

**PUBLIC DEFENDER SERVICE CORPORATION
Board of Trustees Regular Meeting
Wednesday, November 26, 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, Wednesday, November 19, 2014
- B. 48 Hours Notice: Marianas Variety, Monday, November 24, 2014

IV. Determination of Quorum

V. Approval of Minutes: (Regular Meeting of October 28, 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)
- G. Performance Review for APD Managing Attorney

VII. New Business:

- A. Credit for outreach time and limit credit for Mock Trial
- B. Resolution No. 05-15: Request to Use Lapsed Funds to Hire a Special Projects Coordinator on an Unclassified Part-time Appointment to Research Grant Programs for PDSC

VIII. Public Discussion

IX. Adjournment and Next Meeting Date

UPS: Unplanned holiday surge could cost retailers

ATLANTA (Reuters) — United Parcel Service Inc.'s chief executive officer said on Monday the company's closer collaboration with major retailers should bring a smooth holiday season, but he said UPS would charge customers more or even refuse packages if last-minute sales by a major customer threaten the company's system.



A United Parcel Service truck on delivery is pictured in downtown Los Angeles, Calif., on Oct. 28. Reuters

"With the changes we've made, I feel very comfortable about peak (season) this year," David Abney told Reuters in an interview at UPS headquarters in Atlanta.

Imposing additional charges or refusing delivery for existing customers would be "the exception versus the rule," Abney said. The company has put in place a "control tower" system in which company experts manage the flow of packages and anticipate problems.

Last year a late surge in pre-Christmas online retail sales left an estimated 2 million express packages undelivered in the United States. UPS, the world's largest package delivery company, was badly affected by the last-minute flood of packages.

FedEx Corp., the main rival of UPS, is also working with retailers to manage package volume forecasts. The Memphis-based company has made it clear that if a late, unplanned holiday sale threatened to derail its system, it

could decline that business.

Double the volume

Peak day package volumes at UPS and FedEx in the run-up to Christmas have jumped 40 percent and 57 percent, respectively, since 2009.

Those volumes are roughly double the average daily number of packages the companies haul. Deloitte LLP predicts U.S. e-commerce sales growth of up to 14 percent this holiday season, and robust online growth is expected to continue.

Abney said the company's brick-and-mortar and e-commerce retail customers are holding "Black Friday" sales earlier than normal this year and that UPS believes it is part of an effort by retailers to find ways to smooth out the pre-Christmas online ordering bulge.

If a late e-commerce surge raises costs for UPS this year, Abney said, "We certainly in 2015 and beyond will look very closely at what we need to do" to offset those costs.

Why airfare keeps rising despite lower oil prices

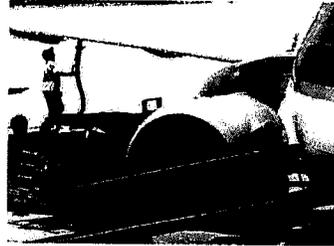
NEW YORK (AP) — U.S. airlines are saving tens of millions of dollars every week because of lower prices for jet fuel, their largest expense. So why don't they share some of the savings with passengers?

Simply put: Airlines have no compelling reason to offer any breaks. Planes are full. Investors want a payout. And new planes are on order.

In fact, fares are going higher. And those bag fees that airlines instituted in 2008 when fuel prices spiked aren't going away either.

In the 12 months ended in September, U.S. airlines saved \$1.6 billion on jet fuel. That helped them post a 5.7 percent profit margin in the first three quarters of this year, robust for the industry but lagging behind the 10 percent average for the Standard & Poor's 500.

In the past six years, airlines have done a great job of adjusting the number of flights to fall just short of demand. As a result, those who want to fly will pay a premium to do so. Airlines are selling a record 85.1 percent of their domestic seats. Thanks to several mega-mergers, four big airlines control the vast major-



In this June 12, 2008 file photo, a worker hooks up a fuel hose to an airplane at Tampa International Airport in Tampa, Fla. In the 12 months ended in September 2014, U.S. airlines saved \$1.6 billion on jet fuel — their largest expense. In the first three quarters of 2014, airlines posted a 5.7 percent profit margin, robust for the industry. AP

ity of flights, leaving very little room for another airline to undercut fares.

With that in mind, here's a closer look at what's going on with airfare and the price of jet fuel:

► The average domestic airline ticket during the 12-month period ending in September rose 3.5 percent to \$372.21, according to an Associated Press analysis of data from the Airlines Reporting Corp., which processes ticket transactions for airlines and travel agencies. That figure doesn't include another \$56 in

taxes and fees that passengers pay.

