



MEMORANDUM:

TO: Lucele Leon Guerrero, Controller *llg*

FROM: Millie Taitano, Special Assistant *MT*

DATE: January 12, 2018

SUBJECT: STIPENDS – BOARD OF COMMISSIONERS

Friday, January 12, 2018 the Board of Commissioners meeting conducted a regular scheduled meeting at GHURA Main Office, 1st Floor Conference Room, Sinajana.

Please prepare stipend payments of \$50.00 each for the following members who were in attendance:

- | | | |
|-----|-------------------------------------|---------------------------------------|
| (1) | <input checked="" type="checkbox"/> | George A. Santos |
| (2) | <input type="checkbox"/> | Thomas E. B. Borja (<i>excused</i>) |
| (3) | <input checked="" type="checkbox"/> | Joseph M. Leon Guerrero |
| (4) | <input type="checkbox"/> | Eliza U. Paulino (<i>excused</i>) |
| (5) | <input checked="" type="checkbox"/> | George F. Pereda |

Attachment - Board Attendance Sheet.



GHURA

Guam Housing and Urban Renewal Authority

Aturidat Ginima' Yan Rinueban Siudad Guahan

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










EQUAL HOUSING OPPORTUNITY




**BOARD OF COMMISSIONERS
SPECIAL MEETING
GHURA Main Office, 1st Floor Conference Room**

**ATTENDANCE SHEET
Friday, January 12, 2018**


STAFF

- 1. Michael J. Duenas 
- 2. Pedro A. Leon Guerrero Jr. 
- 3. Melinda L. Taitano 
- 4. JulieAnn G. Lujan 
- 5. Albert H. Santos 
- 6. Katherine E. Taitano 
- 7. Kimberly K. Bersamin 
- 8. Lucele D. Leon Guerrero _____
- 9. Norma P. San Nicolas, S8 _____
- 10. Narcissa P. Ada, AMP1 _____
- 11. Gina M. Cura, AMP2 _____
- 12. Pearl Mendiola, AMP3 _____
- 13. Philomena San Nicolas, AMP4 _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____


BOARD OF COMMISSIONERS

- 1. George A. Santos 
- 2. Thomas E. B. Borja _____
- 3. Joseph M. Leon Guerrero 
- 4. Carl V. Dominguez _____
- 5. Eliza U. Paulino _____
- 6. George F. Pereda 

LEGAL COUNSEL

- 1. Anthony Perez, Esq. 
- 2. _____

Public

- 1.  BILL BISCHOFF
- 2. _____
- 3. _____
- 4. _____
- 5. _____



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Friday, January 12, 2018
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – December 28, 2017

	Page(s)
III. CORRESPONDENCE AND REPORTS	
1. FY2016, Citizen –Centric Report	1-4
2. Division Quarterly Reports (FY2018, 1 ST Quarter)	
a. HR	5-7
b. MIS	8-9
c. A&E	10-12
d. CPD	13

IV. OLD BUSINESS

V. NEW BUSINESS

1. Resolution FY2018-009	14
Resolution commending Mr. Joseph L. San Nicolas, Building Maintenance Leader, for his dedication and contributions to the Guam Housing and Urban Renewal Authority (GHURA)	

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board Meetings – Wednesday, January 24th

VII. ADJOURNMENT

BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., January 12, 2018

GHURA Main Office, 1st floor conference room
Sinajana, Guam
MINUTES

After notice was duly and timely given pursuant to the Open Government Law of Guam and the Bylaws of the Authority, the Board of Commissioners' regular scheduled meeting of **January 12, 2018** at 12:00 p.m. at the GHURA Sinajana Main Office, 1st Floor Conference Room was conducted.

I. ATTENDANCE, QUORUM, AND CALL TO ORDER

COMMISSIONERS PRESENT: George A. Santos, Chairman
George F. Pereda, Member
Joseph M. Leon Guerrero, Resident Commissioner
Carl V. Dominguez, Member

COMMISSIONERS ABSENT: Thomas E. B. Borja, Vice-Chairman (excused)
Eliza U. Paulino, Member (excused)

LEGAL COUNSEL: Anthony Perez

MANAGEMENT & STAFF: Michael J. Duenas, Executive Director
Melinda Taitano, Special Assistant
Albert Santos, A&E Manager
Julie Lujan, Data Processing Manager
Katherine Taitano, Chief Planner
Kimberly Bersamin, HR Administrator

PUBLIC: Bill Bischoff, Guam Legal Services
(Attorney for R. Selvidge)

Meeting was called to order at 12:00 p.m. by Chairman Santos who acknowledged the presence of the above attendees. The Chairman then indicated that the minimum number of Commissioners required for a quorum was present and that the meeting could proceed.

