



**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 P.M., Tuesday, June 27, 2017
GHURA's Main Office
1st floor, Conference Room, Sinajana
AGENDA**

I. ROLL CALL

II. APPROVAL OF PREVIOUS BOARD MINUTES – June 19, 2017

Page(s)

III. CORRESPONDENCE AND REPORTS

IV. OLD BUSINESS

V. NEW BUSINESS

- | | |
|---|------|
| 1. Intent of Award | 1-6 |
| Renovation of 6 vacant units at AMP2 & 4 | |
| 2. Resolution No. FY2017-009 | 7 |
| Resolution adopting Procurement Policies for The Guam Housing and Urban Renewal Authority | |
| 3. Resolution No. FY2017-TA-004 | 8 |
| Resolution authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis in July 16-18, 2017.
Traveler: Eliza U. Paulino | |
| 4. Resolution No. FY2017-TA-005 | 9-14 |
| Resolution authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis in July 16-18, 2017.
Traveler: George F. Pereda | |

VI. GENERAL DISCUSSION / ANNOUNCEMENTS

1. Next proposed scheduled Board meeting –Thursday, July 6th

VII. ADJOURNMENT

**BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
12:00 p.m., June 27, 2017**

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 **June 27, 2017** 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 Thomas E. B. Borja, Vice Chairman Carl V. Dominguez, Member George F. Pereda, Member Joseph M. Leon Guerrero, Resident Commissioner Eliza U. Paulino, Member
COMMISSIONERS ABSENT:	Annabelle M. Dancel (excused)
BOC LEGAL COUNSEL:	Anthony Perez
MANAGEMENT & STAFF:	Michael J. Duenas, Executive Director Pedro A. Leon Guerrero, Deputy Director Albert Santos, A&E Manager
PUBLIC:	Carl Sanchez, Office of Senator Nelson

Meeting was called to Order at 12:00p.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:
170/17		The Chairman called for a motion to be made on the approval of the Minutes for the previous Board Meeting on June 19, 2017.	
171/17		After review and further discussion by the Board Members, a motion was made by Commissioner Dominguez and seconded by Resident Commissioner Leon Guerrero to approve the Board Minutes of June 19, 2017.	
Minute No.	Ref. No.	New Business	Action By:
172/17		<p>Intent of Award, Renovation of 6 Vacant Units at AMP2 & 4</p> <p>Mr. Albert Santos stated that of the four contractors who picked up bid packages, only three submitted bids.</p> <p>What was unique about this was that Genesis Tech Corp. was the lowest bidder, bidding at thirty percent lower than the government estimate. However, the scope of work which included the relocation of electrical panel boxes and the demolition of a back porch with one of the units was not worked out well. Although Genesis Tech Corp. claims that they will get the job done, Mr. A. Santos fears that something will be compromised whether its labor or materials used.</p> <p>Asian Pacific was the next lowest, bidding at twenty percent over the government estimate. Mr. A. Santos stated that the contractor is good and has done work with GHURA in the past.</p>	Albert Santos

Minute No.	Ref. No.	New Business	Action By:
<p>172/17 (continuation)</p> <p>173/17</p>		<p>Based on the committee's review, it was determined that Asian Pacific was the lowest responsible, responsive bidder and is requesting the Board to approve the contract with Asian Pacific for the Renovation of six vacant units at AMP2 & 4.</p> <p>A motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve a contract with Asian Pacific International for Base Bid #1 in the amount of \$189,216,000, for the Renovation of 6 units at AMP 2 & 4. Funding for this project has been identified as eligible and available through the Public Housing Capital Fund Program. Upon staff review and determination, it was recommended by staff that Genesis-Tech Corporation was not a responsible and responsive bidder. Without any further discussion and objection, the Motion was approved as amended.</p>	
<p>174/17</p>		<p>Resolution No. FY2017-009, adopting Procurement Policies for The Guam Housing and Urban Renewal Authority</p> <p>Director Duenas stated that this resolution basically clarifies that GHURA's Procurement Policies will follow both the local statute and the federal regulations.</p> <p>In 2000, when Procurement Policies were initially overhauled, GHURA had to follow the Federal Procurement Handbook. Since then there have been changes to regulations.</p>	<p>Michael Duenas</p>