► In the 12-month period ending in September, U.S. airlines burned through nearly 16.2 billion gallons of fuel. They paid an average of \$2.97 a gallon — down from \$3.07 the prior year, according to the Bureau of Transportation Statistics. That 10-cent drop saved the industry \$1.6

billion. Fuel prices have since fallen further. United Airlines estimates it will pay \$2.76 to \$2.81 a gallon during the last three months of the year.

► Put another way: U.S. airlines burn through 311 million gallons of fuel in a week. Lower fuel prices are saving them \$31 million a week.

► Granted, with 753 million passengers carried last year that averages out to a savings of \$2.15 for each leg of a trip a passenger takes: \$4.30 on a roundtrip non-stop ticket or \$8.60 on a roundtrip connecting itinerary.

WIN!

See poster at any of our 3 branches for complete Rules & Regulations

20 OUT OF YOUR YEAR

20th ANNIVERSARY GIVEAWAYS

GRAND PRIZE RAFFLE HYUNDAI Tucson

Ally Honda • Suzuki Honda Plus
Honda Toyota Store • Auto Transportation
Acura CD ALX • Steering Wheel Centre

MAAGTA 678-3030 OROORO 623-6008 TUNSON 647-3000

NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct a regular meeting on **Wednesday, November 26, 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.

WE'RE POPPING UP ALL OVER THE PLACE.

MARIANAS VARIETY GUAM is *NOW* available at these locations:

- NEX Barracks
- NEX Polaris Point Mini Mart
- Main Navy Exchange
- NEX Main Autoport
- Naval Hospital Mini Mart
- Naval Hospital Auto Port
- NGTAMS Mini Mart
- NGTAMS Autoport
- Grote Commissary
- Young Pagat Market
- Han's Market
- Day Day Supermarket
- Bo-Ing Mart
- Rovito & Mini Mart & DVD
- Dae Hong Market
- New Yes Market
- Mari Mart
- All Pay-Less Supermarkets
- All Circle K Service Stations
- All Mobil Service Stations
- Select Shell Service Stations
- Papa Nyeok • Juan Village
- Q Mart • Pauline Store
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- Lada Mart • Radian Stars
- Oncedera • G Mart • Claude
- Asan Beach • Aguen Store
- The Village Pantry • S.J. Market
- Rivera Castro Retail & Laundry • Grand Market
- KMS II - Agana Hts. • 7-Day Supermarket Harman
- 7-Day Supermarket Youa • American Bakery
- Agat Oriental Supermarket • Agat Kimchee
- Belle Mart • California Mart • Ebenezer Market
- Familiar Mart • Happy Mart • JS Store
- Lina J Market • Mamason Market
- Mangiana's Market • Mingsof Mart
- New Oriental Market • Oceanside (Asan)
- SI Market • Sol Mart
- Super Mart • Viny's Mart
- Wen Market

AND GROWING!

Marianas Variety

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Katzuta faces new trial

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

SAM Tekker, the defense attorney for Ruben Katzuta, told Variety on Friday that he and his client are awaiting the schedule for a new trial after the jury failed to reach a verdict during Katzuta's initial trial.

Friday's pretrial conference with Superior Court Judge James Canto was rescheduled for another date.

Tekker said the first trial of Katzuta occurred three weeks ago and lasted four days. The jury, however, on its fifth day of deliberation remained deadlocked, resulting in a hung jury.

On Friday, the prosecution in the case submitted an amended witnesses' list in preparation for the new trial.

In January a drinking session between two male friends in Yigo turned into a bloody incident when one of them, Ruben Katzuta, took a butcher knife and began attacking the other while celebrating New Year's Day.

Guam Police Department's Dededo patrol units responded to a disturbance call on Chalan Tun Tomas Dongo in Yigo and found an injured person lying on the floor covered with blood. The victim was identified as T.R. Reuney. He suffered a 2-inch laceration on the upper

In January a drinking session between two male friends in Yigo turned into a bloody incident when one of them ... took a butcher knife and began attacking the other

portion of his forehead and a 7-inch laceration to his chest. He was rushed to Guam Memorial Hospital and was put on life support in the intensive care unit.

Witnesses told police that Reuney and Katzuta were drinking when Katzuta allegedly pulled out a butcher knife from his waistband and swung the knife toward the victim's chest and forehead. After several days of searching for Katzuta, detectives learned that he may be at a Dededo apartment complex.