Minute No.	Ref. No.	Approval of Previous Board Meeting	Action By:
001/18		Chairman Santos called for a motion to be made on the approval of the Minutes for the previous Board Meeting on December 28, 2017.	
002/18		After review and further discussion by the Board Members, a motion was made by Carl Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the Board Minutes of December 28, 2017 as submitted.	
Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
003/18		<p>FY2016 Citizen-Centric Report</p> <p>Director Duenas stated that this is a copy of GHURA's FY2016 Citizen-Centric Report which was mentioned in the media weeks ago for not being submitted in a timely matter. It has been submitted to the Speaker of the Legislature, Governor, and the OPA. The FY2017 Citizen Centric Report has already been drafted and is now just waiting for the final financial statements to be incorporated and will be reported in time.</p>	Michael Duenas

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
004/18		<p>HR FY2018 1st quarter activity report</p> <p>Ms. Kimberly Bersamin provided an overview of the HR activities from October 2017 – December 2017.</p> <p>HR Administration:</p> <ul style="list-style-type: none"> • Completed with assisting The Guam Housing Corporation in recruitment for 2 positions and the cross training of staff • Assisted with registering two Board Commissioners to attend online training and one with training through University of Guam • Continue working on updating the Code of Conduct and hope to bring the resolution to the Board in the upcoming meeting <p>Recruitment & Staffing:</p> <ul style="list-style-type: none"> • As of December 31st, we have 95 employees and saw an exit of 1 employee • Continue to accept applications for Maintenance Worker, completed the interview process for the Building Maintenance Leader, and will be scheduling the Planner IV interview in the upcoming weeks • Processed 1 temporary maintenance worker and 3 permanent, classified maintenance workers 	Kimberly Bersamin

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
004/18 (continuation)		<p>Employee Management Relations:</p> <ul style="list-style-type: none"> • Successfully submitted 3 nominations for the MAGPRO however, due to the heavy competition, none of our nominees won their category • Assisted the Governor's Office with the MAGPRO • Continue putting work in preparation and Notice of Adverse Action • Drug testing done on a quarterly basis between 13 to 15 employees • 2 new cases dealing with Worker's Comp; 1 closed and working on closing the other <p>Compensation:</p> <ul style="list-style-type: none"> • Processed 12 salary increments • Continue to work on bringing overdue employee performance evaluation to current <p>Training:</p> <ul style="list-style-type: none"> • 1 employee successfully completed the GCC Apprentice program and the remaining two employees are expected to be completed in May. We are looking at recruiting participants for the next cycle in Fall Semester. • Recently conducted a Sexual Harassment Prevention Refresher Course with DOA. We plan to have a refresher every 2 years. • Retake of exams via online or written for the Public Housing Technical Training was done for those who miss the passing scores • 5 employees were schedule to attend GCC Procurement Module I, however, due to missing the cut off date for registering, they will now 	

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
004/18 (continuation)		<p>be scheduled to attend the next cycle</p> <p>Benefits:</p> <ul style="list-style-type: none"> • Processed actions for new enrollments and changes within the Medical, Dental, and Life Insurance Open Enrollment period • Assisted the staff in changing their retirement plans to the DB1.75 by having one final on-site session <p>Alternate Hearing Officer:</p> <ul style="list-style-type: none"> • Completed 2 cases, both dealing with Section 8 	
005/18		<p>MIS FY2018 1st quarter activity report</p> <p>Ms. Lujan provided an overview of the MIS activities from October 2017 – December 2017.</p> <p>Ms. Lujan stated that she had 8 informal hearings for this quarter, 1 was a Section 8 applicant and the majority were Section 8 Tenants. A couple resulted in terminations.</p> <p>Her division has been busy with year end processing of W-2's and 1099's. They have received the W-2 forms and are now waiting on the arrival of the 1099 forms. They are fully aware of the law to get it completed and out by the end of the month therefore files have been sent out to the prospective managers for their review so that printing will done as soon as possible.</p> <p>Worked with various managers to set up the website pages for the 55th anniversary. MIS's part was to make</p>	Julie Lujan

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
005/18 (continuation)		<p>sure the website stayed compliant, cyber-secured, and was easy to navigate. GuamWebz was able to do everything over one weekend.</p> <p>Management has submitted the request to HUD for approval to proceed with the sole source procurement for website hosting services. HUD is requesting for clarification on several items. MIS is working with Procurement in getting it out by Tuesday. She hopes to get it approved by HUD soon so that they could get the vendor off the month to month contract and on the actual contract.</p> <p>We have received the majority of the IT equipment that was procured in September. They have been tested, the needed softwares have been installed, and have been distributed to their sites.</p> <p>MIS assisted in the preparation of the Implementation of DB1.75. Ms. Joyce Aguon attended a meeting at the Retirement Office regarding its requirements. They needed to make sure the methodology is in place before they started the process. The 1st payment has been done and we are in compliance.</p>	