Minute No.	Ref. No.	New Business	Action By
<p>174/17 (continuation)</p> <p>175/17</p>		<p>In January 2013, the Attorney General's office stated that GHURA will have to follow the local procurement laws. The difference being the local thresholds are lower than the federal thresholds.</p> <p>This is the first resolution that referenced following local procurement law which requires us to follow the lower amounts of thresholds.</p> <p>A motion was made by Vice Chairman Borja and seconded by Resident Commissioner Leon Guerrero to approve the Resolution No. FY2017-009, adopting Procurement Policies for The Guam Housing and Urban Renewal Authority. Without any further discussion and objection, the motion was approved.</p>	
<p>176/17</p>		<p>Resolution No. FY2017-TA-004, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017. Traveler: Eliza U. Paulino</p> <p>Resolution No. FY2017-TA-005, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017. Traveler: George F. Pereda</p> <p>Chairman Santos excused Commissioner Paulino and Commissioner Pereda from the discussion as they are both involved in the resolutions and requested to combine</p>	

Minute No.	Ref. No.	New Business	Action By
176/17 (continuation)		both resolutions and make one motion to approved both. No objections were made by the board and Legal Counsel approved the motion to proceed.	
177/17		<p>A motion was made by Resident Commissioner Leon Guerrero and seconded by Vice Chairman Borja to approve Resolution No. FY2017-TA-004, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017 for Traveler: Eliza U. Paulino and Resolution No. FY2017-TA-005, authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training which will be held in Indianapolis, IN from July 16-18, 2017 for Traveler: George F. Pereda in the combined amount of \$7,509.20. Without any further discussion and objection, the motion was approved.</p>	

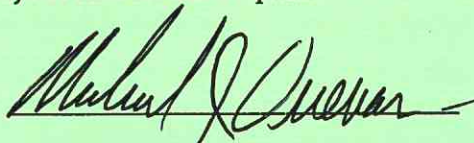
Minute No.	Ref. No.	General Discussion / Announcements	Action By
178/17		Next Proposed Scheduled Meeting: Thursday, July 6, 2017	

179/17

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 12:27 p.m.

(seal)



MICHAEL J. DUENAS
Board Secretary/Executive Director



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



MEMORANDUM

TO Board of Commissioners

FROM  Executive Director 

DATE June 7, 2017

SUBJECT Intent of Award
Renovation of 6 vacant units at AMP 2 & 4

The Bid Opening for the subject project (as reference above) was held on Friday, June 23, 2017 at 2:00p.m. Of the 4 contractors who purchased bid specification packages, three submitted actual Bids. Listed below are the results of the Bids submitted. In accordance with our GHURA procurement practices, Bids were opened and the essential elements to demonstrate responsible submission were affirmed and read aloud to the attendees of the Bid Opening process.

<u>Contractor</u>	<u>Base Bid #1</u>
1. Genesis Tech Corp.	\$114,000.00
2. Asian Pacific Intl.	\$189,216.00
3. Liang Construction	\$221,600.00

Government Estimate: \$ 155,544.00

The scope of work for most of the units will be replacement of wood works (doors, door jams, kitchen cabinets and bedroom closets) due to termite, termite treatment of entire unit, removal and retiling of the entire unit flooring, scraping of ceiling and walls prior to repainting, lighting up-grades, change out of exterior doors and jams to aluminum . The specialize work are to relocate several main electrical panel to the interior of the unit, and close out of one fix window opening. The one unit in Inarajan # 113BPUL, the second floor patio will be demolish and rebuilt due to major concrete spalling and floor cracks showing sign of structural failure.