On Jan. 3, detectives questioned Jaime Mimi Rachulap and Beverly Rufes and both denied the presence of Katzuta in their residence. On the same day, Katzuta was apprehended in the parking lot of the apartment complex.

Katzuta, 27, was arrested and charged with attempted murder with special allegation of possession and use of a deadly weapon in the commission of a felony.

Apuron meets with Pope over accused pedophile

By Jeamine Stola
jeamine@mvguam.com
Variety News Staff

AN INTERNATIONAL Catholic news agency based in Zurich, Switzerland, reported that Guam Archbishop Anthony Apuron met with Pope Francis on the morning of Friday, Nov. 21 in Rome.

Apuron is "blamed for covering a priest accused of pedophilia," according to an English translation of the article. The brief report from KIPA/APIC press agency was originally posted in German and French.

The report did not say who the priest Apuron is accused of hiding. As of yesterday afternoon, the archbishop had not released a public statement about the meeting with the pope, and Rev. Adrian Cristobal, spokesman for Apuron, was unavailable for comment yesterday.

In addition to the report from KIPA/APIC, the official press office for the Holy See, Vatican Information Service, also published information of Apuron's meeting with Pope Francis on Nov. 21. The Vati-

can Information Service did not say why Apuron and the pope met.

Apuron was one of three prominent members of the Church the pope met with that day.

In July, the Survivors Network of Those Abused by Priests, commonly referred to as SNAP, published a statement on its website revealing that Rev. John Howard Wadeson was accused of molesting two children in the 1970s.

Wadeson was among 46 other clergy who have no faculty to minister in Los Angeles. Wadeson has not been convicted of molesting the children but California church officials deemed the allegations against Wadeson as "credible" and he is prohibited from ministering in the Los Angeles archdiocese.

Wadeson had been serving in the Agana Archdiocese since 2000. Soon after the 40-year-

old allegations against Wadeson were made public this year, Apuron removed Wadeson from active and public ministry. According to the archdiocese's directory, Wadeson had been serving under the Agana Archdiocese at the Neocatechumenal Center in San Francisco.

After Wadeson was removed from active and public ministry, he published a letter in his defense in a paid advertisement placed in Guam's Catholic newspaper, the U Matuna Si Yu'os. It appeared on page 5 of the July



Anthony Apuron

25 issue. Wadeson wrote that he was never condemned and the accusation made against him is a calumny.

After Wadeson was removed from ministry in the Agana Archdiocese, he was also removed from ministering in San Francisco, where he had been stationed.

PUBLICATION NOTICE

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

NEW YORK KITCHEN PARTNERSHIP NEW YORK KITCHEN RESTAURANT

has applied for a Class: (4) ON SALE BEER ALCOHOLIC BEVERAGE LICENSE said premises being marked as Lot: 7004-1-1 #927 GAYINERO RD., YIGO

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

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Salary hike...

continued from page 1

should worry about the people without the money," he said.

The salary increase proposed in the measure is in accordance with the Competitive Wage Act of 2014, which increased salaries for all government workers based on the study conducted by Hay Group Inc. in 2010.

If Bill 1(8-S) becomes law, the governor's pay would go from \$90,000 to \$130,000 a year. The lieutenant governor's salary would increase from \$85,000 to \$110,000. Each senator would receive \$85,000 instead of their current salary of \$65,000 a year and the attorney general's pay would increase from \$109,497 to about \$128,497.

Like the Millers, 22-year-old Gregory Bognoc is opposed to the raises. "If they were helpful about everything else, it'd be fair. There's a lot of problems on Guam. There are some problems they fixed, but other than that, the way I see it, nothing changed," Bognoc said.

Tamuning resident Tamika Castro, 22, said government officials should work to increase the minimum wage before dealing with their own salary increases. Castro suggested that the government

focus on fixing roadways around the island and building affordable housing like the Summer Green apartments in Tamuning.

Miller suggested the government aid residents on welfare and invest in a day care center specifically for low-income families to help parents break the poverty cycle and get a job. "Give them an opportunity," Miller said. "Give them an opportunity to do something—go flip burgers or sell newspapers, just get out—and they get a different perspective."

When the Competitive Wage Act of 2014 was implemented in February, the governor and lieutenant governor said they would not take the pay hike.

Senators also initially objected to the increases for top government officials in February in the original Competitive Wage Act and passed Bill 278, which rolled back Hay pay salaries of the governor, lieutenant governor, senators, attorney general, the public auditor and the appointed heads of government agencies and departments of the executive branch. Bill 278 lapsed into law and top officials, except for village mayors, did not receive a wage increase.

