

**PUBLIC DEFENDER SERVICE CORPORATION**  
**Board of Trustees Regular Meeting**  
**Tuesday, April 28, 2015 – 12:30 p.m.**  
**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, April 20, 2015
  - B. 48 Hours Notice: Marianas Variety, Friday April 24, 2015
- IV. Determination of Quorum**
- V. Approval of Minutes:** Regular Meeting of March 17, 2015
- VI. Old Business:**
  - A. Financial Status Update (PDSC and APD Allotment Releases)
  - B. Domestic Violence Program Update
  - C. Alternate Public Defender Update
  - D. Executive Director – CWA Pay Grade Assignment - Response to D.O.A. query—“ is the Executive Director of PDSC a classified position per the enabling act 12 G.C.A., CH 11 or unclassified per 4 G.C.A., CH 4, Sec 4102”( **Executive Session**)
  - E. Resolution No. PDSC 08-15 Relative to the use of Lapsed Funds for the attendance of the PDSC Executive Director at the National Defender Leadership Institute at the University of South Carolina School of Law in Columbia, South Carolina on June 4-6, 2015.
  - F. Resolution No. PDSC 09-15 Relative to the use of APD Lapsed Funds for the attendance of the APD Managing Attorney at the National Defender Leadership Institute at the University of South Carolina School of Law in Columbia, South Carolina on June 4-6, 2015.
- VII. New Business:**
  - A. Resolution No. 11-15 Relative to the use of PDSC Lapsed Funds to enable PDSC Investigators to attend the Criminal Defense Investigation’s Training Council’s 40-hour Training Academy Program from June 15-19, 2015 in Jensen Beach, Florida.
  - B. Resolution No.12-15 Relative to the use PDSC Lapsed Funds to engage the services of Praxis Consulting, Inc. to develop a Strategic Plan for the Public Defender Service Corp.
  - C. Resolution No. 13-15 Relative to the use of Lapsed Funds of the Alternate Public Defender to purchase three (3) Laptops and accessories for the use of the APD Attorneys and Investigators.

- D. Resolution No. 14-15 Relative to the Approval of the PDSC Fiscal Year 2016 Budget Request.
- E. Resolution No. 15-15 Relative to the use of APD Lapsed Funds to enable APD Investigator to attend the Criminal Defense Investigation's Training Council's 40-hour Training Academy Program from June 15-19, 2015 in Jensen Beach, Florida.

**VIII. Public Discussion:**

**IX. Adjournment and Next Meeting Date:**  
Tuesday, May 19, 2015 at 12:30 pm

# Police overtime deficiencies spawns another bill

By Robert C. Tupaz  
 robert@rmvguam.com  
 Variety News Staff

THE Guam Police Department's struggle to contain overtime costs has spawned new legislation that seeks to minimize the need to spend money on overtime by hiring more officers.

A directive issued by Gov. Eddie Calvo in mid-March and the exhaustion of a \$1 million budget in four months prompted Police Chief Fred Bordallo to issue a memo to division heads to immediately curtail overtime.

Bordallo told senators during a legislative oversight hearing on Friday that his memo notifies officers in the front lines and division heads that the depart-



Sen. Brant McCreadie introduced Bill 78-33 which seeks to codify a requirement to hire a specific number of police officers within the next five fiscal years. Variety file photo

ment is to minimize patrol briefings, end police escorts and it directs that future overtime must be planned, justified and approved.

After the hearing, Sen. Brant

McCreadie introduced Bill 78-33. The measure seeks to codify a requirement to hire a specific number of police officers within the next five fiscal years.

McCreadie stated that he put the measure forward to help staff the Guam Police Department. The measure requires the chief of police to calculate the total cost for a recruitment cycle of police officers each year and submit the amount as a department budget request to the legislature and the governor.

The recent concern by lawmakers regarding GPD overtime arose after Vice Speaker Benjamin Cruz released information obtained as a result of a Freedom of Information Act request regarding overtime in each section or division of GPD. His

analysis showed that high overtime expenses were incurred by the executive security detail which is tasked with protecting the governor, his family, the lieutenant governor and his wife. One officer almost matched his \$60,000 annual salary in less than four months. The officer earned \$50,000 in less than four months. He was assigned at the time to attorney Naokao Shimizu, wife of Lt. Gov. Ray Tenorio. The executive security detail accounted for almost a quarter of the \$1 million overtime budget.

After the governor learned of the high costs of overtime in his security detail, he sent the directive to Bordallo. The governor said he was "extremely concerned about the overtime

question for a single Guam Police Department officer who is a member of the executive security team."

He added, "While it is uncertain how the situation evolved and turned into an exorbitant payout of overtime, I want to ensure that moving forward this issue does not resurface."

The governor's March 25 directive ultimately called for more efficient planning in GPD's staffing of its various divisions to avoid excessive overtime by officers. As well as an annual 20 percent reduction in all overtime incurred by GPD. Calvo also called for a plan on GPD's personnel resource distribution to ensure excessive overtime at GPD does not surface again.

## Food...

continued from page 1

Styrofoam containers, while the mayors make sure their food vendors have refrigerators and triple basin sinks to comply with health code regulations.

Ordot-Chalan Pago Mayor Jessy Gogue questioned why the night market vendors are allowed to operate without using the same equipment the food vendors at village events use.

Nadeau said it's difficult to have an inspector at the Wednesday Night Market every week because the division is short of staff.

Nadeau said the division is tasked with inspecting about 3,000 establishments and according to the Department of Public Health and Social Services' website, there are about 25 staff members working for DEH.

"One of biggest challenges we have had with the vendors of the Wednesday Night Market was the selling of food items deemed 'potentially hazardous food,' such as meat, poultry and fish products, which were not permitted in the old regulations," Nadeau said.

Wednesday Night Market vendors were given waivers, which allowed the selling of meat, poultry and fish products to become commonplace. As the market grew in popularity, the DEH workforce was cut in half, which "definitely didn't help," Nadeau said.

DEH's infrequent inspections of the night market have

led to more deficiencies and violations compounding the problem.

"The violations that have been observed at the Wednesday Night Market are similar to what DEH sees commonly in other establishments around the island, such as time and temperature control, poor personal hygiene, etc.," Nadeau said. "However, because it's a temporary event, the usual infrastructure you see in permanent facilities, like running water, full enclosure, reliable refrigeration and proper hot holding, are not always available."

In order to control health hazards at the weekly night market at Chamorro Village, Nadeau said the division should have constant oversight into temporary events like the Wednesday Night Market

through reminders, education and inspections.

Nadeau told mayors DEH has done four assessments of the Wednesday Night Market. The conditions inspectors observed at the night markets have not warranted them to shut down operations, he said. Instead, health inspectors allow on-site corrections, which allows vendors an opportunity to correct the problem. Vendors operating without permits, however, are shut down immediately.

