



BOARD OF COMMISSIONERS  
REGULAR SCHEDULED MEETING  
12:00 P.M. Friday, January 13, 2017  
GHURA's Main Office  
1<sup>st</sup> floor, Conference Room, Sinajana  
AGENDA

---

**I. ROLL CALL**

**II. APPROVAL OF PREVIOUS BOARD MINUTES – December 30, 2016**

**Page(s)**

**III. CORRESPONDENCE AND REPORTS**

1. Division Reports

- |  |     |
|--|-----|
| a. RPE/CD (FY2017 1 <sup>ST</sup> Quarter Activities) .....                | 1-2 |
| b. A/E (Project Activities, Dec 2016).....                                 | 3-5 |
| c. HR (Status Report, FY2017 1 <sup>st</sup> Quarter, Oct -Dec 2016) ..... | 6-7 |
| d. MIS (Project Status Report, FY2016-Dec) .....                           | 8-9 |

**IV. OLD BUSINESS**

1. S8 Lottery Update (Reference Minute No. 051/017)

**V. NEW BUSINESS**

**VI. GENERAL DISCUSSION / ANNOUNCEMENTS**

1. Next proposed scheduled Board meeting – January 27th

**VII. ADJOURNMENT**

**BOARD OF COMMISSIONERS**  
**REGULAR SCHEDULED MEETING**  
**12:00 p.m., January 13, 2017**

GHURA Main Office, 1<sup>st</sup> 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 13, 2017** at 12:00 p.m. at the GHURA Sinajana Main Office, 1<sup>st</sup> Floor Conference Room was conducted.

**I. ATTENDANCE, QUORUM, AND CALL TO ORDER**

COMMISSIONERS PRESENT:                   George A. Santos, Chairman  
  Thomas E. B. Borja, Vice Chairman  
  Annabelle M. Dancel, Member  
  Carl V. Dominguez, Member  
  Joseph M. Leon Guerrero, Resident Commissioner

COMMISSIONERS ABSENT:                   Eliza U. Paulino, Member (excused)

BOC LEGAL COUNSEL:                       Anthony Perez

MANAGEMENT & STAFF:                   Michael J. Duenas, Executive Director  
  Millie Taitano, Special Assistant  
  Albert Santos, A&E Manager  
  Norma San Nicolas, S8 Administrator  
  Julie Lujan, Data Processing Manager  
  Katherine Taitano, Chief Planner  
  Kimberly Bersamin, HR Administrator

Meeting was called to Order at 12:05 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 were present and that the meeting can proceed.

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Approval of Previous Board Meeting</b>	<b>Action By:</b>
063/17		The Chairman called for a motion to be made on the approval of the Minutes of December 30, 2016, of the previous Board meeting.	
064 /17		After review and discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Vice Chairman Borja to approve the Board Minutes of December 30, 2016 as corrected.	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By</b>
		<i>The reporting order of the items listed under Correspondence and Reports were based on the presence of the respective managers.</i>	
065/17		<p><b>MIS (Project Status Report, FY2016-Dec)</b></p> <p>Ms. Julie Lujan reported on the following activities:</p> <p>Hearing Officer: Ms. Lujan stated she is the lead of three hearing officers assisting the Section 8 and Public Housing with termination appeal requests. The reason for these hearings ranges from non-compliance of program requirements to fraud, such as non-reporting of income, taxes, household composition and unauthorized tenants.</p> <p>Ms. Julie Lujan stated from hearings that she has conducted where terminations were upheld there was about 70% that were FAS citizens. For this reporting period she conducted 10 hearings. For Section 8: of the 8 cases, 5 were upheld. For Public Housing: of the 2 cases, 1 was upheld. A total of 6 were removed for that quarter.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By</b>
065/17 (continuation)		<p>Referring to the Sex Offender Validation Program, Director Duenas stated that people who are convicted of criminal sexual conduct cannot receive housing assistance under Section 8 or Public Housing. Fraud occurs when the families fail to include the member of the family who has been convicted. HUD conducts random test and looks at the street addresses reported by the people on the sex offender registry. Many times they get a match. Ms. Julie Lujan stated GHURA is trying to work with the courts to be able to do the search periodically. Furthermore, Ms. Julie Lujan and Deputy Director Pedro Leon Guerrero met with two court personnel and received confirmation on receiving the data by downloading the security file to us. This way we will be able to cross check the information with our data. With this new development we will be able to check anyone, beginning with quarterly reviews and then monthly. In exchange, we give them information on the hits we get.</p>	
066/17		<p><b>RPE/CD (FY2017 1<sup>ST</sup> Quarter Activities)</b></p> <p>Ms. Katherine Taitano reported on the following activities:</p> <p>Sagan Bonita: The 13 units remaining from with USDA Self-Help should be closing with their 13 homeowners. Mr. Carlos Camacho of the Micronesian Community Development Corporation (MCDC) has been resolving the last minute questions with USDA and the next step is lining up the families and their volunteers for a training program so they can begin working on their homes.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By</b>
066/17 (continuation)		<p>Acquisition and Rehabilitation: We purchased units within the community to rehabilitate them and bring up to code to sell them to eligible low to moderate families. We will close the sale of 3 units the next 3 months, 1 unit each at the end of January, February, and March. There are 5 units at various stages of construction we are looking at placing a family into the 1 remaining vacant unit.</p> <p>Rentals: Merizo and Yigo Units - working with families for rental use. However, for the units in Yigo, we are looking at assisting veterans who are at low or moderate income and who are also being assisted by WESTCARE.</p> <p>LIHTC: With the recent award of the 2016 tax credit, we are coordinating with the two entities to close and sign the carry over allocation agreements by the end of January.</p> <p>Section 108 Loan Guarantee Program: We are in the process of conducting our underwriting review. We intend to finalize the process and complete the documentation necessary by the end of February.</p> <p>Macheche Community Center: Counsel has drafted the transfer documentation (20 years) and reviewed the agreement as well so that we can execute the agreement with the current officers of the Illocano Association of Guam. In the meantime we are also working with the Dededo Mayor for the operations of the facility.</p>	