In reviewing the low bidder's proposal submitted by Genesis Tech in the amount of \$114,000.00, our staff meet with their General Manager Mr. Young to review his cost breakdown in comparison to the government estimated cost breakdown. In reviewing his cost its' obvious that he didn't fully understand the full extent of the work required for these six units. In comparison his bid price is 30% lower than the government estimate which averages to \$19,000.00 per unit. Genesis Tech was just recently awarded the contract for the reno of two units at AMP3 in the amount of \$65,300.00 which averages to \$32,650.00 per unit, for work similar to the six units with the exception that this IFB includes a demolition and rebuilt at one unit. Our staff ended the discussion with Mr. Kim by stating that GHURA does not find his proposal to be in best interest of the Authority.



Upon staff review of the next low bid results, it has been determined that Asia Pacific Int'l Inc is at 20% higher than the Government estimate which is consistent with prior bids received earlier for similar work, which staff have determined that Asia Pacific Intl is the lowest responsive responsible bidder for Base Bid #1. Contractor have been cleared by Guam Department of Labor on compliance, OSHA, and EPLS (Excluded Parties List System) debarred list. (See the attached verification.)

Upon staff review and determination, GHURA management here request, the GHURA Board of Commissioners approval of a contract with Asia Pacific Intl Inc for Base Bid #1 in the amount of \$189,216.00, for the Renovation of 6 units at AMP 2 and 4. Funding for this project has been identified as eligible and available through the Public Housing Capital Fund Program.

Attachments: Bid Tabulations
Clearance
Gov cost estimate

At the Regular Board Meeting of June 27, 2017, A motion was made by Vice Chairman Borja and seconded by Commissioner Dominguez to approve a contract with Asia Pacific International for Base Bid #1 in the amount of \$189,216.00, for the Renovation of 6 units at AMP 2 and 4. Funding for this project has been identified as eligible and available through the Public Housing Capital Fund Program. Upon staff review and determination, it was recommended by staff that Genesis-Tech Corporation was not a responsible and responsive bidder. Without any further discussion and objection, the Motion was approved as amended.

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA'YAN RINUEBAN SIUDAT GUAHAN
Verification of Status for Contractors

To: File
 From: Architect & Engineering Manager
 Subject: Renovate 6 Vacant GHURA Units in Yona, Inarajan and Toto

In Order to ensure that the contractor awarded does not have any outstanding claims against them, we requested that the listed government Agencies provide us with a current standing or any information which may be pertinent to the above contract. The following outlines the contractor's standings with the listed agencies.

Company Name	Asia-Pacific Int'l Inc Hong T. Sun	Canton Construction Corp Steve Wang	Genesis-Tech Corporation Young Kim	Liang Construction Qiao Liang Huang
<i>Department of Labor:</i>				
ALPCD	Cleared 06/23/17	Cleared 06/23/17	Cleared 06/23/17	Cleared 06/23/17
Fair Employment Practice	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17
Wage & Hour	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17
Workers Compensation	Expires 10/03/17	Expires 05/14/18	Expires 06/30/18	Expires 10/30/17
Guam Contractors License Board	Contractor to obtain clearance from Guam Contractors License Board			
U.S. Department of Labor	Cleared 06/23/17	Cleared 06/23/17	Cleared 06/23/17	Cleared 06/23/17
Revenue & Tax EIN/SSN	Contractor to report to Revenue and Tax Office			
OSHA	Cleared 06/16/17	Cleared 06/16/17	Cleared 06/16/17	Cleared 06/16/17
SAM Debarred List	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17	Cleared 06/21/17

COST ESTIMATE

ACTIVITY AND LOCATION: 14JE and 11JEV jona and 113BPUI	CONSTRUCTION CONTRACT NO. SHEET 1 OF 1
PROJECT TITLE:reno-2bdrm	IDENTIFICATION NO.
	ESTIMATED BY DATE PREPARED Albert H. Santos, FME Manager 5/7/2017