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
006/18		<p>A & E FY2018 1st quarter activity report</p> <p>Mr. Albert Santos provided an overview of the A&E activities from October 2017 to December 2017.</p> <p>Mr. Santos stated that he submitted his final report to DOI regarding the Mosquito Lab. There were two remaining big issues, one is scheduling the off-island vendor to certify the lab equipment. The other is to get the certification for the commissioning of the air condition system.</p> <p>He was finally able to get the contractor paid with the Northern Public Health, renovation project. The reason for the delay is the Department of Public Health's inability to get the fire inspection completed. Work was done on getting the garage enclosed. However, they are unable to get an occupancy permit until the fire inspection for the main center is approved.</p> <p>The ribbon cutting for the Astumbo Gym was recently done. We had a good turn out in attendance. There is still a punch list the contractor has to take care of but it will be completed by the end of this month.</p> <p>Work on The Central Police Precinct is continuing and the contractor has completed half of the work relating to the excavation and refilling since the Board's approval on the change order. Our Staff, along with Duenas Associates Personnel are there daily overlooking the work being done.</p>	Albert Santos

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
006/18 (continuation)		<p>Mr. A. Santos stated that there may be an issue with the Umatac and Sinajana Baseball Field. The contractor is trying to figure how to make it happen due to their loss of workers and lack of manpower.</p> <p>Water blasting and painting of the exteriors on the Elderly Public Housing developments is ongoing. Work on Guma Trankilidat is in process along with the water blasting and painting of the various Public Housing developments.</p> <p>Monday is the last day of advertisement for the Notice of No Findings for environmental review of the Restroom and Concession Stand project at the Dededo Sports Complex. It will then be submitted to the Governor for signature. The bid has been done, however it can't be awarded until we obtain HUD's approval of the Request for the Release of Funds (FONSI).</p>	
007/18		<p>CPD FY2018 1st quarter activity report</p> <p>Ms. Katherine Taitano provided an overview of the CPD activities from October 2017 to December 2017.</p> <p>Ms. K. Taitano stated that this is the time of the year when various annual reports must be submitted online. They have completed the Consolidated Annual Performance and Evaluation Report (CAPER) and it will be presented to the Board in the next meeting. This report illustrates what GHURA accomplished within the prior year.</p>	Katherine Taitano

Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
007/18 (continuation)		<p>HUD approval have been received for the activities we want to start as of 10/1/2017 which are some of the projects that we are currently doing or will be doing. They are currently working on the preparation for the next grant cycle for the funding of activities that'll start on 10/1/2018. This process consists of receiving applications from various organizations for projects and the selection of those that best fits their needs, objectives, and budget.</p> <p>The annual report regarding the Continuum Care Grant that consists of all the homeless program, totaling over a million dollars in funding have been submitted on time. We are awaiting on word on how the funding will be renewed for the new cycle.</p> <p>The Low Income Housing Tax Credits (LIHTC), the Qualified Allocation Plan for 2018 has been drafted and will be included in the next meeting for review. They are looking at completing the process for this by the end of the fiscal year in hopes of getting the new awards of at least \$2.7 million by the end of December or sooner. The compliance side of LIHTC requires physical inspection and record reviews on a periodic basis. We completed the reviews of Ironwood Glen, Ironwood Heights, and Summer Town Estates Elderly in 2017.. We are looking at conducting the review and inspection for Ironwood Estates and Summer Town Estates II in 2018.</p>	

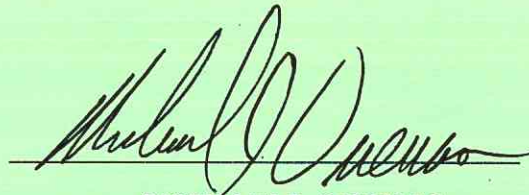
Minute No.	Ref. No.	CORRESPONDENCE AND REPORTS	Action By:
007/18 (continuation)		<p>We have completed the updating of Declaration of Trust documents for all Public Housing developments. HUD selected one of our AMPS for review and cited the documents as dated. Therefore we updated that and the other 3 AMPS as well.</p> <p>Within our different projects, the ribbon cutting for the Astumbo 5 homes was done in November. Three families are scheduled to move in and the other two units have a small punch list for the contractor to complete.</p> <p>With the Sagan Bonita Subdivision Phase II, the construction of the last 13 homes are underway. The families are putting all their work into it.</p> <p>With the Renewal Homes, one unit is under rehab, one unit has been acquired and 23 homes are sold under the Home Ownership Program.</p> <p>There are total of 20 Renaissance units; 15 are in service and 5 units are off line and pending repairs.</p> <p>The Astumbo Gym renovation is finished as reported by Mr. Santos.</p> <p>The completion of the Central Police Precinct has been pushed back to fall of this year.</p> <p>The Annual Homeless Point In-Time Count on the island is done on the last Friday of January as required by HUD. Plans are underway with the Homeless Coalition. The count is set to be done on January 26th.</p>	

Minute No.	Ref. No.	General Discussion / Announcements	Action By
011/18		Next Proposed Scheduled Meeting: Wednesday, January 24th	

012/18 ADJOURNMENT

There being no further business before the Board, a motion was made by **Resident Commissioner Leon Guerrero** and Seconded by **Commissioner Dominguez**, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 12:49 p.m.