While the division has had to make do without enough manpower, Nadeau said more efforts are being put into hiring personnel.

Four positions were filled last year and this year they are hoping to hire three more inspectors. The passage of the Environmental Public Health Modern-

ization and Revitalization Act of 2010 improved the caliber of the DEH staff and overall operation because of increased standards for employment.

The lengthy training for health inspectors might mean it will be a while before DEH will see a significant increase in the number of health inspections they conduct, Nadeau said.

However, the division will still work on improving its services and plans to inspect the Wednesday Night Market more regularly.

"We are committed to addressing temporary food events, which is why we've been proactive in regulating the temporary village festivals," Nadeau said.

## NOTICE OF PUBLIC MEETING

The Public Defender Service Corporation Board of Trustees will conduct a regular meeting on **Tuesday, April 28, 2015 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 Mr. Wilfred G. Aflague 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.*



### Contractors License Board

*Inetnon Maleseniayen Kontraktista*  
 542 North Marine Corp Drive A. - Tumong, Guam 96911  
 649-2211, 9676, 646-7262, 649-2210(Fax)



## NOTICE OF GOVERNMENT MEETING

The Contractors License Board regular board meeting will be held on **Wednesday, April 22, 2015 at 5:30pm** at the Contractors License Board conference room, located at 542 North Marine Corps Drive in Upper Tumon.

For any special accommodations, please contact at 649-2211/9676.



### GSA General Services Agency

*(Abaselen Sathelian Mirtine)*  
 Department of Administration  
 Government of Guam

148 Route 1 Marine Drive, P.O. Box 96918  
 Tel: 475-1767-43 Fax: 475-4217/475-4727



THIS ADVERTISEMENT WAS PAID WITH GOVERNMENT FUNDS BY:

### GUAM POLICE DEPARTMENT

A non-refundable fee of \$10.00 per bid package will be assessed.  
 Certified Check, Cashier's Check, Cash will be accepted. No personal or company check.  
 Payment for bid package picked up after 3:00 pm will not be accepted.

## INVITATION FOR BID

Bid No. **GSA-030-15**

FOR: **MID POWER DIGITAL/ANALOG MOBILE RADIO**

OPENING DATE: **May 7, 2015 TIME: 10:00 A.M.**

PLACE: **GENERAL SERVICES AGENCY, PTTI, GUAM**

Note: The procuring agency, and GSA shall not be liable for failure to provide notice to any party who did not register contact information

**INTERESTED PARTY MAY PICK UP FORMS/SPECIFICATIONS AT SAID PLACE**

**/s/ CLAUDIA S. ACFALLE**  
 Chief Procurement Officer

# ITC building to address disabled parking problems

By Jeannine Stole  
jeannine@mvguam.com  
Variety News Staff

THE International Trade Center building in Tamuning will be installing new signs in its parking garage to help identify accessible parking spaces for individuals with disabilities, according to a statement ITC management issued yesterday.

According to ITC management, the facility has 20 spaces dedicated for accessible parking. "All of our handicap parking is in the parking garage and is for use by anyone with appropriate handicap permit," ITC management said in its statement. "We regret that some visitors did not know there was handicap parking in the garage and new signage is being installed to correct this problem."

ITC management also said they will continue to work to improve parking facilities at the Tamuning location to ensure all tenants and visitors to the ITC find safe and adequate parking.

Management's statement was issued in response to recent news reports about the parking problems some members of the public experienced at ITC, the statement said.

"Parking problems are something that many businesses on Guam have to deal with and the ITC building is no exception. We have done our best to maximize the parking available to our tenants and the public," the statement said.



The management of the ITC building said they will continue to work to improve parking facilities at the Tamuning location.

Variety columnist Eileen Benavente-Blas wrote about her problems with the ITC building's parking facility on Wednesday. She had gone to the building to make a payment at the Treasurer of Guam window on the first floor.

Blas said she drove around the outside parking lot of the ITC building trying to find accessible parking but was unable to find a space.

She also wrote that she considered parking inside the parking garage but those accessible parking spaces were marked reserved and were monitored by a parking attendant.

"I was incensed that there were no designated handicapped parking spaces at the ITC building," she wrote.

Last month, Benito Servino,

director of Department of Integrated Services for Individuals with Disabilities, cited the ITC parking facility as one of the buildings with government offices that pose problems for individuals with disabilities.

While many government agencies are now operating out of the Tamuning facility, the building itself and its parking area is private property. Servino said he spoke with the management about its noncompliance with the Americans with Disabilities Act (ADA).

He said the Department of Administration and other government agencies should not have moved into the ITC building because of its inaccessibility. The ramps and parking areas are not safe for individuals in wheelchairs or with other

mobility problems.

In the future, he said he asked that the General Services Agency work with DISID for future bids for government office spaces so that DISID can ensure government agencies are moving into a building that is ADA-compliant.

The 800 spaces for ITC tenants and visitors are located in the building's garage, in the lot outside the building and includes an adjacent property.

According to the ADA parking standards, one of every six accessible parking spaces must be accessible parking for individuals with disabilities and the facility must also have a space that is accessible for vans. For facilities with more than 500 available parking spaces, 2 percent of the total parking spaces must be accessible parking.

# iPad stolen from charter school student

By Jeannine Stole  
jeannine@mvguam.com  
Variety News Staff

ONE of Kaitlin McManus' students had a school-issued iPad mini stolen recently on a school bus as the student headed home, according to McManus. McManus is a teacher at the iLearn Academy Charter School, which opened its doors in January and offers its students an iPad mini as part of its technology-centered curriculum program.

McManus said it is the first time an iLearn student's iPad was stolen, and she and the student's mother are seeking the public's help to find the device. McManus declined to disclose the student's identity. She called on the public to help find the iPad because she said the child's mother is raising the child by herself and the \$500 to replace the stolen iPad will be a steep payment.

"The mom of my student is actually struggling right now and \$500 is a lot for her to have to pay but it's on the contract they sign before receiving the iPad, so I'm still hoping it's found for her sake," McManus said.

The teacher took to Facebook to help recover the device, alerting GuamGrabs users of a stolen black iPad mini. McManus said the incident took place at a bus stop in Yigo. The bus driver said he saw a student get down with an iPad with the black case and after he took off, the iLearn student told the bus driver the iPad was stolen, McManus said.

According to McManus, the bus driver questioned all the students on the bus the next morning and none of them turned the device over or admitted to stealing it. Yesterday, McManus said another student might know who took the iPad.

McManus contacted Docomo Pacific and was told the serial number would not help locate the lost iPad and the Find My iPhone app is unable to track the device because someone logged out of the student's Apple ID.

With one student's iPad stolen, McManus said she is having students in her class put passwords on their accounts, which is something she did not think was necessary before.