ITEM DESCRIPTION	QUANTITY		ENGINEERING ESTIMATE		RS means
	NUMBER	UNIT	UNIT COST	TOTAL	
Termite treatment	900	sf	\$0.75	\$ 675.00	page 41,0100
Painting	4800	sf	\$ 0.75	\$ 3,600.00	page 230,line 0800
exterior doors	2	ea	\$ 1,100.00	\$ 2,200.00	page 183,line 1000
interior doors	5	ea	\$ 500.00	\$ 2,500.00	page 183,line 1000
screen door (repair)	2	ea	\$ 55.00	\$ 110.00	estimated
Kitchen up-grade	1	ea	\$ 3,100.00	\$ 3,100.00	estimate,page 484
remove old tiles & dispose	900	sf	\$ 0.61	\$ 549.00	page 30,900
install vinyl floor tiles	900	sf	\$ 1.75	\$ 1,575.00	page 219,7500
Clerestory opening above both bedrooms and above bathroom entry to provide new 1/2" cement board wall infill on metal frame.	1	ls	\$ 2,500.00	\$2,500.00	
watercloset-refurb(bowl wax,flush assembly,seat)	1	ea	\$ 250.00	\$ 250.00	page 316,9000
sink(faucet, drain pipe) bathrm	1	ea	\$ 79.50	\$ 79.50	page 312, 2100
soap dish,towel rack,shower head,clean tiles	1	set	\$ 200.00	\$ 200.00	estimate
Utility sink w/faucet & drain assembly	1	ea	\$ 289.50	\$ 289.50	page 315,3020
lighting fixtures	9	ea	\$ 125.00	\$ 1,125.00	page 349, 6360
outlet/switch cover	10	ea	\$ 5.00	\$ 50.00	
smoke detector	4	ea	\$ 119.00	\$ 476.00	page 280,5200
replace light switch & outlets	12	ea	\$ 15.75	\$ 189.00	page 351,200
General cleaning-in & out	1	LS	\$ 550.00	\$ 550.00	
total				\$ 20,018.00	
Total for three units				\$ 60,054.00	
additional work at 113BPUL					
Structral repair in patio	1		9,500	9500	
new panel board electrical at 2 units	2	LS	0	8000	
Grand total				\$ 77,554.00	

COST ESTIMATE

8

ACTIVITY AND LOCATION: AMP2 & 4 , Inarajan & toto unit 3 Bedroom unit	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
PROJECT TITLE:reno-3bdrm 110ATD and 114ATD,26B calle Paquito	IDENTIFICATION NO. 5/7/2017	

COST ESTIMATE

ACTIVITY AND LOCATION: Toto	CONSTRUCTION CONTRACT NO.	SHEET 1 OF 1
-----------------------------	---------------------------	--------------

ITEM DESCRIPTION	NUMBER	UNIT	UNIT COST	TOTAL	RS means
Termite treatment	1000	sf	\$0.75	\$ 750.00	page 41,0100
Painting	4800	sf	\$ 0.75	\$ 3,600.00	page 230,line 0800
exterior doors	2	ea	\$ 1,100.00	\$ 2,200.00	page 183,line 1000
interior doors	4	ea	\$ 500.00	\$ 2,000.00	page 183,line 1000
screen door (repair)	2	ea	\$ 55.00	\$ 110.00	estimated
Kitchen up-grade	1	ea	\$ 3,200.00	\$ 3,200.00	estimate,page 484
remove old tiles & dispose	1000	sf	\$ 0.61	\$ 610.00	page 30,900
install vinyl floor tiles	1000	sf	\$ 1.75	\$ 1,750.00	page 219,7500
Up-grade electrical panel box	1	LS		\$4,500.00	estimate
New wall in place of fix window at front	1	ls	\$ 1,800.00	\$1,800.00	
lighting fixtures	10	ea	\$ 125.00	\$ 1,250.00	page 349, 6360
outlet/switch cover	20	ea	\$ 5.00	\$ 100.00	
smoke detector	5	ea	\$ 119.00	\$ 595.00	page 280,5200
replace light switch & outlets	20	ea	\$ 15.75	\$ 315.00	page 351,200
General cleaning-in & out	1	LS	\$ 550.00	\$ 550.00	
total				\$ 23,330.00	