(SEAL)



MICHAEL J. DUENAS

Board Secretary/Executive Director



GUAM HOUSING & URBAN RENEWAL AUTHORITY



Aturidaŋ Ginima' Yan Rinueban Siudåt Guåhan

117 Bien Venida Avenue, Sinajana, GU 96910 • Phone: (671) 477-9851 • Fax: (671) 300-7565

About Us

The Guam Housing and Urban Renewal Authority (GHURA), was established by Public Law 6-135 on December 18, 1962. GHURA provides assistance to low and moderate-income renters and assists homeowners to acquire suitable housing. GHURA has been designated by the Governor of Guam to administer funds received for Guam through the U.S. Department of Housing and Urban Development's (HUD's) various funding programs.

The Authority is governed by a seven-member Board of Commissioners appointed by the Governor of Guam. GHURA has a staff of 94 personnel employed in the following divisions: Executive Management; Central Office Cost Center operations (Fiscal, Human Resources, Management Information Systems, and Procurement); Housing Choice Voucher/Section 8; Public Housing Asset Management & Capital Fund Program; Guma Trankilidat, Research, Planning, and Evaluation; Community Development; and Architecture and Engineering.

Mission

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 dwellings for low to moderate-income families, through all available federal and local governmental programs and through encouragement of Guam's private enterprises to participate in the common task of improving our island community, while upholding family values.

HUD HOME Program Income Guidelines

HUD HOME Program Income Limits			
Persons	Inc Limit (\$)	Persons	Income Limit (\$)
1	33,050	5	50,950
2	37,750	6	54,700
3	42,450	7	58,500
4	47,150	8	62,250
Effective date: 04/13/2016			

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Board of Commissioners

Governed by a 7-member Board of Commissioners appointed by the Governor of Guam.

- George A. Santos, *Chairman*
- Thomas E.B. Borja, *Vice Chairman*
- Annabel Dancel, *Commissioner*
- Joseph M. Leon Guerrero, *Resident Commissioner*

Strategic Goals

- Provide adequate housing to low- and moderate-income populations
- Support programs encouraging clients to enter the workforce and to attain suitable permanent housing
- Provide a professional level of service excellence to clients and the community
- Pursue strong community partnerships
- Engage the community to address the needs of Guam's low- and moderate-income population

Our Performance

In 2016, GHURA made significant progress toward meeting the goals set out in its Annual Plan. Accomplishments under the Community Planning and Development division include the acquisition of property for the construction of the Guam Police Department’s Central Precinct Command in Sinajana, rehabilitation of the Astumbo Gym to become a Tier 2 emergency shelter, and funding of several public service projects that include youth and family engagement activities in Dededo, work readiness programs, management of the Homeless Management Information System (HMIS), and rapid rehousing and homeless prevention programs.

GHURA continues to increase the stock of affordable housing, primarily through the Low-Income Housing Tax Credit (LIHTC) program. This year, GHURA awarded tax credits to Summer Town Estates III, LLC and Ironwood Guam’s Villa Del Mar project to support the development of rental units for income eligible families.

Under the Home Investment Partnership Program (HOME) Guam, was successful in closing the homeowner loans of 8 eligible first-time homebuyers through the Renewal Homes Program. GHURA’s program partner, the Micronesia Community Development Corporation, was successful in placing an additional 13 homeowners in affordable homes under the Renewal Homes Program, utilizing the USDA’s Self-Help Housing Program. Also through HOME, 1 household completed the renovations to their home to bring it up to code compliance. Assistance was made available under the Homeowner Rehabilitation Program.

On the public housing side, GHURA utilized funding from the Capital Fund Program for the modernization of public housing units. Due to the age of the units, which include homes constructed as early as 1971 through 1991,

renovations have included roof and bathroom repair, as well as sewer and electrical upgrades.

Demographics

2016 Point-In-Time Homeless Count Data				
	Unsheltered	Sheltered: Emergency Shelter	Sheltered: Transitional Housing	Total
Total Persons	973	105	7	1085
Gender (Adults and Children)				
Female	468	57	4	529
Male	504	48	3	555
Transgender	1	0	0	1
Race				
White	6	4	1	11
Black of African-American	2	2	0	4
Asian	14	2	1	17
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	933	95	5	1033
Multiple Races	18	2	0	20

The Family Self-Sufficiency (FSS) program, which links Section 8 and public housing residents with services toward home ownership, enrolled 117 participants, and of this total, 42 individuals contribute to escrow accounts in anticipation of purchasing a home. GHURA promotes other similar home-ownership programs with its community partners Habitat for Humanity Guam and Micronesia Community Development Corp.’s Self Help program.

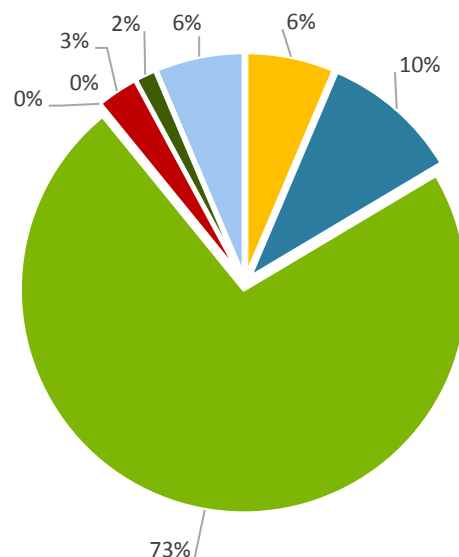
Public Housing also re-established the Resident Advisory Boards (RAB). The RAB allows residents to take an active role in providing input and suggestions on GHURA’s public housing Annual Plan.

