style="list-style-type: none"> - Online applications for AMP2, AMP3, AMP2 ELD, AMP3 ELD opened 09/16/2019 and 07/12/2018 respectively - Total AMP2 on-line applicants: 177 - Total AMP3 on-line applications: 84 - Website on-line application down- time = 0
VIRTUAL RECEPTIONIST	To provide electronic technology in assisting Receptionist tasks	<ul style="list-style-type: none"> - Coordination with GHURA staff and contracted designer of user-friendly receptionist system - Digitizes and tracks log-in information - Reduces foot traffic with on-line appointment requests and drop off of documents - Notifies staff of client arrival - Includes COCC, CPD, A&E, Fiscal, Procurement, HR and MIS divisions. AMP4 work-in-progress - Second system on-order

Management Information System (MIS)
FY2020 1ST QUARTER ACTIVITY REPORT

SECTION	GOALS	STATUS
IFB – COMPUTER SYSTEMS & PERIPHERALS	To procure I.T. equipment based on forecast & budgeted assessment	<ul style="list-style-type: none"> - Agency-wide assessment of computer systems, printers, telecom equipment, etc conducted and submitted for Fiscal review since August timeframe. - 3 year forecast data provided for replacement of equipment with lifecycle management 3-4 years. - IFB’s conducted resulting in award and receipt of 28 desk top computers, 5 printers, & miscellaneous items. - Total IFB amount awarded to 3 different vendors
SURVEILLANCE/ SECURITY CAMERA SYSTEMS	To implement surveillance/security system protecting property and staff	<ul style="list-style-type: none"> - MIS assist in pre-site meetings, conducting remote off-site visits with vendors and procurement staff - Assist in IFB award of product and services - Review of site projects including camera type, conduit requirements (pre and post site visits) - Browser requirements – work-in-progress - Training conducted with MIS staff on use of
REPORTING REQUIREMENTS	To provide support in reporting requirements for Agency	<ul style="list-style-type: none"> - Various reports for both requested and mandatory provided to reflect the Authority’s data capturing. Includes <ul style="list-style-type: none"> - CPD – Consolidated Planning Data - FSM Consulate – FSM housing participation - Section 8 – SEMAP Certification - CoCC – OPA Board Report Submission - CoCC – Revenues & Expenditures - CoCC – FOIA Request, etc....