Minute No.	Ref. No.	Correspondence and Reports	Action By
067/17		<p data-bbox="654 262 1281 338"><b>A&amp;E Division (FY2017 1<sup>ST</sup> Quarter Activities)</b></p> <p data-bbox="654 394 1281 470">Mr. Albert Santos reported on several activities:</p> <p data-bbox="654 522 1281 726">Mosquito Lab - Lab area A/C system is finally running. The vendor will provide training on the operating and maintenance procedures of the new A/C system. All DPHSS staffs are moving into the facility.</p> <p data-bbox="654 779 1281 1625">Central Police Precinct - Several Contractors have requested for additional time to complete the project. IFB was issued and bid proposals due by Jan. 23, 2017. Contractors are looking at restructuring how they do business by looking at teaming up with different entities from structural, electrical, and mechanical. We agreed to an additional 2 week extension but denied their request for another 100 days to complete construction. Furthermore, Mr. Albert Santos stated we lucked out with Guam Waterworks (GWA) because when we did the actual survey of the property, GWA's structure was encroaching on our property; therefore we negotiated taking the waterline through their property, which saved us \$300,000. We will reconfigure the property points to resolve the encroachment.</p> <p data-bbox="654 1682 1281 1885">Umatac Baseball Field: Finalizing the environmental review. The biggest hurdle is with the Bureau of Statistics and Plans. As soon we get their review we can move forward and advertise the project.</p>	



<b>Minute No.</b>	<b>Ref. No.</b>	<b>Correspondence and Reports</b>	<b>Action By</b>
068/17		<p data-bbox="688 275 1308 348"><b>HR Division (FY2017 1<sup>ST</sup> Quarter Activities)</b></p> <p data-bbox="688 415 1295 499">Ms. Kimberly Bersamin provided the board a summary of HR activities.</p> <p data-bbox="688 583 1295 894">Manpower assessment - 94 employees as of December 31<sup>st</sup>. Recruitment for 4 positions and completed interviews for 5 positions. In-processed 5 employees, rescinded 2 job offers, and saw separation of 3 people from the agency.</p> <p data-bbox="688 978 1304 1346">Employee Management Relations: GHURA's Executive Management was tapped to serve on the judging sub-committee for the Governor's Recognition Program. Training: 7 employees are registered for the GCC Apprenticeship program (Cohort2) for the spring semester.</p>	
<b>Minute No.</b>	<b>Ref. No.</b>	<b>OLD BUSINESS</b>	<b>Action By</b>
069/17		<p data-bbox="688 1476 1062 1539"><b>Section 8 Lottery Update</b> (Reference Minute No. 051/17)</p> <p data-bbox="688 1598 1300 1797">Ms. Norma San Nicolas reported the opening of the lottery on Monday, January 17, 2017 went well. As of 10 a.m. today, the total number of registrants for the Lottery was 6,311.</p>	