GOVERNMENT OF GUAM  
BEFORE THE COMMISSIONER OF BANKING & INSURANCE

## MBIA Insurance Corporation Petitioner

In the matter of the Application for Withdrawal and to Permanently Discontinue the Transaction of Insurance Business in Guam Pursuant to Title 22 GCA & 15113.

## NOTICE OF INTENTION TO WITHDRAW

Notice is hereby given that MBIA Insurance Corporation of 1 Manhattanville Road, Suite 301, Purchase NY 10577 Intends to Withdraw and to Permanently Discontinue the Transaction of Insurance Business in Guam.

All persons interested in this matter should write to  
The Company at the above address or call 1-914-273-4545  
Or Call the Office of  
The Commissioner of Banking and Insurance  
At Barrigada, Guam at 671-635-1843/4/5/6

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

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Marianas Variety-Guam Edition is circulated by home and office delivery, consignments, and vending machines throughout Guam, as well 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](http://www.mvguam.com).

Marianas Variety-Guam Edition (ISSN 1541-7093) is published daily. Annual subscription rates are \$150 on-island; \$375 off-island; and \$1,095 foreign. Published by Guam Times, LLC, 388 S. Marine Corps Drive, Suite 301, Tamuning, GU 96913. POSTMASTER: Send address changes to Guam Times, LLC, 388 S. Marine Corps Drive, Suite 301, Tamuning, GU 96913.

**PUBLIC DEFENDER SERVICE CORPORATION  
BOARD OF TRUSTEES  
Regular Meeting  
of  
Tuesday, March 17, 2015  
12:35 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 12:35 p.m.

**II. ROLL CALL:**

Present: Chief Justice Robert J. Torres, Jr., Chairman  
Presiding Judge Alberto C. Lamorena, III  
Guam Bar Association Vice-President Attorney Michael Pangelinan  
Proxy for Attorney Jehan'ad G. Martinez  
Attorney Donna M. Cruz, Member  
Mrs. Annette J.U. Ada, Member

Others Present: Attorney Eric D. Miller, PDSC Executive Director  
Attorney AnaMaria C. Gayle, Alternate Public Defender  
Attorney Stephen Hattori, Alternate Public Defender  
Wilfred G. Aflague, Administrative Director  
Bernadette L.P. Lizama, PDSC Personnel Specialist IV  
Michael S. Moreno, Chief Fiscal Officer  
Julito B. Tingson, MIS Administrator  
Kenneth A. Lim, Computer Systems Analyst  
Janet Rosario, APD Legal Secretary III  
Cecelia M. Fernandez, Administrative Assistant

**III. PROOF OF DUE NOTICE OF MEETING:**

"Notice of Public Meeting" was published in Marianas Variety on Monday, March 09, 2015 and Friday March 13, 2015.

**IV. DETERMINATION OF QUORUM:**

With the presence of five (5) board members, a quorum was determined for this meeting.

**V. APPROVAL OF MINUTES: Minutes of the regular board meeting held on Tuesday, March 17, 2015 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's operations has received 79% of its scheduled allotments as of March 16, 2015. The APD allotment has been received for the quarter ending March 31, 2015 and is at 100%
- B. Domestic Violence Program Update:** Chief Fiscal Officer Michael Moreno reported that DVP has received additional funding for STOP 2012 and STOP 2013 in the total amount of \$ 22, 320 with a balance as of March 17, 2015 at \$20, 409. From this funding, we will be paying our DVP Specialist his CWA retroactive pay in the total amount of \$13, 950 which will leave a balance of \$6,458.78. This balance should fund his regular paychecks for the next three (3) pay periods. We will be submitting a request for the next available funding from the fund administrator in the Governor's Office.
- C. Alternate Public Defender Update:** Attorney Gayle reported that Ms. Leona Sison, Legal Clerk 1 was recently recruited.
- D. Executive Director – CWA Pay Grade Assignment:** Personnel Specialist Bernadette Lizama reported that she was continuing discussions with Shane Ngata, DOA Personnel Administrator, as to the appropriate methodology for slotting the Executive Director's CWA Pay Grade Assignment moved to the April 28, 2015 meeting during Executive Session.

**VII. NEW BUSINESS**

- A. Resolution No. PDSC 07-15 Relative to the approval of the Alternate Public Defender Fiscal Year 2016 budget request:** Presiding Judge Alberto Lamorena conducted the discussion on this agenda item after the Board Chairperson recused himself because of his position as Chair of the Judicial Council which will decide the final disposition of this request before that Council After relevant discussion Presiding Judge Lamorena called for the question; Attorney Donna Cruz made the motion to pass the budget request, and Mrs. Annette Ada seconded the motion. The motion passed unanimously.
- B. Resolution Nos.08-15 and 09-15 relative to the use of lapsed funds for the attendance of the PDSC executive director and the APD managing attorney at the National Defender Leadership Institute at the University of South Carolina School of Law at Columbia, South Carolina on June 4-6, 2015:** This agenda item was moved to the April Board meeting, pending receipt of registration and other costs and fees.
- C. Resolution No. PDSC 10-15 relative to the use of Lapsed Funds to purchase Rotary File Cabinets:** This agenda item was amended to issue an Invitation-to Bid for the procurement of these cabinets instead of a quotation. This Invitation –to Bid will be issued as soon as possible with input from all stakeholders.
- D. Training Event-December, 2015:** A Resolution is to be crafted and presented to the Board for appropriate disposition prior to the event.

**VIII. PUBLIC DISCUSSION:**

**XII. ADJOURNMENT AND NEXT MEETING DATE:** The next meeting will take place on Tuesday, April 28, 2015 at 12:30 p.m.

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

Respectfully submitted,

**WILFRED G. AFLAGUE**  
Secretary

# **Agenda Item #VII-B**

**Relative to the  
Use of Lapsed Funds  
For the Attendance of  
PDSC Executive Director  
And APD Managing Attorney  
At the National Defender Leadership  
Institute (NDLI) at the University of  
South Carolina School of Law,  
Columbia, South Carolina  
June 4 – 6, 2015**

**(Resolution No. 08-15 and  
Resolution No. 09-15)**



**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF  
PUBLIC DEFENDER SERVICE CORPORATION LAPSED FUNDS  
FOR THE ATTENDANCE OF THE PDSC EXECUTIVE DIRECTOR AT THE  
NATIONAL DEFENDER LEADERSHIP INSTITUTE (NDLI) LEADERSHIP  
MANAGEMENT TRAINING AT THE UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF LAW ON JUNE 4-6, 2015 IN COLUMBIA, SOUTH CAROLINA**

**RESOLUTION NO. PDSC 08-15 (AMENDED)**

- 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 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** the National Defender Leadership Institute (NDLI)'s Leadership Management is a highly interactive, hands-on training program, introducing key issues of leadership within public defense systems, focusing primarily on internal management; and
- WHEREAS,** this training is designed for current supervisors and managers, and for those considering a move from line attorney to a leadership role within their system; and
- WHEREAS,** the anticipated cost is \$500.00 for registration, \$435.00 for per diem and \$1,700.00 for airfare; and
- WHEREAS,** for Fiscal Year 2015, off-island travel was not budgeted for as instructed by the PDSC Board of Trustees due to budgetary constraints being experienced by the Government of Guam; and
- WHEREAS,** the amount of \$2,635.00 is required to ensure the Executive Director's attendance, which must come from the PDSC's lapsed funds; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the Public Defender Service Corporation's request to expend **\$2,635.00** of lapsed funds to attend the National Defender Leadership Institute training program of the University Of South Carolina School Of Law on June 4-6, 2015 at Columbia, South Carolina.

