

PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Tuesday, October 28, 2014
Conference Room,
Public Defender Service Corporation

A G E N D A

I. Call to Order

II. Roll Call

III. Proof of Due Notice of Meeting:

- A. 5 Working Days Notice: Marianas Variety, Monday, October 20, 2014
- B. 48 Hours Notice: Marianas Variety, Friday, October 24, 2014

IV. Determination of Quorum

V. Approval of Minutes: (Regular Meeting of September 16, 2014)

VI. Old Business:

- A. Financial Status Update (PDSC and APD Allotment Releases)
- B. Domestic Violence Program Update
- C. Alternate Public Defender Update
- D. PDSC Fiscal Year 2015 Budget Appropriation Breakdown
- E. CWA Update
- F. Resolution No. 15-14: Request to Use Lapsed Funds to Purchase 50 (Microsoft Office 2013)

VII. New Business:

- A. Resolution No. 01-15: Commending and Congratulating Mrs. Bernadette S.N. Chargualaf on the Occasion of Her Retirement from the Public Defender Service Corporation
- B. Resolution No. 02-15: Request to Use Lapsed Funds to Purchase Laptops or Tablets with Docking Stations for PDSC Attorneys
- C. Resolution No. 03-15: Request to Use Lapsed Funds for Microsoft Word and PowerPoint Training for PDSC's Personnel
- D. Resolution No. 04-15: Request to Use Lapsed Funds to Purchase Computer Workstations and Other Electronic Devices for APD Attorneys and Investigators
- E. Performance Review for APD Managing Attorney

VIII. Public Discussion

IX. Adjournment and Next Meeting Date

Port Week starts today

By Jasmine Stole
jasmine@mvguam.com
Variety News Staff

The Port Authority of Guam will celebrate 39 years as a government of Guam agency this week with a proclamation signing as well as a parade of trucks and presentation of retirees who have worked at the port.

The kickoff celebration will begin at 11:15 a.m. today on port grounds and will close out on Friday at the Pedro Santos Park in Piti with another lunchtime celebration.

Both events are open to the public, according to Alma Javier, PAG procurement and supply manager and Port Authority of Guam Goodwill Morale Association member.

Before P.L. 13-87 was implemented 39 years ago, the port was known as the Commercial Port of Guam. The port was renamed the Jose D. Leon Guerrero Commercial Port in June 2002 with the enactment of P.L. 26-106.

Javier briefed the board of directors last Friday during their meeting about the Port

Board chairman Francisco Santos said he has been working at the port since it was established as a public corporation in 1975. "We're very fortunate. This is the 39th year and I've been celebrating since," Santos said.

Week celebrations.

Board chairman Francisco Santos said he has been working at the port since it was established as a public corporation in 1975. "We're very fortunate. This is the 39th year and I've been celebrating since," Santos said. "I came here in '74 and it became the Port Authority of Guam in '75. I'm still here."

Also at the board meeting, board members authorized \$5,000 to the morale association to be used for this week's activities. Brown assured board members that proper procurement policies would be adhered to and receipts would be presented to verify that funds were spent in accordance with regulations.

Bill to expand funding for cancer prevention programs

By Louella Losinio
louella@mvguam.com
Variety News Staff

LEGISLATION has been introduced to expand authorized programs supported by the Guam Cancer Trust Fund to include education and outreach programs.

Introduced by Sen. Dennis Rodriguez, Bill 406 seeks to allow funding for these types of programs in order to promote prevention, early detection and advanced treatment options that may not be considered direct services for cancer screening, treatment and support.

P.L. 30-80, which created the trust fund, currently restricts the fund's use to only nonprofit and charitable organizations providing cancer screenings, diagnosis and treatment.

The fund has been used to

provide financial assistance to these direct service organizations for other types of support services that may be required to access treatment, including off-island transportation and temporary housing.

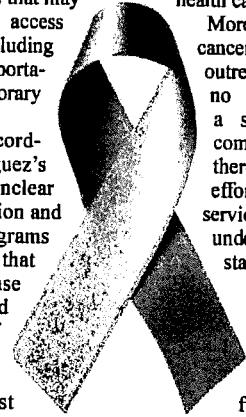
But according to Rodriguez's bill, it is unclear whether education and outreach programs and activities that seek to increase prevention and awareness of cancer issues can be funded through the trust fund. As a result,

"vital programs, trainings and events used to combat cancer may be forced to find alternative sources of funding," according to the bill.