GHURA continues to promote Fair Housing and Equal Opportunity practices. The agency hosted two trainings for real estate agents, LIHTC property managers, veterans’ groups and public housing staff.

Our Revenues and Expenses

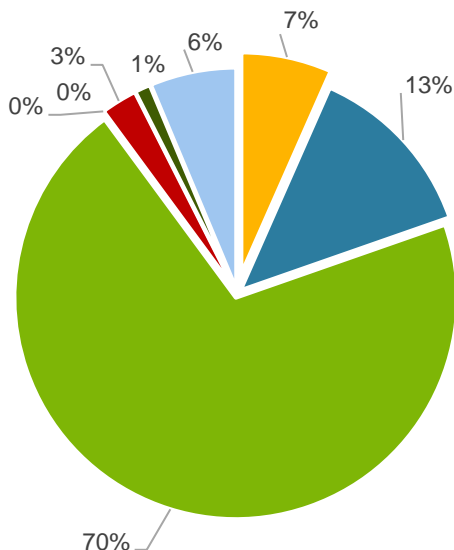
Grant Revenues by Major Programs

	2014	2015	2016	% Change
CDBG	\$2,446,951	\$2,226,419	\$2,939,819	32.04%
Low Income Housing	4,408,634	4,533,190	4,625,924	2.05%
Housing Assistance Payments	31,714,897	31,825,092	33,431,857	5.05%
Economic, Social, Political, and Development of the Territories	---	1,783,529	---	-100%
HOME Investment Partnership	1,946,367	---	---	---
Public Housing Capital Fund	---	---	1,376,358	---
Supportive Housing for the Elderly	528,396	576,974	695,344	20.523%
Non-Major Enterprise Funds	3,241,932	3,403,468	2,927,931	-13.97%
Other Enterprise Funds	2,257,485	1,942,268	2,042,399	5.16%



Expenses by Major Programs

	2014	2015	2016	% Change
CDBG	\$2,446,951	\$1,961,546	\$3,042,508	55.11%
Low Income Housing	5,353,672	4,713,157	6,002,028	27.35%
Housing Assistance Payments	32,410,985	32,095,119	32,322,102	0.71%
Economic, Social, Political, and Development of the Territories	---	1,783,529	---	-100.00%
HOME Investment Partnership	1,946,367	---	---	---
Public Housing Capital Fund	---	---	1,251,351	---
Supportive Housing for the Elderly	584,177	552,109	525,969	-4.73%
Non-Major Enterprise Funds	3,184,626	2,986,827	2,905,715	-2.72%
Other Enterprise	2,155,186	2,126,275	1,798,076	-15.44%



Financial Reports

An Independent audit was performed by Burger Comer & Magliari. GHURA received an unqualified opinion. The Office of Public Accountability released GHURA's audited FY2016 Financial Statements, Report on Compliance and Internal Controls, Management Letter, and Letter to Those Charged with Governance. The documents can be found online at <http://www.opaguam.org/financial-audits/guam-housing-and-urban-renewal-authoritys-ghura-fy-2016-financial-audit>. Additional program information can be found on the GHURA website at www.ghura.org.

Future Outlook



In the upcoming year, GHURA will continue to work toward the goals of its 5-year Consolidated Plan by implementing the following projects and activities:



- *Enhancements to the Dededo Sports Complex Baseball Park* – the project will include ADA compliant paths, construction of an observation deck, kiosks and restrooms.
- *New construction of the Inarajan Basketball Court* – the project will feature a canopy-covered basketball court, restroom facilities and upgraded light fixtures.



- Additional funds have been allocated to complete the construction of the *Umatac Baseball Field* – the project includes field surfacing, fencing, the construction of dugouts and restroom facilities, and connection to sewer and water utilities.
- Additional funds have been allocated to complete the construction of the *Sinajana Baseball Field* – the project will include infield improvements and upgraded lighting fixtures.



- Low-Income Housing Tax Credit program partnership with Ironwood Guam on the construction of Villa Del Mar, a 50-home development in Central Guam.



- Through the HOME program, GHURA will construct 5 new homes for eligible first-time homeowners.
- Ongoing RAB meetings will take place to plan the implementation and enforcement of smoke-free policies in all public housing units. The smoke-free policy will go into effect July 2018.
- GHURA’s Public Housing Authority will continue to revise its Admissions and Continued Occupancy Policy and Section 8 Administration Policy to include Violence Against Women (VAWA) verification procedures, federal fiscal year Funding Procedures for the Housing Choice Voucher (HCV) program, and HCV Family Moves with Continued Assistance, Family Briefings and Voucher Suspension.
- Through the Continuum of Care, GHURA will continue work with community partners and members of the Guam Homeless Coalition to eliminate or reduce homelessness on Guam.