**DULY AND REGULARLY ADOPTED** this 28th day of April, 2015.

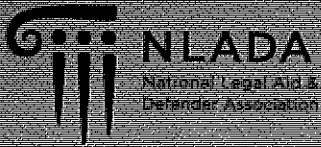
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Chief Justice **ROBERT J. TORRES, JR.**

**ATTEST:**

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**WILFRED G. AFLAGUE**  
Secretary



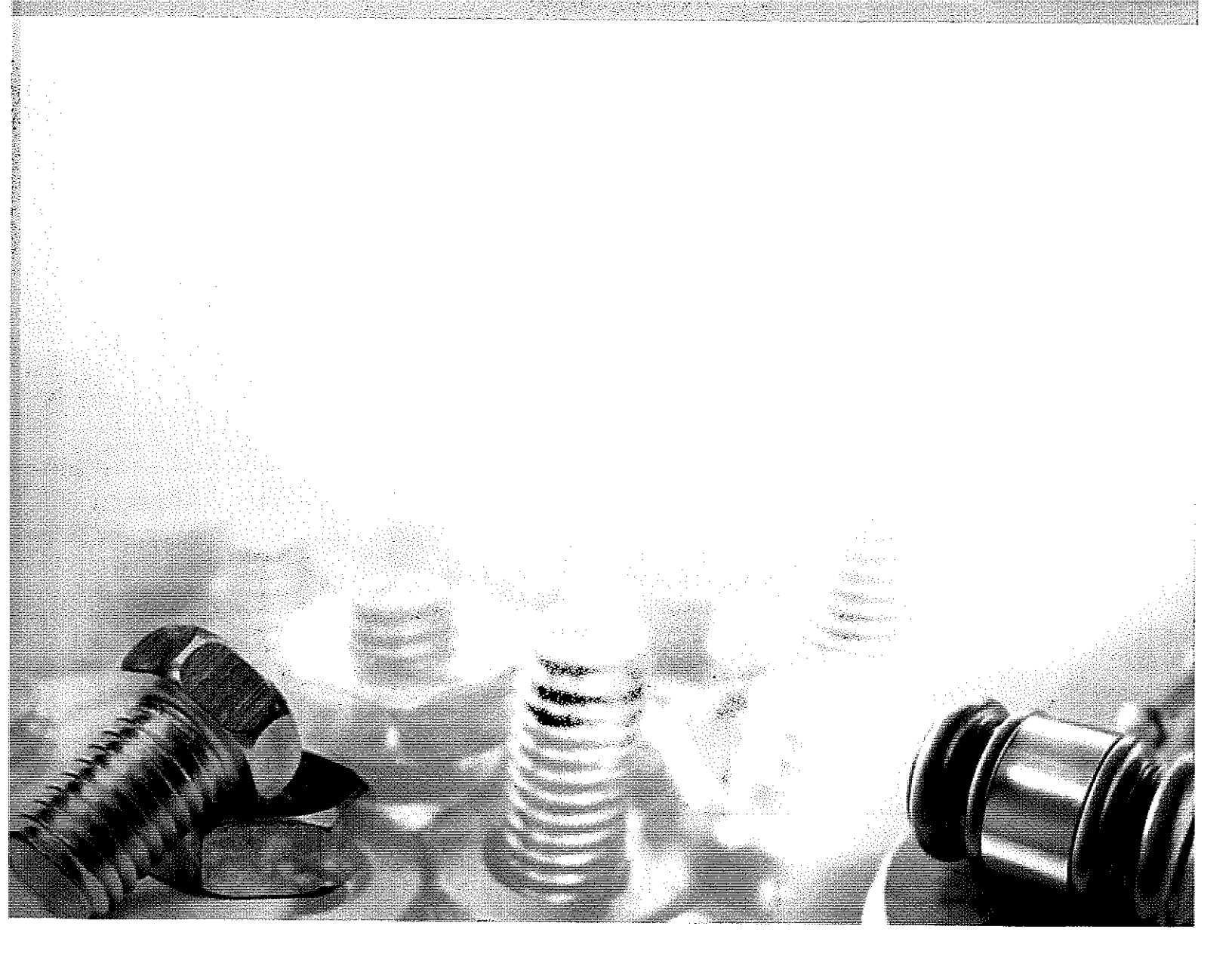
# **NIDLI** nuts & bolts

of leadership and management

University of South Carolina  
School of Law  
Columbia, SC

**June 4-6, 2015**

Courtyard Columbia/  
Downtown @USC  
Columbia, SC



### **FROM LINE DEFENDER TO MANAGER/LEADER**

Outstanding trial skills don't automatically translate into outstanding managerial skills. A good trial lawyer can, however, learn skills to use in supervising colleagues and managing staff. This training seminar offers a unique opportunity for defender leaders to step away from their offices, learn these skills and apply them to their individual management challenges in a supportive learning environment. Our expert faculty will help each participant translate advocacy skills into effective management techniques.

#### **WHO SHOULD ATTEND?**

- Trial lawyers transitioning to management positions
- Experienced defender leaders who want to improve their managerial skills
- Other Supervisors in Defender offices (e.g. Social Workers, Investigators)
- All levels of supervisors, managers and directors of defender or assigned counsel programs, from any kind of indigent defense delivery system (i.e., state public defender systems, large urban defender offices, county defender systems, private law firms that contract for public defense cases, and local assigned counsel systems)
- Defenders interested in becoming managers

**NLADA's National Defender Leadership Institute (NDLI) is committed to developing the leaders of tomorrow and supporting the leaders of today.**

#### **CONTINUING LEGAL EDUCATION UNITS**

NLADA will apply for CLE accreditation for all qualifying conference sessions in most states with mandatory CLE. Complete information will be available in the registration packet you receive at check-in. Please be familiar with the CLE requirements of your state.

### **THIS SEMINAR WILL HELP YOU LEARN TO:**

- Resolve your current management challenge(s) by applying this theory of management in small group settings
- Identify and develop your management skills by building on your existing advocacy skills
- Appreciate different working styles in your program and communicate more effectively with colleagues
- See problems as potential opportunities to support and train staff
- Identify new strategies for building stronger teams inside the office
- Hear about management challenges from across the country and collectively strategize ways to achieve lasting solutions

**Improved management and creative leadership create a culture where clients receive better representation.**

#### **LIMITED ENROLLMENT**

Space is limited to a maximum of 60 participants on a first-come, first-served basis.