Rodriguez said cancer education and outreach is a major component of every public health campaign.

Moreover, "without a cancer education and outreach program, no matter how great a service is to the community, unless there is a proactive effort to publicize that service, it will likely be underutilized," Bill 406 states.

Another intent of the measure is to amend the cap imposed on the use of grant funds for administrative purposes from 5 percent to 15 percent in "anticipation of the expanded programs organizations will take on in cancer education and outreach efforts."



PUBLICATION NOTICE

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

**So Pacific Corporation
dba: World Market**

has applied for a Class: (5) GENERAL OFF SALE ALCOHOLIC BEVERAGE LICENSE said premises being marked as Lot: 134-1 Roy T. Damian St., Toto

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct a regular meeting on **Tuesday, October 28, 2014 at 12:30p.m.** in the Conference Room of the Public Defender Service Corporation, located at the MVP Sinajana Commercial Building, Unit B, 779 Route 4, Sinajana, Guam 96910.

Copies of the agenda will be available prior to the meeting at the Public Defender Service Corporation (address above).

Individuals requiring special accommodations are asked to contact Mrs. Bernadette L.P. Lizama at 475-3100.

/s/ **CHIEF JUSTICE ROBERT J. TORRES, JR.**
Chairman

This public notice is paid for with government funds administered by the Public Defender Service Corporation.

Ebola...

continued from page 1

Guam will need to enact screening techniques to catch these travelers who may potentially carry the deadly virus.

There are have been no reported cases of Ebola on Guam. The disease is not spread through the air or water, according to the U.S. Centers for Disease Control and Prevention. A person with Ebola can spread the virus after he or she has exhibited symptoms such as a fever, headache, diarrhea, vomiting, stomach pain, muscle pain or unexplained bleeding or bruising. It is only spread through direct contact with the blood and other body fluids of an infected person, needles, syringes, and animals that have been contaminated.

Koerner said there should be concern considering that diseases could be spread through travelers, but also said the publicity may be tied to politics.

"Unfortunately, some of it is tied to politics," he said.

"People are trying to take advantage of it. So there is a little bit more hype than usual but there is reason for concern. I mean, 70 percent mortality (rate), you don't want that - and (there's) no treatment."

So far in the U.S. there are three confirmed cases of Ebola with one patient dead. Koerner said as of now, Ebola patients are receiving experimental treatments. "Nobody knows if it works and some of the things that they've used, they're just not sure," he said. "I think anything that's demonstrated to be useful ought to be available on Guam."

Koerner is also a course director for the International Conference on Early Detection. The conference was held at the Hyatt Regency Guam and is a joint event organized by Cedars-Sinai Medical Center and the Guam Medical Association.

The discussion about detection and prevention of an Ebola case on Guam happened almost accidentally at the conference, said Dr. Vince Akimoto, a local physi-

cian and conference attendee. "Which is great because it's a conference on early detection," Akimoto said.

Guam Homeland Security will be working with local doctors as well to develop a plan in case there is an Ebola diagnosis on Guam.

Koerner said he thinks more efforts should be made to try to contain the disease in West Africa and there might be possible travel bans put in place, but that has yet to be determined. "I think, probably, the way things are going with politics is there's going to be some travel bans. I think that's where it's going now but we'll see."

Maj. Josephine Blas, public affairs officer for the Guam National Guard, said no Guam Guard service members have been tasked to support the fight against Ebola.

According to a statement from the White House, President Barack Obama signed an executive order on Oct. 16 authorizing reserve members of the armed forces to provide support related to Ebola relief in West Africa.

Marianas Variety-Guam Edition is circulated by home and office delivery, consignments, and vending machines throughout Guam, as mail delivery to the Federated States of Micronesia, the Marshall Islands, South Pacific, Hawaii, Japan and the continental U.S. Daily coverage can also be read from our website www.mvguam.com.

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New ER doctor at GMH to lead Guam Ebola preparations

By Jasmine Stole
jasmine@mvguam.com
Variety News Staff

DR. GEORGINA Calderon is a new physician in the Guam Memorial Hospital's Emergency Department and will lead an Ebola response team, which hospital administrators put in place in the event the disease makes its way to Guam.

Calderon is an experienced physician specializing in emergency medicine who was working in Liberia at the start of the Ebola epidemic in West Africa earlier this year. She has been working at GMH for about a month.