**Human Resources Division
STATUS REPORT – Highlights
1st Quarter - FY2018
(October-December 2017)**

Section	Activity	Status
HR ADMINISTRATION	<p><u>Guam Legislature Report</u></p> <p><u>Staffing Report</u></p> <p><u>HR Assistance to Guam Housing Corporation</u></p> <p><u>Board Training</u></p> <p><u>Code of Conduct and Ethical Standards Policy</u></p>	<p>Prepared Staffing Report for 4th Quarter FY2017. Posted on website.</p> <ul style="list-style-type: none"> ◦ Maintain/Reconcile Monthly Staffing and Vacancy Reports ◦ Processed <u>27</u> Personnel Actions <p>Wrapped up HR recruitment assistance for two positions and crossing training of staff.</p> <p>Assisted with Registration for on-line Commissioners Ethics Course- NAHRO; University of Guam (G. Pereda).</p> <p>Continued worked on conflict of interest disclosure – FAQ – Quick Reference Guide</p>
RECRUITMENT & STAFFING	<p><u>Manpower Assessment</u></p> <p><u>Recruitment</u></p>	<p><u>95</u> Full-Time Employees month ending December 31, 2017:</p> <ul style="list-style-type: none"> 75 Classified 3 Unclassified 17 Temporary 5 – S8 2 – AMP1 2 – AMP2 3 – AMP3 1 – AMP4 2 – ADMIN 1 – CD 1 - RPE <p><u>Job Announcements/ Establish List:</u> 3 positions: Maintenance Worker-Continuous; Building Maintenance Leader Planner IV</p>

Section	Activity	Status
		<u>Temporary Appointments:</u> Rated 1 positions <u>In-Processed:</u> 3 maintenance employees <u>Separations/Exits:</u> 1 <u>Retirements:</u> 0
EMPLOYEE MANAGEMENT RELATIONS	<u>Governor's Recognition Program</u> <u>Adverse Action</u> <u>Drug Testing Random (includes case mgmt)</u> <u>Workers Compensation</u> <u>Verification of Employment(VOE)</u>	GHURA submitted 3 nominations. Tapped to serve on Judging Committee in charge of facilitators to assists over 100 judges. Preparation work for a Notice of Proposed 1st Quarter-Completed. Tested <u>13</u> employees. Includes coordinating with MIS, letters, laboratory confirmation and issue notice to employees for 1st Quarter Random. Two new cases for 1st Qtr. Processed <u>16</u> VOE's
COMPENSATION	<u>Salary Increments</u> <u>Performance Evaluation Reports</u>	Processed <u>12</u> Increments. (Includes reviewing personnel file, generating PA, route for signature and file with Payroll). Update staffing and file in personnel file. Total Overdue: (<u>17</u>) <u>Fiscal Year-2016</u> 1-Fiscal Division 1-Deputy Director / Asset Manager <u>Fiscal Year -2017</u> <u>1st quarter (1)</u> <u>2nd Quarter (4)</u> <u>3rd Quarter (8)</u> <u>4th Quarter (5)</u>

Section	Activity	Status
TRAINING	<p><u>GCC Apprentice</u></p> <p><u>Sexual Harassment Prevention</u></p> <p><u>PH-Technical Training Re-Test</u></p> <p><u>GCC Procurement Module 1</u></p>	<p><u>Fall 2018 Semester Registration</u> (1 Completed; 2 remaining – Expected completion May 2018)</p> <p>Coordinated with DOA Scheduled for 11/30/17, 12/04/17 and 12/06/17</p> <p>Coordinated with NAHRO online exam-PHASS 10/17/17; Written exam – UPCS 11/17/17;</p> <p>Registering 5 participants for Module 1 (AMP AA’s (3) and CPD Staff – (2),</p>
BENEFITS	<p><u>Health Insurance Open Enrollment</u></p> <p><u>Insurance Open Enrollment</u></p> <p><u>Guam Retirement Fund</u></p>	<p>Processing actions for new enrollments/changes.</p> <p>Processed <u>9</u> staff eligible</p> <p>Set up final “on-site” session for Staff.</p>
[OTHER] ALTERNATE HEARING OFFICER	<p><u>Informal Hearing Officer</u></p>	<p>Completed 2 cases: Section 8</p>