Total for three units | \$ 69,990.00

new panel board electrical at 2 units | 2 LS | \$8,000.00 estimate

Total | \$ 77,990.00

GUAM HOUSING AND URBAN RENEWAL AUTHORITY
Aturidat Ginima' Yan Rinueban Siudat Guahan
BOARD OF COMMISSIONERS

RESOLUTION NO. FY2017-009

Moved By: THOMAS BORJA Seconded By: JOSEPH LEON GUERRERO

A RESOLUTION ADOPTING PROCUREMENT POLICIES FOR THE GUAM HOUSING AND URBAN RENEWAL AUTHORITY

- WHEREAS,** Pursuant to Section 5104, Title 12 of the Guam Code Annotated, the Board of Commissioners of the Guam Housing and Urban Renewal Authority (GHURA) is given the right and responsibility to govern and control the operations of the Authority, and to establish policies for its day-to-day operations, and generally to undertake its responsibilities as supreme authority for the agency; and
- WHEREAS,** GHURA is authorized to adopt regulations governing the procurement of services, supplies, and construction activities pursuant to 5 G.C.A. §§ 5125, 5131, 5030(k) and (c), 5304(b), and 5307; and,
- WHEREAS,** the Board of Commissioners wishes to prudently exercise the authority given to GHURA to address procurement compliance issues from HUD; and,
- WHEREAS,** GHURA's procurement shall conform to applicable Federal law and standards identified in 2 CFR Part 200.317-326, HUD's Annual Contribution Contract (ACC), and HUD Handbook 7460.8 REV-2; now therefore be it
- RESOLVED,** that the procurement laws and regulations established in Guam's Procurement law, found in 5 G.C.A. Chapter 5, and 2 G.A.R. Division 4 shall be used by GHURA in the procurement of all services, supplies, and construction procurement contracts. GHURA hereby adopts the laws and regulations established in the 5 G.C.A. Chapter 5 and 2 G.A.R. Division 4 as its own regulations; and be it further
- RESOLVED,** that GHURA will employ its own Chief Procurement Officer, who will serve as the procurement officer for all supplies, services, and construction contracts for GHURA.

IN A SCHEDULED BOARD MEETING, SINAJANA, GUAM – JUNE 27, 2017

PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Thomas Borja, Carl Dominguez, Eliza Paulino, George Pereda
NAYS: NONE
ABSENT: Annabelle Dancel
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 June 27, 2017.



MICHAEL J. DUENAS
Secretary/Executive Director

(SEAL)

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2017-TA-004**

Moved By: JOSEPH LEON GUERRERO Seconded By: THOMAS BORJA
Resolution authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training, which will be held in Indianapolis, IN from July 16 - 18, 2017.

WHEREAS, the Authority's travel Policy requires advance travel authorization by the Board of Commissioners for off-island travel on Authority business; and

WHEREAS, the training course explores the roles and responsibilities of commissioners, enhancing understanding of the commissioner's multi-faceted position as advocate, leader, team-builder, and strategist. In addition, provides an excellent training foundation for new commissioners; and

WHEREAS, the Board authorizes the following Board Member to attend the NAHRO Commissioners Fundamental training, which will be held in Indianapolis, IN from July 16 - 18, 2017; and

ELIZA U. PAULINO

WHEREAS, Travel expense shall be charged to the GHURA 500 Funds; and therefore be it

RESOLVED, that the Board of Commissioners authorize the expenditure of approximately \$3,754.60

Travel and training cost breakdown are as follows:

ESTIMATED COST: \$3,754.60

AIRFARE: (estimate)	\$1700.00
HOTEL: Jul 15 th - 19 th	
\$228.15 (includes taxes) x 4 nights:	\$912.60
PERDIEM: \$54 x 4-days	\$216.00
REGISTRATION & COURSE FEES:	\$795.00
1ST & LAST DAY: \$40.50 x 2	\$81.00
GROUND TRANSPORTATION:	\$50.00

IN REGULAR BOARD MEETING, SINAJANA, GUAM - June 27, 2017

PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Thomas Borja, Carl Dominguez, Joseph Leon Guerrero

NAYS: NONE

ABSENT: Annabelle Dancel

ABSTAINED: Eliza Paulino, George Pereda

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 **June 27, 2017**.