"I've asked Dr. Calderon to help improve our Ebola preparedness here at GMH and she's kindly agreed," said Joseph Verga, GMH administrator.

Verga said Calderon will be offering the insight she gained from her experience in Liberia. "The hospital is taking Ebola preparedness very seriously," Calderon said. "We're in the process of reassessing hospital preparedness as (Centers for Disease Control and Prevention) guidelines change."

A four-step plan has been proposed and Calderon said the plan will also include the input of some of her colleagues in California and Massachusetts.

Calderon said Guam is "thankfully remote" and the



Dr. Georgina Calderon, left, and GMH administrator Joseph Verga discuss Guam's preparations for the Ebola virus. Dr. Calderon is an experienced physician specializing in emergency medicine who was working in Liberia at the start of the Ebola epidemic in West Africa earlier this year. She has been working at GMH for about a month. *Jasmine Stole / Variety*

risk of an Ebola case occurring here is low. "With that comes the thought that if it does happen, it's a very high-risk occurrence so we have to balance those things out," she said.

The four-step plan that will be developed in the coming weeks will take into account Guam's location, the doctor said.

Delighted

Verga said the hospital is "delighted" to have Calderon head the response team and that there is probably no one else

on the island with her medical background.

While she was in Liberia, Calderon said the conditions she worked under included the absence of running water and the facility she worked in ran on a generator. "It served a large area including some patients from neighboring counties. We were incredibly ill-prepared, nonetheless, I brought some privately donated personal protective equipment ... we set up an isolation unit," she said. "It all really

comes down to preparation."

During her stay at a Liberia rural hospital, there were a couple of patients who they suspected had Ebola and were transferred to a larger hospital in the country that could treat the illness.

As Verga announced that Calderon would be leading the Ebola preparedness efforts, the hospital was wrapping up its International Infection Prevention Week complete with an Infection Control Fair, which

featured a display of facts about Ebola.

Calderon received her undergraduate degree in Massachusetts and moved on to get a degree at the Johns Hopkins Bloomberg School of Public Health followed by a medical degree from the University of California San Francisco. Calderon has worked in several countries and has been academically published about 30 times and speaks at least three languages.

PUBLICATION NOTICE

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

Guam & Guam, Inc.

dba: Par 6

has applied for a Class: FOUR GENERAL ON SALE ALCOHOLIC BEVERAGE LICENSE said premises being marked as Lot: 91-1A-4R #215 CCP Togcha Yona, Guam.

NOTICE OF PUBLIC MEETING

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Individuals requiring special accommodations are asked to contact Mrs. Bernadette L.P. Lizama at 475-3100.

/s/ CHIEF JUSTICE ROBERT J. TORRES, JR.
Chairman

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Today last day for voter registration

2-hour Election Day leave for GovGuam workers

By Moneth Deposa-Eleco
moneth@mvguam.com
Variety News Staff

MARIA Pangelinan, Guam Election Commission executive director, reminded government employees yesterday that they are entitled, under the law, to two hours of leave on Nov. 4 to cast their ballots.

The general election for Guam will be Tuesday, Nov. 4. Polls will be open from 7 a.m. to 8 p.m.

On that day, every government of Guam employee is entitled to absent himself or herself from any service or employment for two consecutive hours between the time of the opening and the time of the closing of the polls.

Pangelinan said the voter shall not be liable to any penalty, nor any deduction be made on account of such absence, or be suspended or discharged from employment.

However, based on the law, a voter who unilaterally absents himself or herself from employ-



Maria Pangelinan, Guam Election Commission executive director, said residents who wish to cast their ballots on Nov. 4 have until today to register to vote.

ment for the purpose of voting is to provide his or her employer evidence from election officials that he or she voted during the hours of the absence.

Pangelinan also said that residents who wish to cast their ballots on Nov. 4 have until today to register to vote.

They may do so at the election commission office in the GCIC Building in Hagåtña.

Mayors' offices will also be open today until 8 p.m. for voter registration, according to Pangelinan.

As of Oct. 11, registered voters in Guam totaled 50,045.

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**PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Tuesday, September 16, 2014
12:55 p.m.
PDSC Conference Room**

MINUTES

I. CALL TO ORDER:

This meeting was called to order by the Chairman, Chief Justice Robert J. Torres at 12:55 p.m.