<b>Minute No.</b>	<b>Ref. No.</b>	<b>OLD BUSINESS</b>	<b>Action By</b>
069/17 (continuation)		<p>At 5 p.m. today we will close the site down. To date, the site was accessed from 60% mobile, laptop or a tablet and 40% desktop. There were 11,311 visits and 285 people went back in to recover their number which they may have forgotten to record. The top three villages signing in entries were Tamuning, Dededo, and Barrigada. The lottery page view had 37, 436 hits. The top five entries for states or territories is Guam with 5,524, California with 107, New York with 89, Illinois with 71, and Georgia with 52. Entries were also submitted from Arizona, CNMI, Colorado, Hawaii, Nevada, New Mexico, Texas and Washington. Ms. Julie Lujan stated that we also had hits from Japan, Philippines, Puerto Rico, and Finland. On January 20 at 9:00 the selection of the 1,800 numbers will be published on our website.</p>	




Minute No.	Ref. No.	General Discussion / Announcements	Action By
070/17		Next Proposed Scheduled Meetings - January 27 <sup>th</sup> , followed by February 10 <sup>th</sup> , & February 24 <sup>th</sup>	

071/17

**ADJOURNMENT**

There being no further business before the Board, a motion was made by Commissioner Dancel and Seconded by Vice Chairman Borja, which was unanimously agreed upon, to adjourn the meeting. The meeting was adjourned at 1:34 p.m.



**MICHAEL J. DUENAS**

Board Secretary/Executive Director

(SEAL)

**DIVISION REPORT** FY2017 1ST QUARTER ACTIVITIES

Divisions: RPE (Research, Planning and Evaluation Division) & CD (Community Development Division)

Manager: Chief Planner

Date: 13 January 2017

#	Activity	Type	PROJECT Name	UNITS						
				Total	Sold	Leased/Rented	Special Use	Vacant	Construct Rehab Underway	Construct Rehab Pending
1	Homebuyer	New Construction	Sagan Bonita Phase I (43) Sagan Bonita Phase, II (13) w/ USDA Self Help Machanao/Machananao (10) Astumbo (5)	71	53	-	-	-	18	-
		Acquisition for Rehabilitation	GHURA Acquisition and Rehabilitation	13	4	3	-	1	5	
2	Renter	Rehabilitation	Renaissance Affordable Rentals Dededo (5) Special Use Malessos (5)* Talofofo (5)** Vigo (5)*	20	-	4	5	11	10*	5**

PROJECT / PROGRAM ACTIVITY (HIGHLIGHTS)

LIHTC (Low Income Housing Tax Credit Program)

2016 LIHTC Application Cycle - Complete

Two Awards: (1) Summer Town Estates III, and (2) Villa Del Mar

Contract Signing with Awardees, January 2017

CDBG Section 108 Loan Guarantee Program

HUD Deadline extended through March 31, 2017

Underwriting Assessment, ongoing

Macheche Community Neighborhood Facility, compliance

Transfer of Ownership to GHURA for 20 year affordability period, January 2017

Major Construction Projects Underway (various stages)

(HOME) Astumbo 5 Homes

(CDBG) Renaissance Dededo - Rental Reconstruction, 5 units

(CDBG) Astumbo Gym - Tier 2 Emergency Shelter Rehab

(CDBG) Central Police Precinct

(CDBG) Umatac Baseball Field

(CDBG) Sinajana Recreational Facility

DIVISION REPORT    FY2017 1ST QUARTER ACTIVITIES

Divisions: RPE (Research, Planning and Evaluation Division) & CD (Community Development Division)  
Manager: Chief Planner  
Date: 13 January 2017

GRANTS ADMINISTRATION

*Grant Application Process/Annual Action Plan*

FY2018 Competition begins first week of February 2017  
FY2018 AAP due to HUD no later than August 2017

*Annual Action Plans*

FY2017 Grant Agreements, in process

*CAPER (Consolidated Annual Performance and Evaluation Report)*

Complete. Submitted on 27 December 2016

*HOME (Home Investment Partnership Grant Program)*

New Homebuyer Project: Astumbo 5 Homes

*Capital Fund Program*

2015 Funding - Fully Obligated  
2016 Projects - Underway  
Grant Closeouts - Ongoing

*GHURA Legacy*

Asan Redevelopmen Plan - Expiring November 2017

*FHEO (Fair Housing and Equal Opportunity)*

HCV/S8 Lottery Consultation

*Miscellaneous, Administrative*

Recruitment for Program Coordinator, Complete  
Recruitment for Planner IV, Complete