Management Information System (MIS)
FY2018 1ST QUARTER ACTIVITY REPORT

SECTION	GOALS	STATUS
INFORMAL HEARINGS	To provide accurate S8/LIPH final decisions	<ul style="list-style-type: none"> - Tenants: S8 6 Terminations: 2 PH 1 Terminations: 1 - Applicants S8 1 Denied 0 PH 0 Denied 0 - Referral for Participation in Renters 101: 3
YEAR END PROCESSING	To close out and process data in a timely manner	<ul style="list-style-type: none"> - Purchase Order for W2 forms submitted. Forms eta by 01/05/2018 from local vendor. Data processed and under final review. - Purchase Order for 1099 forms submitted. Forms eta by 01/05/2018 from off-island vendor. Data processed under final review for landlord and vendor files.
55th ANNIVERSARY WEBSITE UPDATE	To update website with 55 th Anniversary theme	<ul style="list-style-type: none"> - Purchase Order for 55th Anniversary Website update submitted. - Dropbox created to share GHURA logo, “memories”, and info. - Website verified to remain secure and compliant
INVITATION FOR BID	To procure contractual services for website maintenance and support	<ul style="list-style-type: none"> - Originally sent out as RFQ #GHURA-COCC-017-002-MIS, closing 10/9/2017. - GuamWebz sole bidder. - IFB #GHURA-COCC-017-003-MIS sent out with modified specifications, closing 11/14/2017. - GuamWebz sole bidder.

Management Information System (MIS)
 FY2018 1ST QUARTER ACTIVITY REPORT

		<ul style="list-style-type: none"> - Board approval of IFB on 12/28/2017. - Awaiting HUD response of sole source procurement by 1/19/2018.
<p>I.T. EQUIPMENT</p>	<p>To timely distribute computer systems</p>	<ul style="list-style-type: none"> - Notice of Award to various vendors on 9/8/2017. - Purchase Orders to various vendors sent out by 9/28/2017. - Initial receipt of I.T. equipment between 10/30/2017 and 11/30/2017. - Testing, installation, delivery of computer systems – qty 9. - Testing, installation, delivery of laser printers – qty 4. - Testing, installation, delivery of all-in-one systems – qty 2. - Rejected ink-jet printers – qty 2.
<p>IMPLEMENTATION OF DB 1.75</p>	<p>To assist in implementation of new plan</p>	<ul style="list-style-type: none"> - MIS staff – Joycelyn Aguon – in attendance at Retirement Office on 11/9/2017 regarding implementation requirements. - Assisted in methodology process and software revisions to incorporate new program. - Payment into DB 1.75 via ACH file format confirmed. - 1st payment shortly after PPE 01/06/2017 closes.

A/E Division
Project Activities
 [October – December 2017]

Project	Contractor	Contract Amount	NTP	CCD	Status	Program / Grant	Remarks
1. Sinajana Lots No. 70, 71, & 76						Yona Reserve	Lot 70 - owner has accepted offer, Lot 71 - owner rejected our offer and has submitted a counter-offer boundary realignment which will impact lot 70. Lot 71 owner is requesting to meet with board.
2. Mosquito Lab	Rex Intentional	\$2,178,200.00 CO#1- \$321,890.81 CO#2 \$98,797.36	11/21/13	9/29/16	100%	DOI	DPHSS staff has finally occupied the facility. A third-party firm has been hired by the contractor to finalize the A/C commissioning which is scheduled for completion Jan. 14, 2018. Contractor presently addressing the additional punch list. Final payment held until punch list are completed.
3. Modification to Northern Region Health Center	P & E Construction	\$277,802.91	6/16/15	3/30/16	99%	SAMSA	GFD will not sign off on the occupancy until DPHSS corrects the fail fire inspection for the main facility which is not part of GHURA's contract. DHPSS to release funds.

Project	Contractor	Contract Amount	NTP	CCD	Status	Program/Grant	Remarks
4. Up-grade of Astumbo Gym	Architect Laguana	\$78,335.84	7/19/16	11/30/16	100%	CDBG	Design completed,
	P & E Construction	\$710,014.33	2/14/17	10/ 16/17	95%	CDBG	Contractor delayed due to drop/loss of skill workers. Turn over schedule for Jan. 8,2018
5. Central Police Precinct	Taniguchi Ruth Makio Architects	\$121,000.00	8/21/16	11/21/16	100%	CDBG	
	REX INT.	\$2,937,300.00 CO#1 \$127,494.37	3/27/17	8/30/18	15%	CDBG	Change order submitted for board approval to address the discovery of unsuitable soil and the required mitigation. Project now schedule for completion end of August 2018
6. Astumbo Affordable Homes 5 homes	P & E Construction	\$680,125.00	9/28/16	10/18/17	100%	HOME	New homeowner to start move in Jan. 2, 2018
7. Umatac & Sinajana Baseball Field up-grades	P&E construction	\$804,777.54				CDBG	Awaiting final sign off reprogramming of funds before issuing the Notice to Proceed
8. Top coating of roofs and exterior painting of elderly units	Asia Pacific Intl	\$263,436.00	12/18/17	5/27/18		CAP	NTP issued on Dec18,2017, contractor to start at the Dededo elderly working his way thru the south.

Project	Contractor	Contract Amount	NTP	CCD	Status	Program/Grant	Remarks
9. Reno of 6 units at Guma Tran	Genesis Tech	\$84,300.00	Jan 2018			USDA reserve funds	Release of funds from Rural received on Dec. 29, 2017 Contractor was issued Notice of Award, project to start within the next two weeks
10. Water blasting and exterior painting of all 4 amps	Base bid 1 – P&E Base bid 2& 3- Asia Pacific Bae bid 4- Genesis Tech	\$283,975.00 \$517,486.00 \$264,600.00	Jan 2018			Cap Funds	Request submitted for board approval of contract to three contractors.
11. Restroom and concession stand at the Sport complex in Dededo							IFB issued, waiting on Findings of No Significant Impact and Notice of Intend to Release Funds advertisement cycle to be completed. Once done RROF will be forward to HUD.