II. ROLL CALL:

Present: Chief Justice Robert J. Torres, Jr., Chairman
Presiding Judge (Acting) Maria Cenzone, Vice Chairman
Attorney Cynthia Ecube, Guam Bar Association President
Attorney Donna M. Cruz, Member

Absent: Mrs. Annette J. U. Ada, Member (excused)

Others Present: Attorney Eric D. Miller, PDSC Executive Director
Attorney AnaMaria C. Gayle, Alternate Public Defender
Bernadette S.N. Chargualaf, PDSC Administrative Director
Julito B. Tingson, MIS Administrator
Kenneth A. Lim, Computer Systems Analyst
Cecelia M. Fernandez, Administrative Assistant

III. PROOF OF DUE NOTICE OF MEETING:

"Notice of Public Meeting" was published in Marianas Variety on Monday, September 08, 2014 and Friday, September 12, 2014.

IV. DETERMINATION OF QUORUM:

With the presence of all four (4) board members, a quorum was determined for this meeting.

V. APPROVAL OF MINUTES: Minutes of the regular board meeting held on Wednesday, August 27, 2014 were adopted and approved, subject to corrections.

VI. OLD BUSINESS:

- A. Financial Status Update (PDSC and APD Allotment Releases):** In the absence of Chief Fiscal Officer Michael Moreno, Administrative Director Bernadette Chargualaf reported that PDSC has received allotments through the first half of September 2014; 4th quarter allotments for the Alternate Public Defender (APD) have been received (100%).
- B. Domestic Violence Program Update:** No new information to report; funding is in place to support the program through April 2015 as reported by the Chief Fiscal Officer at the last meeting.

- C. **Alternate Public Defender Update:** Attorney Annie Gayle indicated that the APD will be requesting the use of lapsed funds to purchase computer workstations and other electronic devices at the next board meeting.
- D. **PDSC Fiscal Year 2015 Budget Appropriation Breakdown:** Due to the absence of Chief Fiscal Officer Michael Moreno, who is presently off-island for his wife's medical treatment, this matter was deferred to the next board meeting.

VII. NEW BUSINESS:

- A. **Resolution No. 15-14: Request to Use Lapsed Funds to Purchase 50 User Licenses for VLA Office Prop Plus 2013 (Microsoft Office 2013):** Presented by MIS Administrator Julito Tingson, a brief description of the features of Microsoft Office was given along with a request for \$15,821.21 in lapsed funds for this purpose. Chief Justice Torres inquired as to whether a comparison between this software and that of Office 365 relative to cost effectiveness and efficiency has been made. This matter was then tabled until the next meeting in order to allow Mr. Tingson more time to do research and obtain relevant information.
- B. **Resolution No. 16-14: Request to Use Lapsed Funds for Computer Systems Analyst's Attendance at Guam Computer Training & Solutions "Comp TIA Network+" and "Comp TIA Security+" Training:** MIS Administrator Julito Tingson requested the use of lapsed funds for the purpose of sending Computer Systems Analyst Kenneth A. Lim to these training sessions in order to keep up with recently added safeguards which will protect the integrity of the Corporation's internal network life cycle.

The amount of \$4,590 was quoted by Guam Computer Training & Solutions for both courses. Administrative Director Chargualaf emphasized that an Employee Training Commitment Contract relative to Mr. Lim's continued employment for a minimum of two (2) years following completion of this training will be executed.

Resolution No. 15-14 was then duly adopted and approved.

VIII. PUBLIC DISCUSSION: None.

XII. ADJOURNMENT AND NEXT MEETING DATE: The next meeting will take place on Tuesday, October 28, 2014 at 12:30 p.m.

There being no further business up for discussion, this meeting was adjourned at 1:05 p.m.

Respectfully submitted,


BERNADETTE S.N. CHARGUALAF
Secretary



PUBLIC DEFENDER SERVICE CORPORATION
(Kotperasion Setbision Defensot Pubbleku)

GOVERNMENT OF GUAM
779 Route 4
Sinajala, Guam 96910-5174
Tel: (671) 475-3100 ♦ Fax: (671) 477-5844



**BEFORE THE BOARD OF TRUSTEES
OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO COMMENDING AND CONGRATULATING
MRS. BERNADETTE S.N. CHARGUALAF
ON THE OCCASION OF HER RETIREMENT FROM THE
PUBLIC DEFENDER SERVICE CORPORATION
ON OCTOBER 17, 2014**