#### **BRING YOUR MANAGEMENT CHALLENGE**

Prior to arriving at the conference, you will be asked to write a short summary of a managerial challenge to work on throughout the conference. The instructions are on page 3 of this brochure.

#### **CONFERENCE TOPICS MAY INCLUDE**

- Strategies for transitioning from colleague to manager
- Coaching skills for improved staff performance
- Managing a multi-generational workforce
- Conflict management skills
- Project management tools for the defender leader
- Using research and data analysis for effective leadership

**AGENDA AT A GLANCE (tentative)**

TIME	THURSDAY 6/4	FRIDAY 6/5	SATURDAY 6/6
7:30		<b>Registration &amp; Continental Breakfast</b>	<b>Continental Breakfast</b>
8:00		7:30 – 8:30	7:30 – 8:30
8:30		<b>Plenary Session</b>	<b>Plenary Session</b>
9:00		8:30 – 9:30 "The Coaching Approach to Supervising Others"	8:30 – 9:45 "Managing a Multi-Generational Team"
9:30		<b>Small Group Session</b>	
		9:30 – 10:45	
9:45			<b>Break</b>
			9:45 – 10:00
10:00			<b>Plenary Session</b>
			10:00 – 10:45 "Project Management Tools for Defender Leaders"
10:45		<b>Break</b>	<b>Small Group Session</b>
		10:45 – 11:00	10:45 – 12:00 Action Planning
11:00		<b>Plenary Session</b>	
11:30		11:00 – 12:00 Ethics Session	
12:00		<b>Keynote Luncheon</b>	<b>Box Lunch &amp; Presentation</b>
12:30		12:00 – 1:30	12:00 – 1:15
1:00		<i>Keynote Speaker: Chief Justice Jean Hoefler Tool Supreme Court of South Carolina</i>	"Using Data & Research for Effective Defender Leadership"
1:15			<b>Small Group Session</b>
1:30	<b>Tour of National Advocacy Center</b> 1:30 – 3:30 <i>Optional pre-conference activity</i>	<b>Plenary Session</b>	1:15 – 2:15 Action Planning (cont'd) & Final Discussion
		1:30 – 2:45 "Exploring Your 'True Colors' to Develop Better Working Relationships"	
2:00	<b>Registration</b>		<b>Plenary</b>
2:15	2:00 – 6:00 pm		2:15 – 3:00
2:30		<b>Break</b>	<b>Closing Session</b>
2:45		2:45 – 3:00	
3:00		<b>Plenary Session</b>	<b>Adjourn</b>
		3:00 – 3:50 "Building Teams & Managing Conflict"	3:00 pm
3:30			
4:00	<b>Opening Session</b>	<b>Small Group Session</b>	
4:30	4:00 – 6:30 pm	4:00 – 5:00	
5:00	• Welcomes & Greetings	<b>Dinner/Evening "On Your Own"</b>	
5:30	• The Principles of Client-Centered Management		
6:00	• Small Group Meeting		
6:30	<b>Reception/BBQ</b>		
7:00	6:30 – 8:00 pm		
7:30			
8:00			

Because this is a highly interactive training, please note that we ask all participants to stay until the end of the program on Saturday afternoon, so that we can provide equal attention and feedback to each person in the small groups. Thank you for considering this when making your travel arrangements.

### **INSTRUCTIONS FOR WRITING YOUR DEFENDER MANAGEMENT CHALLENGE**

1. Think of a management or leadership incident in your work. It should be a challenging interpersonal encounter. It may be an incident where you doubted your effectiveness or where you felt frustrated. For example, you may have tried to encourage different conduct from a staff member, or perhaps had a difficult time providing a helpful performance evaluation and the outcome was less than satisfactory.  
In considering which incident to choose for critical analysis, the following criteria should be considered:
  - Pick a past incident or ongoing situation that you still find somewhat puzzling; you have not yet completely understood why it turned out the way it did, or why it is unfolding the way it is.
  - Choose an incident that is not a no-win situation, where nothing you might have done would have helped.
  - Think of episodes in which the choice of a different strategy or manner of interacting might have resulted in a more favorable and satisfying outcome.
2. Begin the description with a paragraph about the purpose of your intervention, the setting, the people involved, and any other important background information.
3. Write a short paragraph about your strategy. Ask yourself: what were your objectives? How did you intend to achieve them? Why did you select those goals and strategies?
4. Briefly describe the results.

Finally, write a few sentences on what you experienced as frustrating in the encounter.

In summary, your management challenge will have four parts:

1. Description
2. Strategy
3. Results
4. Frustrations

Keep your responses under two typewritten pages. Management challenges should be sent to NDLA at [NDLI@nlada.org](mailto:NDLI@nlada.org), by Friday May 22, 2015. In the title of your email, please write "Nuts and Bolts Management Challenge."

Please bring 12 copies of your management challenge to the conference to share with other participants assigned to your small group. Thank you.

### **CONFIDENTIALITY**

We expect that in the spirit of teamwork, helping others to solve their managerial challenges and ultimately improving representation for clients, there will be open communications throughout this management conference.

Our expectation is that full confidentiality will be maintained among all conference participants. We hope all participants will be open to sharing their management challenges with their defender colleagues. As a member of a small group you are expected to provide your other group members with copies of your written management challenge and discuss the challenge with the facilitators and group members. If you wish your case to be confidential, please mask the setting and personal identities as best you can.

The faculty recognizes that because several offices are sending a group of managers to this training it may be difficult to mask the identities or scenario you would like to use as your management challenge. In this case, please choose another management challenge that can be discussed openly in your small group and feel free to raise the more sensitive management challenge directly with your faculty facilitators outside of the small group meetings.

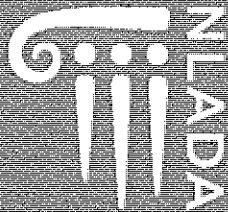


The National Defender Leadership Institute [NDLI] is an initiative of the National Legal Aid & Defender Association (NLADA), a non-profit membership association dedicated to quality legal representation for those who cannot afford counsel. NDLI has three primary goals: 1. to provide cutting-edge management and leadership training programs for public defender and assigned counsel leaders; 2. to build a national network of defender leaders; and 3. to support research and data collection that informs local, state, and national public policy debates. This training, networking and research to strengthen leadership will ensure that more public defense systems function efficiently and promote equal justice under the law.