**A/E Division**  
**Project FY 2017 1<sup>st</sup> quarter activities**  
 [Dec 2016]

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 an counter 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	Sept 29, 2016	100%	DOI	Lab area A/C system finally running, contractor reworking office area a/c system somehow not functioning to its' full capacity.
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.
4. Guma Trankilidat Roof Coating and Exterior painting	P & E Construction	\$293,811.00	5/5/16	11/30/16	100%	Rural Reserve	Close-out documents submitted

Project	Contractor	Contract Amount	NTP	CCD	Status	Program/Grant	Remarks
5. Up-grade of Astumbo Gym	Architect Laguana	\$78,335.84	7/19/16	11/30/16	100%	CDBG	Design completed, IFB package completed and ready for advertisement IFB issued, bid proposals are due Jan. 17, 2017
6. Central Police Precinct	Taniguchi Ruth Makio Architects	\$121,000.00	8/21/16	11/21/16	100%	CDBG	Design completed, IFB package completed and ready for advertisement IFB issued, bid proposals are due Jan. 23, 2017
7. Modernization of Units at various amps						Cap Funds	Working with the various AMPs to qualify vacant units for MOD
8. Astumbo Affordable Homes 5 homes	P & E Construction	\$680,125.00	9/28/16	6/18/17	15%	HOME	Drawing submitted for building permit, once approved contractor to proceed with construction
9. Repair of 15 homes, Talofoto, Merizo and Yigo	Genesis Tech Base Bid 2 AM Manabat Base Bid 3	\$95,300.00 \$111,800.00	11/10/16	1/30/17	70%	G500	project on-going

Project	Contractor	Contract Amount	NTP	CCD	Status	Program/Grant	Remarks
10. surveillance camera and equipment at DPHSS Lab in Dededo,	Pacific Data Systems	\$24,500.00	11/10/16	12/30/16	95%	DOI	Delay due to DPHSS changing location for monitors hand over schedule for 1/6/17
11. Change out of Elderly Windows at all AMPs	P&E Construction	\$336,200.00	11/22/16	5/2/17		Cap Funds	Contractor to start upon delivery of windows from off island
12. Modernization of 12 Units at AMP 4							IFB Issued proposals are due 1/17/17
13. Umatac Baseball Field up-grade						CDBG	Environmental Review started waiting on Bureau of Statistics and Plans response



Human Resources Division  
**STATUS REPORT – Highlights**  
*1<sup>st</sup> Quarter FY2017*  
*(October-November -December 2016)*

Section	Activity	Status
HR Administration	<p><u>Guam Legislature Report</u></p> <p><u>Staffing Report</u></p>	<p>Prepared Staffing Report for 4th Quarter FY2016. Posted on website.</p> <p>Maintain/Reconcile Monthly Staffing and Vacancy Reports</p> <p>Processed <u>44</u> Personnel Actions</p>
Recruitment and Staffing	<p><u>Manpower Assessment</u></p>   <p><u>Recruitment</u></p>	<p>• <u>94</u> Full-Time Employees month ending -December 31, 2016:  *70-Classified  * 3-Unclassified  *21-Temporary  (S8-6; AMP#1-2; AMP#2-1; AMP#3-5; AMP #4-4; ADMIN-2; CD-1)</p> <p>Started Recruitment – (4 positions) Planner IV, Housing Specialist, Administrative Assistant, PCIII- Section 8</p> <p><u>Interviews:</u> (5 positions) Building Maintenance Leader(AMP2), PCIII-GT, Maintenance Worker AMP2/3, Property Site Manager- GT, Planner IV – RPE.</p> <p>In-Processed <u>5</u>employees; rescinded <u>2</u></p> <p>Separations/Exits: <u>3</u> ; Retirements: 0</p>
Employee Management Relations	<p><u>Governor’s Recognition Program</u></p>  <p><u>Adverse Actions</u></p>	<p>1) Tapped to serve in representing GHURA in Governor’s judging sub-committee for Facilitators - Judging on October 26, 2016 and Merit Cup Judging – November 2016.</p> <p>2) Coordinated Authority’s submission – 3 nominations – One (1) winner</p> <p>One case (Time sensitive – thorough review w/legal)</p>