Last week, acting Gov. Ray Tenorio called a special session to discuss a new measure addressing pay

increases for top officials. The bill, if signed or if it lapses into law, would repeal current law and allow for higher pay for the upper-level officials in the government.

The Competitive Wage Act of 2014 was implemented for rank and file employees in February, through a phased in approach. Nurses and teachers received 100 percent of their pay increases in February and other employees received 50 percent of their increases.

On Oct. 31, about 80 percent of Guam Memorial Hospital employees received their salary increases and last week Guam Department of Education employees under the General Pay Plan also received their retroactive wage increases, despite ongoing grievances filed by teachers who felt the wage increases were insufficient.

In February, some senators raised concerns regarding the less-than-expected raises received by GovGuam employees, with some employees reportedly receiving as little as a 40-cent raise in their paycheck.

On Friday, the bill passed with a 10-1 vote. Only Sen. Michael Limtiaco voted against the measure. Sens. Tom Ada, Dennis Rodriguez and Michael San Nicolas were absent during the session.

**PUBLIC DEFENDER SERVICE CORPORATION
BOARD OF TRUSTEES
Regular Meeting
of
Tuesday, October 28, 2014
12:33 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 12:33 p.m.

II. ROLL CALL:

Present: Chief Justice Robert J. Torres, Jr., 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 L.P. Lizama, PDSC Acting Administrative Director
Michael S. Moreno, Chief Fiscal Officer
Julito B. Tingson, MIS Administrator
Robbie T. Call, Chief Investigator
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, October 20, 2014 and Friday, October 24, 2014.

IV. DETERMINATION OF QUORUM:

With the presence of three (3) board members, a quorum was determined for this meeting. Presiding Judge Lamorena was present after the meeting commenced.

V. APPROVAL OF MINUTES: Minutes of the regular board meeting held on Tuesday, September 16, 2014 were adopted and approved, subject to corrections.

VI. OLD BUSINESS:

- A. **Financial Status Update (PDSC and APD Allotment Releases):** Chief Fiscal Officer Michael Moreno reported that PDSC has not received any allotments from the Department of Administration (DOA) and this includes the prior year obligations for the law enforcement pay. However, DOA did inform us on 10/27/14 that they uploaded our budget and we are now in the process of issuing our invoice for the month of October. For the Alternate Public Defender (APD), we are still pending the agreement and have been in contact with Attorney Ann Keith. Therefore, we have not invoiced anything to Judiciary.
- B. **Domestic Violence Program Update:** Chief Fiscal Officer Michael Moreno reported that DVP is currently under one program only, which is the STOP 13. The balance is \$18,000, which will last for another 13 pay periods.
- C. **Alternate Public Defender Update:** No update was given.
- D. **PDSC Fiscal Year 2015 Budget Appropriation Breakdown:** Chief Fiscal Officer Michael Moreno provided a breakdown of what was actually spent for FY2014. However, this was only an estimate as he has yet to close the books for September. Also, included in the breakdown was the requested FY2015 budget, not the authorized FY2015 budget that was passed. Chief Justice Torres requested that the breakdown report be revised to factor in the actual authorized FY2015 budget.
- E. **CWA Update:** Chief Fiscal Officer Michael Moreno reported that the CWA was authorized under a different section of the Budget Law. Our office is still corresponding with DOA for the account number in order for us to invoice. The authorized amount is for the prior year obligation. All employees are currently being paid under the CWA pay plans. Attorney Eric Miller reported that a number of attorneys have filed grievances with respect to the placement into the CWA. The fundamental issue is that even though they received salary increments under the CWA, it puts them at a numerically lower step. The grievances were filed and Attorney Miller responded to the attorneys informing them that he supports the decision of the HR department as to the placement of the attorneys and that their next level of appeal would be with the Judicial Council. Chief Justice Torres requested for copies of Attorney Miller's decision to the attorneys and the grievances submitted by the attorneys.
- F. **Resolution No. 15-14: Request to Use Lapsed Funds to Purchase 50 User Licenses for VLA Office Prop Plus 2013 (Microsoft Office 2013):** MIS Administrator Julito Tingson provided an update on his findings and found that Microsoft does not provide any support of this application for Guam. Tried with the local Microsoft reseller and the quote is a 50% mark up of what Microsoft is actually selling it for (\$225 instead of \$150 per license). Mr. Tingson does not recommend we purchase through the local vendor because, while it may work, there may be issues associated with it. This matter was then tabled until the next meeting for another status update.