In addition to Nuts and Bolts of Leadership and Management, NDLI offers:

- New Leadership provides defender leaders with a set of skills they can employ in their day-to-day work inside and outside their defender or assigned counsel program. Developmental exercises involve practice sessions where personal leadership are refined in core learning teams for small group sessions. Successful teaching models include: leadership practices inventory, "personal best" exercises, strategies for managing cross-function teams, managing organizational conflict, developing cross-system partnerships, and finding unlikely allies for public defense programs..
- Impact Leadership is an advanced training seminar for a select number of defender leaders and teams of leaders who bring a current leadership challenge to be addressed, with the goal of developing a specific action plan and communications strategy. Communication skills, persuasion, coalition-building, and leadership skills are emphasized. Each participant will find specific ways to impact a group of stakeholders or generate positive change in an area of concern for public defense in their state.

For more information on NDLI and schedules for future management and leadership training opportunities, please visit [www.nlada.org](http://www.nlada.org).



# NDLI nuts & bolts

of leadership and management

## 2015 REGISTRATION FORM (one per person)

University of South Carolina School of Law • Columbia, SC • June 4-6, 2016

### Online Registration

Available at:  
<https://2015nutsandbolts.eventbrite.com>

### Return Forms

NLADA  
Attn: Nuts and Bolts Conference  
P.O. Box 79083  
Baltimore, MD 21279  
Fax: 202-872-1031  
Email: [registration@nlada.org](mailto:registration@nlada.org)  
\*Please do not email forms

### Questions?

Contact us at:  
[registration@nlada.org](mailto:registration@nlada.org)

### Cancellation

Registration cancellations must be received in writing no later than May 4, 2015. Cancellations, transfers and refunds are subject to a \$50 administrative charge. After May 4, registrations are transferable but not refundable. Transfer requests must be received within 30 days after the conference to be considered. Transfers must be applied to another NLADA event scheduled prior to December 30, 2016 or will be forfeited. Substitutions may be made at any time with written notification to the NLADA Training Department.

### Membership

Please direct membership inquiries to:  
[membership@nlada.org](mailto:membership@nlada.org)

Name: \_\_\_\_\_

Name for badge: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phones: \_\_\_\_\_

CLE Jurisdictions: Please indicate the state(s) for CLE \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### CURRENT POSITION

- Chief Defender     
  Public Defender     
  Staff Supervisor  
 Assigned Counsel     
  Other \_\_\_\_\_

How long have you been in a management position?  0-2 years  2-7 years  8+ years

How many total employees are in your office?  0-10  11-25  25 or more

How many people do you manage/supervise? \_\_\_\_\_

### REGISTRATION FEES

	Until April 20	From April 20 to May 25	After May 25, registrations will only be available on site.
Members:	<input type="radio"/> \$500	<input type="radio"/> \$600	
Non Members:	<input type="radio"/> \$650	<input type="radio"/> \$750	

**SPECIAL NEEDS**  Mobility Disability  Audio/Visual Disability  Other: \_\_\_\_\_

**DIETARY RESTRICTIONS**  Gluten Free  Vegan  Vegetarian

**MEMBERSHIP** Join NLADA now and pay the member rate

Individual Attorney \$110  Individual Non-Attorney \$60

\*Annual program dues are \$150 to \$3,000 per year, based on budget. Call Member Services at (202) 452-0620 ext. 234 for more information.

Registration	\$
Membership	\$
<b>Total</b>	<b>\$</b>

**PAYMENT**  Check enclosed, made payable to NLADA

MasterCard  Visa  AMEX

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

Provide contact information of the person processing the payment

Purchase Order # \_\_\_\_\_ (Payment must be received by May 4 to avoid cancellation)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phones: \_\_\_\_\_



## LOGISTICAL INFORMATION

### CONFERENCE HOTEL

Courtyard Columbia Downtown at USC  
 630 Assembly Street  
 Columbia, South Carolina 29201  
 803-799-7800  
<http://goo.gl/9VRWfY>

The Courtyard Columbia/Downtown at USC hotel is adjacent to the University of South Carolina School of Law. The hotel also puts you within a short distance of the State Capitol and the Historic Vista District, with its robust history, shopping and nightlife. The 189-room hotel, features complimentary property-wide Wi-Fi, refrigerators in every room, a restaurant and the 24-hour market. Take advantage of the 24-hour business center, fitness center and laundry facilities.

NLADA conference attendees staying at the Courtyard Columbia/Downtown at USC hotel will receive a special discounted room rate of \$129 single/double per night, exclusive of 14% tax. The deadline date for reservations is **May 15, 2015, Group code: NLAN**. After that date, requests for reservations will be accepted on a space and rate availability basis. All reservations must be guaranteed by credit card or deposit. Be sure to inform the reservations agent that you are with the NLADA conference to secure the discounted rate.

### CONFERENCE LOCATION:

University of South Carolina School of Law  
 701 Assembly Street  
 Columbia, South Carolina 29201

### TRAVEL INFORMATION

**Air Transportation** - The Columbia Metropolitan Airport is located six miles southwest of Columbia's central business district and is also conveniently located near interstate highways, which are centered in Columbia. These highways include I-20, I-26, I-77 and nearby I-95.

Major airlines serving the airport include: **American Eagle, Delta, United, and US Airways.**

Nonstop destinations from Columbia include: Atlanta, Charlotte, Chicago, Dallas, Detroit, Houston, New York, Philadelphia, Washington Dulles and Washington National.

**Ground Transportation** - Taxi service is available from the Columbia Metropolitan Airport (CAE) to the Courtyard Columbia Downtown at USC. The hotel is approximately 6 miles from the airport and is \$15 one way. Amtrak station is approximately 1 mile NW of the from the hotel with cab fare from the station to the hotel costing around \$4-\$6. Greyhound bus service is also only 4 miles from the Courtyard Columbia Downtown at USC with cab fare being approximately \$8-\$12.

### PARKING

Complimentary parking - a rarity in downtown Columbia!

### CONTINUING LEGAL EDUCATION UNITS

NLADA will apply for CLE accreditation for all qualifying conference sessions in most states with mandatory CLE. Complete information will be available in the registration packet you receive at check-in. Please be familiar with the CLE requirements of your state.

### WEATHER

Outside temperatures range from low to high 80s. Classrooms may be cool, dress comfortably in layers.

### ACCESSIBILITY

The hotel is fully accessible for people with restricted mobility and has ADA compliant guestrooms. Arrangements for a guestroom that meets your specific requirements should be requested when making your reservations. Please specify on the registration form or notify the NLADA training department of any physical challenge that may impact your participation in this conference.

### CANCELLATION POLICY

Registration cancellations must be received in writing no later than May 4, 2015. Cancellations, transfers and refunds are subject to a \$50 administrative charge. After May 4th registrations are transferable but not refundable. Transfer requests must be received within 30 days after the conference to be considered. Transfers must be applied to another NLADA event scheduled prior to December 30, 2016 or will be forfeited. Substitutions may be made at any time with written notification to the NLADA Training Department.