MICHAEL J. DUENAS

Board Secretary/Executive Director

(SEAL)

**GUAM HOUSING AND URBAN RENEWAL AUTHORITY
ATURIDAT GINIMA' YAN RINUEBAN SIUDAT GUAHAN
BOARD OF COMMISSIONERS
RESOLUTION NO. FY2017-TA-005**

Moved By: JOSEPH LEON GUERRERO Seconded By: THOMAS BORJA
Resolution authorizing off-island travel for a Board Member to attend the 2017 NAHRO Summer Conference "Strengthening Our Foundation" and Commissioner Fundamental training, which will be held in Indianapolis, IN from July 16 - 18, 2017.

WHEREAS, the Authority's travel Policy requires advance travel authorization by the Board of Commissioners for off-island travel on Authority business; and

WHEREAS, the training course explores the roles and responsibilities of commissioners, enhancing understanding of the commissioner's multi-faceted position as advocate, leader, team-builder, and strategist. In addition, provides an excellent training foundation for new commissioners; and

WHEREAS, the Board authorizes the following Board Member to attend the NAHRO Commissioners Fundamental training, which will be held in Indianapolis, IN from July 16 - 18, 2017; and

GEORGE F. PEREDA

WHEREAS, Travel expense shall be charged to the GHURA 500 Funds; and therefore be it

RESOLVED, that the Board of Commissioners authorize the expenditure of approximately \$3,754.60

Travel and training cost breakdown are as follows:

ESTIMATED COST: \$3,754.60	
AIRFARE: (estimate)	\$1700.00
HOTEL: Jul 15 th - 19 th	
\$228.15 (includes taxes) x 4 nights:	\$912.60
PERDIEM: \$54 x 4-days	\$216.00
REGISTRATION & COURSE FEES:	\$795.00
1ST & LAST DAY: \$40.50 x 2	\$81.00
GROUND TRANSPORTATION:	\$50.00

IN REGULAR BOARD MEETING, SINAJANA, GUAM - June 27, 2017

PASSED BY THE FOLLOWING VOTES:

AYES: George Santos, Thomas Borja, Carl Dominguez, Joseph Leon Guerrero

NAYS: NONE

ABSENT: Annabelle Dancel

ABSTAINED: Eliza Paulino, George Pereda

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 June 27, 2017.

(SEAL)


MICHAEL J. DUENAS

Board Secretary/Executive Director

COMMISSIONERS' FUNDAMENTALS (COMFUND)

Description: This course explores the roles and responsibilities of commissioners, enhancing understanding of the commissioner's multi-faceted position as advocate, leader, team-builder, strategist and more. Increase your effectiveness as a board member and leader, while exploring the intricacies of board-staff relationships and boundaries. Provide an excellent training foundation for the new commissioners.



COMMISSIONERS' FUNDAMENTALS SEMINAR

In an effort to make training for commissioners more accessible, NAHRO Professional Development is offering Summer Conference registrants a special opportunity to attend our *Commissioners' Fundamentals* seminar. This training will be available at a substantially discounted rate and will not require an extended hotel stay. In Indianapolis, *Commissioners' Fundamentals* will run parallel to concurrent sessions, meaning that seminar attendees will have full access to (and won't miss a moment of) all of the NAHRO Summer Conference's main events, including plenary sessions and receptions. **The seminar is divided into four parts - see schedule below. Attendees must attend all four parts in order to receive credit for attendance.**

Commissioners' Fundamentals explores the roles and responsibilities of commissioners, enhancing participants' understanding of the commissioner's multi-faceted position as advocate, leader, team-builder, strategist, and more. Increase your effectiveness as a board member and leader, while exploring the intricacies of board-staff relationships – and boundaries. The seminar also provides an excellent training foundation for new commissioners. Seminar attendees receive a Certificate of Completion and earn 1.2 Continuing Education Units. Along with *Ethics for Commissioners*, *Commissioners' Fundamentals* is a requirement for obtaining the [NAHRO Commissioners Certification](#).