RESOLUTION NO. PDSC 01-15

BOARD OF TRUSTEES

Hon. Robert J. Torres, Jr.
Chairman

Hon. Alberto C. Lamorena, III
Vice-Chairman

Atty. Cynthia V. Ecube
Member

Atty. Donna Cruz
Member

Mrs. Annette Ada
Member

ADMINISTRATION

Eric D. Miller
Director

Bernadette S.N. Chargualaf
Administrative Director

- WHEREAS,** on February 28, 1978, Bernadette S.N. Chargualaf ~ Bennette commenced her employment with the Public Defender Service Corporation (PDSC) as an Interviewer; and
- WHEREAS,** Bennette, a firm believer of education, requested for time off to pursue her degree. She graduated from Arizona State University in 1979 with a Bachelor of Science degree in Criminal Justice and returned back to PDSC; and
- WHEREAS,** during her 36 years of dedicated service, Bennette has excelled and was promoted to various positions within PDSC – Research Analyst, Special Investigator I, II & III, Program Coordinator IV; and
- WHEREAS,** for the last 20 years Bennette has held the position of Administrative Director for PDSC, which also included her appointment as Board Secretary for the Board of Trustees; and
- WHEREAS,** Bennette was instrumental in the creation and establishment of the Alternate Public Defender, from preparing their budget, hiring staff and purchasing furniture and equipment; and
- WHEREAS,** Bennette was successful in securing PDSC current location to include organizing the move from one location to another, ensuring that each division had their files, furniture and equipment packed, labeled and ready to transfer and then setting up the new location; and
- WHEREAS,** Bennette, who believes in leading by example, strived for excellence in achieving goals for PDSC through enhancement of programs and activities that provided for a more efficient and effective delivery of services to the people PDSC serves and ensuring that each fiscal year our budget was prepared and submitted and worked closely with our Legislative Chairman; and
- WHEREAS,** Bennette was instrumental in ensuring that the Competitive Wage Act of 2014 and the Law Enforcement Pay Plan was authorized for PDSC & APD through our Legislative Chair and once approved that the implementation was completed and employees were paid; and
- WHEREAS,** the Board of Trustees of the Public Defender Service Corporation in its meeting on October 28, 2014, hereby commends Administrative Director, Bernadette S.N. Chargualaf ~ Bennette for her outstanding duty and leadership while serving the Public Defender Service Corporation, and extends an *Un Dangkolo na Si Yu'us Ma'ase* for her dedication and service to the employees and clients of the PDSC, and in closing, good luck and best wishes on her retirement and future endeavors.
- RESOLVED,** the Board of Trustees of the Public Defender Service Corporation commends and congratulates Mrs. Bernadette S.N. Chargualaf on the occasion of her retirement from the Public Defender Service Corporation on October 17, 2014.

DULY AND REGULARLY ADOPTED THIS 28th day of October, 2014.

Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST:

BERNADETTE L.P. LIZAMA
Acting Secretary

**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
TO PURCHASE LAPTOPS OR TABLETS
WITH DOCKING STATIONS**

RESOLUTION NO. PDSC 02-15

WHEREAS, §11113.1 of 12 GCA authorizes the Public Defender Service Corporation (PDSC) to retain unexpended appropriations beginning with Fiscal Year 2000, and to carry these funds over into succeeding fiscal years; and

WHEREAS, the PDSC Board of Trustees adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and

WHEREAS, the PDSC finds it necessary to upgrade Attorneys current workstations to either laptops or tablets in order to promote greater flexibility for Attorneys to utilize their laptops or tablets from office to court, which will enhance productivity; and

WHEREAS, a price quote of \$2,300 for each laptop or tablet with docking station has been obtained by the Public Defender Service Corporation MIS Administrator, which amounts to a total of \$18,500 for seven (7) laptops or tablets with docking stations; now therefore be it

RESOLVED, The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of October 28, 2014, hereby approves the Corporation's request for the expenditure of \$18,500 of lapsed funds for the purchase of seven (7) laptops or tablets with docking stations.

DULY AND REGULARLY ADOPTED this 28th day of October, 2014.

Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST:

BERNADETTE S.N. CHARGUALAF
Secretary

**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
FOR MICROSOFT WORD AND
POWERPOINT TRAINING FOR PDSC'S PERSONNEL**

RESOLUTION NO. PDSC 03-15

- WHEREAS,** §11113.1 of 12 GCA authorizes the Public Defender Service Corporation (PDSC) to retain unexpended appropriations beginning with Fiscal Year 2000, and to carry these funds over into succeeding fiscal years; and
- WHEREAS,** the PDSC Board of Trustees adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** the PDSC recognizes the need to stay current with the changes in computer software such as Microsoft Word and PowerPoint; and
- WHEREAS,** training opportunities with Guam Computer Training & Solutions is available and the PDSC finds it most beneficial to take advantage of these sessions; and
- WHEREAS,** this training will assist the PDSC staff in keeping current with the changes in Microsoft Word and PowerPoint, which will enhance productivity; and
- WHEREAS,** a price quote of \$4,000 for 20 employees for Microsoft Word and \$4,000 for 20 employees for Microsoft PowerPoint has been obtained by the Public Defender Service Corporation MIS Administrator, which amounts to a total of \$8,000 for forty (40) employees; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of October 28, 2014, hereby approves the Corporation's request for the expenditure of \$8,000.00 of lapsed funds for the training of forty (40) employees for Microsoft Word and PowerPoint.

DULY AND REGULARLY ADOPTED this 28th day of October, 2014.

Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST:

BERNADETTE L.P. LIZAMA
Secretary (Acting)

**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF
ALTERNATE PUBLIC DEFENDER LAPSED FUNDS
TO PURCHASE COMPUTER WORKSTATIONS
AND OTHER ELECTRONIC DEVICES**

RESOLUTION NO. PDSC 04-15

- WHEREAS,** the office of the Alternate Public Defender (APD), a separate division of the Public Defender Service Corporation (PDSC, was established through PDSC Board of Trustees Resolution No. 08-04; and
- WHEREAS,** the PDSC Board of Trustees approved the APD's Fiscal Year 2015 Budget Request through Board Resolution No. 14-14 ; and
- WHEREAS,** the Judicial Council of Guam subsequently approved the APD's Fiscal Year 2015 Budget Request at its duly-noticed meeting on July 17, 2014; and
- WHEREAS,** due to continued budgetary constraints, the APD did not express their need for three (3) computer workstations (to replace obsolete ones); and
- WHEREAS,** the APD additionally wishes to promote greater efficiency and effectiveness with the procurement of two (2) iPads for official use by its attorneys and/or investigators; and
- WHEREAS,** a preliminary price quote of \$7,000 for three (3) computer workstations, and \$1,500 for two (2) iPads has been obtained by the Public Defender Service Corporation MIS Administrator; and
- WHEREAS,** a review of the APD's finances with regards to lapsed funds revealed that sufficient monies exist to cover these expenses; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of October 28, 2014, hereby approves the Alternate Public Defender's request for the expenditure of **\$8,500.00** of lapsed funds for the purpose of purchasing three (3) computer workstations and two (2) iPads.

DULY AND REGULARLY ADOPTED this 28th day of October, 2014.

Chief Justice ROBERT J. TORRES, JR.

ATTEST:

BERNADETTE L. P. LIZAMA
Secretary (Acting)

Agenda Item #VII-C

**Request to Use PDSC
Lapsed Funds for
Microsoft Word &
PowerPoint Training
For PDSC Personnel**

(Resolution No. 03-15)



121 Takano Lane, Suite 303

Tamuning, Guam 96913

Tel: (671) 647-4287 Fax: (671) 647-4288

Training Agreement

Company Information

Contact Name: Julito Tingson

Company: GUAM PUBLIC DEFENDER SERVICE CORPORATION

Address:

Phone:

jtingson@quampdsc.net

Student Information

Student Name: TBD

Training Consultant

Alicia Castro

Training Services

Qty:	Description	Dates	List Price	Discounted Price	Total
1	Group Training Word 2013 Basic [10 Seats] Session 1	8 Hours	\$2,250.00	\$2,000.00	\$2,000.00
1	Group Training Word 2013 Basic [10 Seats] Session 2	8 Hours	\$2,250.00	\$2,000.00	\$2,000.00

<i>PAYMENT TERMS: Due upon acceptance of this proposal. Payment reserves the enrollment(s) in class. If payment is not received, the enrollment(s) will be moved to the wait list and your seat in class cannot be guaranteed.</i>	Sub Total:	\$4,000.00
	Grand Total:	\$4,000.00

VISA MC AMEX - Card# : CVV: Exp. Date:

Please make checks payable to: **GuamCTS** Remit payment to: **121 Takano Lane Suite 303 Tamuning Guam 96913**
Purchase Order # **Check #**
Accounting Contact: **Phone:**

Your signature acknowledges acceptance of the training services, terms and conditions, cancellation policy and guarantee of payment as described within the two (2) pages of this Training Agreement.