Section	Activity	Status
	<u>Drug Testing – Random (includes case management)</u>  <u>Workers Compensation</u>  <u>Verification of Employment(VOE)</u>	4th Quarter-Completed. Tested 14 employees. Includes coordinating with MIS, letters, laboratory confirmation and issue notice to employees for 4th Quarter Random.  Case managed – <u>1</u> new case; and 1 existing.  Processed <u>21</u> VOE's
Compensation	<u>Salary Increments</u>  <u>Performance Evaluation Reports</u>	Processed – <u>11</u> Increments. (Includes reviewing personnel file, generating PA, route for signature and file with Payroll). Update staffing and file in personnel file.  1) Overdue evals from Division Managers: <u>Fiscal Yr-2015</u> - Fiscal Division (1) <u>Fiscal Yr-2016</u> –Fiscal Division (1) - AMP4 – (2) - Asset Manager (1) <u>Fiscal Yr -2017-1<sup>st</sup> Qtr</u> –Fiscal (1) AMP4 – (2) - RPE (1)  Total Overdue: (12)
Training	<u>1.GCC Apprentice Cohort2 registered for Spring 2016</u>  <u>Employee Staff Development-Assisted</u>	<u>Staff - Registered for Spring 2017</u>  Dec. 21, 2016 - Exercise
Benefits	<u>Open Enrollment</u>  <u>Life Insurance Open Enrollment</u>  <u>AFLAC –Open Enrollment</u>	Processed 41 Changes between 3 health plans – Select Care, Take Care and Net Care.  Processed <u>8</u> staff eligible  Three (3) sessions for staff.
OTHER: ALTERNATE HEARING OFFICER	<u>Informal Hearing Officer</u> =	Four (4) cases. Upheld Public Housing (2) – and Section 8 cases (2) for TERMINATION. Includes interviews, preparing reports, and post office run for certified mail.

**DIVISION: Mgmt Info System (MIS)**  
**Project Status Report FY 2017 1st quarter activities**

<b>Special Projects</b>	Goal – To provide complete and accurate information as requested	As Needed	<ul style="list-style-type: none"> <li>- Completed all year end processing requirements.</li> <li>- Procurement in process for W-2 and 1099 forms.</li> </ul>
<b>Informal Hearings</b>	Goal – To provide accurate S8/LIPH final decisions	On-going	<ul style="list-style-type: none"> <li>- Tenants: S8 8</li> <li>Terminations: 5</li> <li style="padding-left: 20px;">PH 2</li> <li>Terminations: 1</li> <li>- Development of Community Resource guide</li> <li>- Participation in Renters 101</li> </ul>
<b>Exchange Email Server/Software Migration</b>	Goal – To upgrade outdated email hardware/software	In-Process	<ul style="list-style-type: none"> <li>- Outdated hardware/server procured and tested.</li> <li>- Microsoft Exchange Software procured.</li> <li>- Code2 software procurement in-process to assist w migration. Possible contract for assistance.</li> </ul>
<b>Sex Offender Validation Program</b>	Goal – To reduce number of S.O.s in Guam PHA	On-going	<ul style="list-style-type: none"> <li>- Met with judiciary staff regarding exchange of data.</li> <li>- Developed processing requirements as well as initial programming scope of work.</li> <li>- Awaiting first set of secured data from judiciary beginning January 2017.</li> </ul>

**DIVISION: Mgmt Info System (MIS)**  
**Project Status Report FY 2017 1st quarter activities**

---

<b>WINTEN2+ Migration</b>	Goal – Improved Utilization	On-going	<ul style="list-style-type: none"> <li>- Biweekly conference calls in place re issues at hand.</li> <li>- Upgrades including patches and user enhancements.</li> <li>- 2<sup>nd</sup> Round S8 training completed w/ vendor.</li> <li>- 2<sup>nd</sup> Round LIPH training established for January 2017.</li> <li>- Streamlining process on system utilization.</li> </ul>
<b>Lottery System</b>	Goal – To ensure secured lottery processing and results	In-Process	<ul style="list-style-type: none"> <li>- Vendor selected to include website access, site website compliance and development, processing results, and translation into various languages.</li> <li>- FAQ sheets developed as well as Terms and Conditions.</li> <li>- Processing parameters/restrictions established. Includes disaster recovery plan.</li> <li>- Conflict of Interest provided.</li> <li>- W3C and WCAG compliant.</li> </ul>
<b>Information Security</b>	Goal – To protect the Authority's data	On-going	<ul style="list-style-type: none"> <li>- Further development of I.T. security issues pertaining to use of digital photos, video, emails, privacy &amp; confidentiality and release of information to the public.</li> <li>- Further development of off-site/off-hours processing of GHURA related information.</li> </ul>