### RESPONSIBILITY

The National Legal Aid & Defender Association acts only as an agent for conferees in all matters regarding hotel accommodations and transportation. NLADA contracts with reputable independent contractors and suppliers known to provide the service offered in this announcement. NLADA is not responsible for any inconvenience, loss, injury, or damage from any cause whatsoever in conjunction with these services. If necessary, NLADA reserves the right to cancel or change the services described herein.

# MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES

FISCAL YEAR: 2015

STATE: SOUTH CAROLINA

## NOTES

1. When the Location or DOD Installation does not appear in the first column, search the second column for the County. If the County is not listed, run query using the STANDARD CONUS PER DIEM RATE.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. When Government meals are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
4. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental rate

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Per Diem	Effective Date
COLLETON COUNTY	COLLETON COUNTY	01/01-12/31	83	41	<u>28</u>	5	129	10/01/2014
COLUMBIA	RICHLAND COUNTY	01/01-12/31	94	46	<u>30</u>	5	145	10/01/2014
CONWAY	HORRY COUNTY	10/01-03/31	83	46	<u>30</u>	5	134	10/01/2014

**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF  
ALTERNATE PUBLIC DEFENDER LAPSED FUNDS  
FOR THE ATTENDANCE OF THE APD MANAGING ATTORNEY AT THE  
NATIONAL DEFENDER LEADERSHIP INSTITUTE (NDLI) LEADERSHIP  
MANAGEMENT TRAINING AT THE UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF LAW ON JUNE 4-6, 2015 IN COLUMBIA, SOUTH CAROLINA**

**RESOLUTION NO. PDSC 09-15( AMENDED)**

- 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 submit a budget request for off-island training, 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 National Defender Leadership Institute (NDLI)'s Leadership Management is a highly interactive, hands-on training program, introducing key issues of leadership within public defense systems, focusing primarily on internal management; and
- WHEREAS,** this training is designed for current supervisors and managers, and for those considering a move from line attorney to a leadership role within their system; and
- WHEREAS,** the anticipated cost is \$600.00 for registration, \$435.00 for per diem and \$1,700.00 for airfare; and the amount of \$2,735.00 is required to ensure Managing Attorney AnaMaria C. Gayle's attendance, which must come from the APD's lapsed funds; now therefore be it

**RESOLVED,**

The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the Alternate Public Defender's request to expend \$2,735.00 of lapsed funds to attend the National Defender Leadership Institute training program of the University of South Carolina School of Law on June 4-6, 2015 at Columbia, South Carolina.

**DULY AND REGULARLY ADOPTED** this 28<sup>th</sup> day of April 2015

---

Chief Justice ROBERT J. TORRES, JR.

ATTEST:

---

WILFRED G. AFLAGUE  
Secretary

## Wilfred G. Aflague

---

**From:** Bernadette Lizama  
**Sent:** Tuesday, April 21, 2015 9:37 AM  
**To:** Wilfred G. Aflague  
**Subject:** FW: Registration Confirmation for 2015 Nuts & Bolts of Leadership and Management  
**Attachments:** 16299276575-416562456-registration.pdf

Wil,

Please see Annie's email below regarding the training for her in June

Bernie

**From:** Ana Maria Gayle [mailto:[anamaria.gayle@gmail.com](mailto:anamaria.gayle@gmail.com)]  
**Sent:** Monday, April 20, 2015 4:16 PM  
**To:** Bernadette Lizama  
**Subject:** Fwd: Registration Confirmation for 2015 Nuts & Bolts of Leadership and Management

FYI

----- Forwarded message -----

**From:** Eventbrite <[orders@eventbrite.com](mailto:orders@eventbrite.com)>  
**Date:** Mon, Apr 20, 2015 at 4:14 PM  
**Subject:** Registration Confirmation for 2015 Nuts & Bolts of Leadership and Management  
**To:** [anamaria.gayle@gmail.com](mailto:anamaria.gayle@gmail.com)

**Eventbrite**

Find events My Tickets

Hi Ana Maria , this is your registration confirmation for 2015 Nuts & Bolts of Leadership and Management

Organized by [National Legal Aid & Defender Association](#)

---

Registration summary



### Mobile Summary



Add to  
Passbook

01'



### Paper Summary

Open the email attachment  
or download here

## Message from National Legal Aid & Defender Association

Thank you for your registration! We look forward to seeing you in Columbia, SC for Nuts and Bolts of Leadership and Management.

Please be sure to make your hotel reservations by contacting:

**CONFERENCE HOTEL**  
Courtyard Columbia Downtown at USC  
630 Assembly Street  
Columbia, South Carolina 29201  
803-799-7800  
<http://goo.gl/9VRWiY>

NLADA conference attendees staying at the Courtyard Columbia/Downtown at USC hotel will receive a special discounted room rate of \$129 single/double per night, exclusive of 14% tax. The deadline date for reservations is May 15, 2015. After that date, requests for reservations will be accepted on a space and rate availability basis. All reservations must be guaranteed by credit card or deposit. Be sure to inform the reservations agent that you are with the NLADA conference to secure the discounted rate.

#### IMPORTANT NOTE:

Pre- Conference Assignment for the Nuts & Bolts of Leadership and Management Training, June 4-6, 2015

#### INSTRUCTIONS FOR WRITING YOUR DEFENDER MANAGEMENT CHALLENGE

1. Think of a management or leadership incident in your work. It should be a challenging interpersonal encounter. It may be an incident where you doubted your effectiveness or where you felt frustrated. For example, you may have tried to encourage different conduct from a staff member, or perhaps had a difficult time providing a helpful performance evaluation and the outcome was less than satisfactory.

In considering which incident to choose for critical analysis, the following criteria should be considered:

- Pick a past incident or ongoing situation that you still find somewhat puzzling; you have not yet completely understood why it turned out the way it did, or why it is unfolding the way it is.

- Choose an incident that is not a no-win situation, where nothing you might have done would have helped.
  - Think of episodes in which the choice of a different strategy or manner of interacting might have resulted in a more favorable and satisfying outcome.
2. Begin the description with a paragraph about the purpose of your intervention, the setting, the people involved, and any other important background information.
  3. Write a short paragraph about your strategy. Ask yourself: what were your objectives? How did you intend to achieve them? Why did you select those goals and strategies?
  4. Briefly describe the results.
  5. Finally, write a few sentences on what you experienced as frustrating in the encounter.
- In summary, your management challenge will have four parts:

1. Description
2. Strategy
3. Results
4. Frustrations

Keep your responses to two pages typewritten. Management challenges should be sent to NDLA at [NDLI@nlada.org](mailto:NDLI@nlada.org), by Friday May 22, 2015. In the title of your email, please put "Nuts and Bolts Management Challenge."

Please bring twelve (12) copies of your management challenge to the conference in Columbia to share with other participants assigned to your small group. Thank you.