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:** Chief Justice Torres, Presiding Judge Lamorena, Attorney Ecube,

Attorney Cruz and Chief Justice Carbullido presented the Resolution during Ms. Chargualaf's retirement luncheon.

- B. Resolution No. 02-15: Request to Use Lapsed Funds to Purchase Laptops or Tablets with Docking Stations for PDSC Attorneys:** MIS Administrator Julito Tingson reported that PDSC had originally budgeted to purchase laptops for all attorneys, but during a discussion with Attorney Miller, Mr. Tingson, recommended that instead of purchasing the additional laptops, we can cut the cost and purchase tablets because several attorneys wanted to keep their desktop. Chief Justice Torres recommended Surface Pro 3. Mr. Tingson had checked into the Surface Pro 3 with the same local vendor for Microsoft and found that they do not provide any extended warranty after the manufacturer's warranty. Mr. Tingson recommended that we purchase Dell Venue which is a comparable product and it comes with an extended warranty. Chief Justice Torres is leaving this decision to PDSC. Presiding Judge Lamorena moved to amend the Resolution amount to be expended to purchase the seven laptops or tablets not to exceed \$18,000. He also moved to have the overall Resolution amended.
- C. Resolution No. 03-15: Request to Use Lapsed Funds for Microsoft Word and PowerPoint Training for PDSC's Personnel:** MIS Administrator Julito Tingson presented that PDSC is currently providing online training for staff, who prefer online. However, Mr. Tingson was able to obtain information for classroom type training from CTS. CTS is offering an 8 hour session for \$200 per employee. The training would be for Office 2013. Mr. Tingson is hoping that by next month PDSC will know what upgrade we will move to and then proceed with training for staff.
- D. Resolution No. 04-15: Request to Use Lapsed Funds to Purchase Computer Workstations and Other Electronic Devices for APD Attorneys and Investigators:** Attorney Gayle presented that two workstations has crashed and that her workstation has not been replaced in the last ten years. Attorney Gayle is requesting for three workstations for Attorneys and two i-Pads to be utilized by the Attorneys and Investigators. APD is requesting for a total of \$8,500. APD has a total of \$329,821.56 in lapsed funds.
- E. Performance Review for APD Managing Attorney:** The Board requested to have this as a continuing item on the agenda so that it may be reviewed in the same fashion as the Executive Director for PDSC. The last performance review for Attorney Gayle was two years ago. Chief Justice Torres requested from Acting Administrative Director, Ms. Bernadette Lizama to research for previous performance reviews. Ms. Lizama presented, that because we are now under the Competitive Wage Act of 2014, Attorney Gayle has been moved to the Managing Attorney Level 5, which has a job specification that may be utilized for the performance review. In addition, the attorneys are now under a performance review schedule and Ms. Lizama will provide that schedule as well. Chief Justice Torres also requested that Attorney Gayle provide a status report of the office, such as case load, numbers of trials. Chief Justice Torres asked if both APD and PDSC had an annual report other then the Citizen Centric Report, which neither department has. It is recommended by Chief Justice Torres that both departments institute an annual report internally. This matter shall be continued for the next meeting.

Resolution No. 01-15 was then duly adopted and approved.

Resolution No. 02-15 (Amended) was then duly adopted and approved.

Resolution No. 03-15 was then duly adopted and approved.

Resolution No. 04-15 was then duly adopted and approved.

VIII. PUBLIC DISCUSSION: None.

XII. ADJOURNMENT AND NEXT MEETING DATE: The next meeting will take place on Wednesday, November 26, 2014 at 12:30 p.m.

There being no further business up for discussion, this meeting was adjourned at 1:41 p.m.

Respectfully submitted,



BERNADETTE L.P. LIZAMA
Secretary (Acting)

**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
TO HIRE A SPECIAL PROJECTS COORDINATOR**

RESOLUTION NO. PDSC 05-15

- 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 thinking outside of the box finds that it necessary to search for additional funding besides the General Fund to provide additional services to our Indigent Clients, such as counseling, and reopening the Civil Division; and
- WHEREAS,** the PDSC finds that with limited manpower it is necessary to hire a Special Projects Coordinator to conduct grant research, grant writing and application, monitoring and reporting of grant programs; and
- WHEREAS,** the appointment for the Special Projects Coordinator shall be an Unclassified Part-time Appointment not to exceed 20 hours per week at Pay Grade M-Step 7 at \$50,953 per annum full-time (\$25,477 per annum part-time), to include fringe benefits of retirement, Medicare and life insurance; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of November 26, 2014, hereby approves the Corporation's request hire an Unclassified Part-time Special Projects Coordinator.