GHURA

Guam Housing and Urban Renewal Authority
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Research Planning and Evaluation Division & Community Development Division Division Activities Report as of 31 December 2017

- I. Program Management and Grants Management
 - a. Community Planning and Development
 - i. PY2016 CAPER (Consolidated Annual Performance and Evaluation Report) – Submitted for HUD Review
 - ii. PY2017 Annual Action Plan for Formula Grants (Entitlement) – Approved by HUD
 - iii. PY2018 Grant Application Process – Projected Issuance, February 2018
 - iv. FY2018 Continuum of Care Grant Competition – Closed. Submitted September 2017
 - b. LIHTC
 - i. 2018 QAP (Qualified Allocation Plan) & Application preparation - Draft, underway. Slated for Board review at 2nd meeting in January (24 January 2018) meeting.
 - 1. Major upcoming steps: Publish QAP for Public Comment (30-45 days), Application Cycle (90 days), Evaluation (30 days), Finalize Recommendation for Board Review/Approval (Aug 2018), Execute Allocation Documents (October 2018)
 - ii. Compliance Monitoring of LIHTC Developments
 - 1. CY2017
 - a. Ironwood Glen – 93 units (100% Physical Inspection / 20% File Review)
 - b. Ironwood Heights II – 60 units (100% Physical Inspection / 20% File Review)
 - c. Summer Town Estates (Elderly) - 240 units (100% Physical Inspection / 100% File Review)
 - 2. CY2018
 - a. Ironwood Estates – 108 units (100% Physical Inspection / 20% File Review)
 - b. Summer Town Estates II – 93 units (100% Physical Inspection / 100% File Review)
 - c. Public Housing & HCV/Section 8
 - i. Declaration of Trust Documents, All AMPs – Updates completed in Nov 2017.
- II. Project Management Highlights
 - a. HOME
 - i. Astumbo Subdivision, 5 homes (scattered site) – Ribbon Cutting held in Nov 2017.
 - ii. Sagan Bonita Subdivision Phase II, 13 homes – Anticipated completion in Fall 2018
 - iii. RENEWAL Homes – 1 unit under rehabilitation. 1 unit pending acquisition. 23 homes sold to-date.
 - iv. RENAISSANCE Rentals – 20 units
 - 1. Yigo, Dededo, & Malesso (15 units) – In service
 - 2. Talofoto – Repairs pending funding.
 - b. CDBG
 - i. Central Police Precinct – Anticipated completion pushed back to Fall 2018
 - ii. Astumbo Gym Rehabilitation as Tier 2 Shelter – Ribbon Cutting conducted on 08 January 2018.
 - iii. Sinajana Baseball Field Lighting Improvements – Contract signing awaiting HUD funding in eLOCCS
 - iv. Umatac Baseball Field Rehabilitation - Contract signing awaiting HUD funding in eLOCCS
- III. Other
 - a. Annual Homeless Point-In-Time Count – Scheduled for last Friday in January (26 January 2018).

GHURA does not discriminate against persons with disabilities

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2018-009**

Moved by: CARL DOMINGUEZ Seconded by: GEORGE PEREDA

RESOLUTION COMMENDING MR. JOSEPH L. SAN NICOLAS, BUILDING MAINTENANCE LEADER, FOR HIS DEDICATION AND CONTRIBUTIONS TO THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY (GHURA)

WHEREAS, Mr. San Nicolas began his GHURA career in May 1990 as a Maintenance Man I and was shortly promoted to Building Maintenance Leader; and

WHEREAS, having dedicated over 27 years of service in support of the mission and goals of the Authority; and

WHEREAS, his efforts toward effectively and efficiently executing his official duties and responsibilities had a direct and positive impact toward ensuring that “safe, decent and sanitary housing” were provided to the Authority’s clients; and

WHEREAS, the Board of Commissioners extends its recognition and gratitude to Mr. Joseph L. San Nicolas, commending him on his retirement from the Authority, and best wishes on his future endeavors; now, and therefore be it

RESOLVED, that the Chairman of the Board of Commissioners shall certify, and the Executive Director attest the adoption hereof **Resolution No. FY18-009**, and that thereafter shall be presented to Mr. Joseph L. San Nicolas, whereby a copy shall be placed in his official personnel file, and a copy provided to the Governor of Guam.

IN REGULAR BOARD MEETING, SINAJANA, GUAM – January 12, 2018

PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Joseph Leon Guerrero, Carl Dominguez, George Pereda

NAYS: NONE

ABSENT: Thomas Borja, Eliza Paulino

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 12, 2018.**

(SEAL)



MICHAEL J. DUENAS

Secretary / Executive Director