CONFERENCE SCHEDULE

SATURDAY, JULY 15

7:30 a.m. - 6:30 p.m.
NAHRO Committee Meetings

1:00 p.m. - 6:30 p.m.
Conference Registration Opens for Attendees

5:00 p.m. - 6:00 p.m.
First-Time Attendees Overview

6:00 p.m. - 7:00 p.m.
Welcome Reception

SUNDAY, JULY 16

7:00 a.m. - 5:00 p.m.
Conference Registration Open

7:00 a.m. - 8:30 a.m.
Networking Continental Breakfast

8:00 a.m. - 10:00 a.m.
Opening Plenary Session

10:15 a.m. - 11:45 a.m.
Concurrent Sessions

10:15 a.m. - 11:45 a.m.
Commissioners' Fundamentals Seminar, Part 1

12:00 p.m. - 1:00 p.m.
Lunch on own

1:15 p.m. - 2:45 p.m.
Concurrent Sessions

1:15 p.m. - 5:00 p.m.
Commissioners' Fundamentals Seminar, Part 2

2:45 p.m. - 3:30 p.m.
Candidates' Debate & Afternoon Refreshment Break

3:45 p.m. - 5:15 p.m.
Concurrent Sessions

7:00 p.m. - 9:00 p.m.
Documentary Screening & Discussion

CONFERENCE SCHEDULE

MONDAY, JULY 17

7:00 a.m. - 5:00 p.m.
Conference Registration Open

8:00 a.m. - 10:00 a.m.
Award of Merit Showcase & Continental Breakfast

9:00 a.m. - 12:00 p.m.
Board of Governors Meeting

9:45 a.m. - 11:45 a.m.
Commissioners' Fundamentals Seminar, Part 3

10:15 a.m. - 11:45 a.m.
Concurrent Sessions

12:00 p.m. - 1:00 p.m.
Lunch on own

12:00 p.m. - 1:00 p.m.
International Research & Global Exchange Committee
Brown Bag Luncheon: *Habitat III*

12:00 p.m. - 1:00 p.m.
Emerging Leaders Brown Bag Luncheon

1:15 p.m. - 2:45 p.m.
Concurrent Sessions

1:15 p.m. - 5:00 p.m.
Commissioners' Fundamentals Seminar, Part 4

1:30 p.m. - 3:30 p.m.
Certification Exam Period

2:45 p.m. - 3:15 p.m.
Refreshment Break

3:15 p.m. - 4:45 p.m.
Concurrent Sessions

3:15 p.m. - 5:15 p.m.
Local H/CD Tour

7:00 p.m. - 9:00 p.m.
Evening Event

9:00 p.m. - 11:00 p.m.
Emerging Leaders After-Party

The conference officially ends following the evening events.

TUESDAY, JULY 18

Service project/volunteer event - more information forthcoming

CONFERENCE REGISTRATION FEES:

The Conference registration fee includes admission to all plenary and concurrent conference sessions; continental breakfasts and receptions. Registered conference attendees will also receive access to session PowerPoint™ presentations and handouts via NAHRO's Knowledge Center before and after the conference.

Registration Fees for Conference AND Commissioners' Fundamentals:

	Regular	On-Site
	<i>Register between June 1-30</i>	<i>Register after June 30</i>
Member	\$795	\$895

REGISTRATION PAYMENTS:

Registration fees must be paid in advance.
Registration forms received without payment will not be processed.
Registrations may be paid by credit card or check.
Registrations must be emailed or postmarked on or before June 30. After that date you must register onsite. Please do not mail and email your registration and payment—only one copy is required.

REGISTRATION CONFIRMATIONS:

All registrations received on or prior to June 30 will be confirmed. If you register online, you will receive your confirmation as soon as payment is applied. Registrations are processed in the order they are received. *Please bring a copy of your confirmation with you to the conference.*

REGISTRATION CHANGES/SUBSTITUTIONS:

Prior to June 30, changes/substitutions must be submitted in writing and forwarded to NAHRO via e-mail. After June 30, changes must be made onsite at registration.