DULY AND REGULARLY ADOPTED this 26th day of November, 2014.

Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST:

BERNADETTE L.P. LIZAMA
Secretary (Acting)

Agenda Item #VII-B

**Request to Use PDSC
Lapsed Funds to Hire A
Special Projects Coordinator
On an Unclassified
Part-time Appointment
To Research Grant Programs
For PDSC**

(Resolution No. 05-15)

FUNCTIONAL AREA: PUBLIC SAFETY
DEPARTMENT/AGENCY: PUBLIC DEFENDER SERVICE CORPORATION
PROGRAM: SPECIAL PROJECTS
FUND:

Input by Department										Input by Department									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Beginning Salary	Special*	Increment		Subtotal (E+F+G+I)	Benefits					Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
							Date	Amt.		Retirement (J * 29.85%) 1/	Retire (DDI) \$19.01*26PP 2/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 3/					
1		SPECIAL PROJECTS	NEW	UNC (M-7)	\$50,953	\$0	\$0		\$0	25,477	\$7,605	\$495	\$0	\$369	\$178	\$0	\$0	\$8,647	34,124
					0	0	0		0	-	0	0	0	0	0	0	0	0	0
			Grand Total:	----	\$50,953	\$0	\$0		\$0	\$25,477	\$7,605	\$495	\$0	\$369	\$178	\$0	\$0	\$8,647	\$34,124

* Night Differential / Hazardous / Worker's Compensation / etc.
 1/ FY 2015 GovGuam contribution rate for the Government of Guam Retirement is 29.85%
 2/ FY 2015 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.
 3/ FY 2015 (Proposed) GovGuam contribution rate of \$178 (per annum) for Life Insurance is subject to change.

2.145

SPECIAL PROJECTS COORDINATOR (UNCLASSIFIED)

NATURE OF WORK IN THIS CLASS

This is responsible professional work involved in planning, developing, implementing or coordinating and monitoring projects and activities in a department/agency. Employees in this class perform independent work under the general supervision of the Director.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates with program administrators in the planning, development, and implementation of projects and activities.

Coordinates special projects with other government departments and agencies.

Inspects and monitors projects; advises the Director of project status, and recommends innovative and/or corrective measures as needed.

Prepares and maintains special projects schedules; makes decisions on project needs and priorities.

Attends and represents the Director at official meetings to acquire information on proposed community projects that may require the department's assistance.

Serves as lead person for special projects and activities.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of departmental program objectives, policies, procedures and activities.

Knowledge of modern principles and practices of public administration.

Knowledge of local and federal laws applicable to local and federal programs and activities.

Ability to plan, develop, implement, coordinate and monitor programs and activities.

Ability to evaluate and improve operational effectiveness and implement changes.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to work effectively with the public, public officials, and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

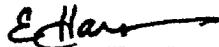
- A. Three years of experience in planning, developing, implementing or coordinating and monitoring of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: SEPTEMBER 1995

PAY GRADE: M

HAY EVALUATION:

KNOW HOW:	EI2	200
PROBLEM SOLVING:	E3 (33%)	66
<u>ACCOUNTABILITY:</u>	<u>E1S</u>	<u>76</u>
TOTAL POINTS:		342



 ELOY P. HARA
 Executive Director
 Civil Service Commission

**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF LAPSED FUNDS
TO PURCHASE FIFTY (50) USER LICENSES
FOR VLA OFFICE PRO PLUS
(MICROSOFT OFFICE 2013)**

RESOLUTION NO. PDSC 15-14

- 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 update its current software from Microsoft Office 2007 to Microsoft Office 2013 in order to promote greater user-interphase, increased speed, and consistent performance which will serve to enhance employee productivity and the agency's overall performance; and
- WHEREAS,** a price quote of \$316.42 for each user has been received from Dell ASAP Software, which amounts to a total of \$15,821.00 for fifty (50) users; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of November 26, 2014, hereby approves the Corporation's request for the expenditure of \$15,821.21 of lapsed funds for the purchase of fifty (50) user licenses associated with Microsoft Office 2013 software as described herein.

DULY AND REGULARLY ADOPTED this 26th day of November, 2014.

Chief Justice ROBERT J. TORRES, JR.
Chairman

ATTEST:

BERNADETTE L.P. LIZAMA
Secretary (Acting)