Signature: **Print Name:**
Title: **Phone:** **Date:**

Thank you for choosing Guam Computer Training & Solutions as your training solutions provider! Please acknowledge the training services outlined below, arranged in accordance with your instructions, by signing and faxing this form to 671-647-4288.

GUAMCTS

GUAM COMPUTER TRAINING SOLUTIONS

Please take a moment to read the following **Important Information** regarding your upcoming training event.

Terms and Conditions

Cancellation Policy:

___ Application class cancellation requires five (5) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than five (5) business days prior to the scheduled training date, client will be charged 100% of the class fee but still be eligible for our six (6) month retake policy to attend the class which the original enrollment was for.

___ Technical class cancellation requires ten (10) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than ten (10) business days prior to the scheduled training date, client will be charged 100% of the class fee but still be eligible for our six (6) month retake policy to attend the class which the original enrollment was for.

___ High End Technical / Specialty / Dedicated (CISSP, Cisco, VMware, ETC.) class cancellation requires a ten (10) business day advance notice prior to the scheduled training date, upon which no cancellation penalty is incurred. If cancellation occurs less than ten (10) business days prior to the scheduled training date, client will be responsible for 100% of the class fee but still be eligible for our six (6) month retake policies.

General:

___ To enroll, reschedule, or cancel a registration, please notify your Training Consultant.

___ Enrollment in the class cannot be completed until payment has been received unless otherwise agreed upon.

___ Students can expect to be called by the Registrar to confirm their attendance 48 hours prior to the scheduled class dates.

___ Students should arrive at least fifteen (15) minutes prior to class start time. Students will NOT be admitted to class if they arrive more than thirty (30) minutes after a class begins. If you expect to be late, please CALL - 671.647.4287.

___ Retake Privilege: You may repeat a course* up to 6 months on a seat available basis, with your original courseware and provided that you have completed the original course in its entirety. *Please talk to your Training Consultant about specialized class retakes such as Boot Camps and other high end classes. When retaking certain high end classes, there may be charges to cover the cost of labs and resources that must be paid to attend the course even as a standby. The full payment must be satisfied before any additional training is provided by GuamCTS. Courseware is revised from time to time, due to the advancement of technology. GuamCTS has little to no knowledge when these revisions occur.

___ Due to Microsoft's digital courseware initiative, all Microsoft Official Curriculum will be issued to our students on a thumb drive the first day of class. If a student would like to have it printed and placed in a binder, there will be a \$50 charge for that service.

___ GuamCTS reserves the right to cancel class at any time. If this happens, GuamCTS will refund the course fee in full. GuamCTS liability is limited to the course fee only. GuamCTS cannot be held liable for other related expenses, i.e., airfare, airline penalties, lodging, etc

___ GuamCTS offers many certification courses. The certifying organizations may add or delete courses and credits at any time. GuamCTS is not responsible for changes made to the certification requirements.

Payment Terms:

___ Payment is due upon acceptance of this agreement unless otherwise agreed upon. GuamCTS does not issue refunds. Classes of equal value may be exchanged pursuant to the cancellation policy.



Word 2013 Basic

Duration: 8 Hours

Topic-Level Outline

Unit 1: Getting started

- Topic A:** The Word window
- Topic B:** New documents
- Topic C:** Document navigation

Unit 2: Editing text

- Topic A:** Working with text
- Topic B:** The Undo and Redo commands
- Topic C:** Cut, copy, and paste
- Topic D:** Find and replace

Unit 3: Formatting text

- Topic A:** Character formatting
- Topic B:** Tab settings
- Topic C:** Paragraph formatting
- Topic D:** Paragraph spacing and indents

Unit 4: Tables

- Topic A:** Creating tables
- Topic B:** Working with table content
- Topic C:** Changing the table structure
- Topic D:** Table design options
- Topic E:** Table data

Unit 5: Page layout

- Topic A:** Headers and footers
- Topic B:** Page setup

Unit 6: Graphics

- Topic A:** Adding graphics and clip art
- Topic B:** Working with graphics

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Unit 7: Styles and outlines

Topic A: Examining formatting

Topic B: Working with styles

Topic C: Working with outlines

Unit 8: Proofing, printing, and exporting

Topic A: Spelling and grammar

Topic B: AutoCorrect

Topic C: Printing and exporting documents