CANCELLATION & REFUND POLICIES:

The cancellation and refund policies have been revised to minimize potential conference and hotel room liability for which NAHRO commits well in advance of conference dates. Such expenses include, but are not limited to, hotel rooms, catering, and attendee supplies, i.e., badges, programs, etc. All conference cancellations must be in writing and submitted by mail or email on or before June 23, to receive a refund less a \$75 cancellation fee to cover administrative costs. No refunds will be granted for the conference or for ticketed events after June 23; however access to NAHRO's Knowledge Center (virtual library with video recordings of the Plenary Sessions and PowerPoint™ presentations and handouts for concurrent sessions) will still be permitted. No telephone cancellations will be honored. No refunds will be granted for no-shows or functions you do not attend.

HOTEL INFORMATION

All conference meetings, events and sessions will be held at the **Indianapolis Marriott Downtown Hotel**.



Indianapolis Marriott Downtown Hotel
350 West Maryland Street
Indianapolis, IN 46225

Rate: \$228.15
\$195 s/d, plus 17% tax (Rate includes complimentary wi-fi in rooms.)

HOTEL RESERVATION POLICY FOR NAHRO CONFERENCES:

Register first...then reserve your room! Conference registration is required prior to making a reservation in the NAHRO room block. Any reservation in the NAHRO room block without a corresponding conference registration may be canceled without notice. This policy is designed to give priority to registered conference attendees and provide them with greater access to the discounted hotel room rates. Once your registration is confirmed, your confirmation will contain a hyperlink thru which to reserve your hotel accommodations on-line in the NAHRO room block. **Phone reservations will not be accepted.**

Requests for reservations at the NAHRO group rate will be accepted for registered conference attendees on a space available basis through June 23 or until the NAHRO room block is sold out. Guarantee of the NAHRO discounted rate will cease after June 23 (or at block sell-out), and rate will become based on the hotel's availability and discretion.

If you serve on a committee convening in conjunction with the 2017 Summer Conference, and only plan to attend your committee meeting but not participate in the conference, please contact conferenceregistration@nahro.org for information on securing hotel reservations in the NAHRO room block.

REQUIRED ROOM DEPOSIT:

A credit card is required to reserve your room. All rooms require a \$250 deposit that will be processed prior to your arrival date and credited against the room balance. The card provided will **ONLY** be charged the \$250 deposit with the balance for your entire stay due and payable on-site. Checks will not be accepted for deposits, but may be used on-site to satisfy balance. Deposits are non-refundable for cancellations occurring after June 23.

RESERVATION CONFIRMATIONS:

You will receive an automated confirmation of your hotel reservation upon completion of your reservation. Please do not call the hotel "just to be sure" until after June 23 as the reservation will not show in their system until after the 23rd.

RESERVATION CHANGES/CANCELLATIONS:

Name changes, arrival/departure changes and/or cancellations should be submitted via Passkey's online reservation system on or before June 23. After June 23, please contact the hotel directly. Deposits will be refundable for cancellations received on or before June 23.

Ethics for Commissioners

Location: e-Learning; Online

Date: **August 16-17, 2017**

Credits:

0.50 Continuing Education Units

What is an e-Learning?

An online course where **participants register individually and access the session with a direct email.**

Sessions are typically 2.5 hours (1:30pm ET - 4pm ET) each day.

Attendance is recorded and upon successful completion, CEUs are applied towards certification requirements.

Description: **Ethics plays a significant role in the life of a commissioner.** This session increases the commissioner's understanding of professional conduct guidelines & the ability to recognize and appropriately address ethics-related issues and problems that may occur. Learn about industry laws & regulations impacting ethical conduct and build your capacity as a board member. This course, intended for the new commissioner and as a refresher for the veteran, uses practical applications & skills assessment exercises to reinforce ethical concepts.

Who Should Attend: Both new and veteran Commissioners