Have a question? Contact the organizer at [registration@nlada.org](mailto:registration@nlada.org)

## Order Summary

April 19, 2015

Order #: 416562456

Name	Type	Quantity	Price
Ana Gayle	Non-Members (Early) until April 20th	1	\$600.00
<b>TOTAL</b>			<b>\$600.00</b>

Charged to: MasterCard - XXXX-XXXXXX-5828

This order is subject to Eventbrite Terms of Service, Privacy Policy, and Cookie Policy

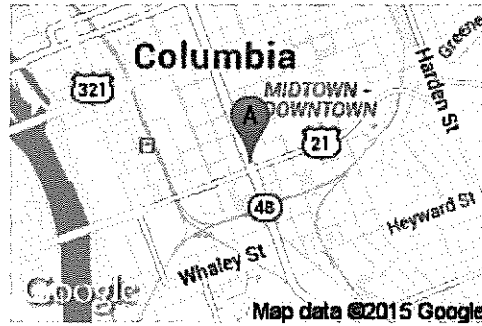
## About this event



Thursday, June 4, 2015 at  
1:30 PM - Saturday, June  
6, 2015 at 3:00 PM (EDT)



**Courtyard Columbia  
Downtown at USC**  
630 Assembly Street  
Columbia, SC 29201



Add to my calendar:  
Google · Outlook · iCal ·  
Yahoo

## Registration Information



**Registration #1 — Non-Members (Early) until April 20th**

Name:

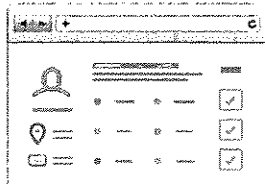
Ana Gayle

Email:

anamaria.gayle@gmail.com

**Are you attending the National Advocacy Center Tour on Thursday, June 4th**

Yes, 2:15 - 3:30 pm Tour



## Your Account

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[TERMS](#)

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**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF PDSC LAPSED FUNDS  
TO ENABLE PDSC INVESTIGATORS TO ATTEND  
THE CRIMINAL DEFENSE INVESTIGATION TRAINING COUNCIL'S  
40-HOUR TRAINING ACADEMY PROGRAM  
FROM JUNE 15-19, 2015 IN JENSEN BEACH, FLORIDA**

**RESOLUTION NO. PDSC 11-15**

- 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 Corporation recognizes the importance of providing training opportunities for its employees, in order to keep them abreast of the latest techniques and advancements in their fields; and
- WHEREAS,** PDSC Chief Investigator Robbie T. Call has researched and discovered the training opportunity provided by the Criminal Defense Investigation Training Council's 40-Hour Training Academy, which will eventually lead to the recognition of PDSC's investigators as Certified Defense Investigators (please see attachments as to a description and synopsis of this program); and
- WHEREAS,** a training session is slated for June 15-19, 2015 in Jensen Beach, Florida with the total cost for attendance by PDSC Investigators Joselito S. Marquez and Ricardo S. Taimanao being \$7,533.38 as referenced on the attached spreadsheet ; and
- WHEREAS,** for Fiscal Year 2015, off-island travel was not budgeted for as instructed by the PDSC Board of Trustees due to budgetary constraints being experienced by the government of Guam; and
- WHEREAS,** PDSC Executive Director Eric D. Miller and Administrative Director Wilfred G. Aflague encourage and support the attendance by these PDSC investigators; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the Corporation's request for

the expenditure of \$7,533.38 in lapsed funds for the purposes described above, and as specified on the attachments hereto, which are made a part of this resolution; and be it further

**RESOLVED,** Investigator II Joselito S. Marquez and Investigator III Ricardo S. Taimanao must execute a "Contract" with the PDSC relative to their commitment toward continued employment with the PDSC for a minimum of two (2) years following completion of the program described herein; and be it further

**RESOLVED,** in the event that any of these individuals fail to successfully complete the academic training presented herein, the respective employee shall reimburse the PDSC for any expenditures made on his/her behalf for this purpose; and be it further

**RESOLVED,** upon recognition as "Certified Criminal Defense Investigators", PDSC employees shall fulfill any Continuing Education Unit (CEU) requirements to retain their certification.

**DULY AND REGULARLY ADOPTED** this 28<sup>th</sup> day of April, 2015.

---

Chief Justice ROBERT J. TORRES

ATTEST:

---

WILFRED G. AFLAGUE  
Secretary

# The CDITC National Criminal Defense Investigator Academy

## The Criminal Defense Investigation Training Council 40 - Hour Training Academy Program

Plan for the next Academy to be held the week of  
**June 15-19 2015.**



Criminal Defense  
Investigation Academy



2015 Registration Form



Complete 5 day program /  
Discount price of \$ 650.00 if  
enrolled before May 24, 2014  
- After May 24th \$ 750.00.

\$650.00



Component Method Only / 2  
days / Discount price of \$  
300.00 if purchased before  
May 24, 2014. After May 24th  
\$ 350.00

\$300.00



### CDITC ACADEMY SPECIAL GUEST INSTRUCTOR DENNIS ROOT - USE OF FORCE: The George Zimmerman Case



Use of Force Expert and former Police Officer Dennis Root will discuss the use of force in shootings and the State of Florida Vs. George Zimmerman as a case study. Dennis Root was utilized by the defense as a Use of Force Expert and testified regarding his findings.

### CDITC ACADEMY SPECIAL FORENSIC PHOTOGRAPHY WORKSHOP: Presented by Robert Wyman



## "Low light, Nighttime and Inclement Weather Photography for Investigations".

**ADDED BONUS WORKSHOP!** Included in the 5 and 3 day programs.

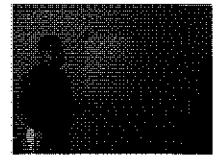
Wednesday Evening, June 17

Start time approximately 7:30-8 PM

Specific subjects will include:

- Exposure Accuracy
- Ambient Light photography
- "Flash" or Accessory Light photography
- Tripods, Supports and Mounts
- Equipment for Inclement Weather
- Reducing or Eliminating Reflections
- Painting with Light
- Documenting Procedures and Protocols
- Reports and Testimony

Participants are encouraged to bring their own camera. DSLR type and others with shutter and aperture controls would be best utilized.



**Forensic Program 3 days  
-Blood Spatter / Computer  
Forensics / Firearms  
Examination / Discount  
price of \$ 400.00 if  
purchased by May 24, 2014.  
After May 24th \$ 450.00**

\$400.00



**Any 1 Day Program**

\$175.00



## Curriculum and Training Schedule 40 - Hour Training Academy Program

The program of instruction utilizes the text *Uncovering Reasonable Doubt: The Component Method – A Comprehensive Guide for the Criminal Defense Investigator* As a reference guide. The six primary components of investigative procedure will be discussed as a

**fundamental strategy and formula for conducting a comprehensive criminal defense investigation from a forensic perspective. Again, the instruction is focused upon a strategic approach designed to gain optimal results.**

- Attorney-Client Privilege - Work-Product - Agents of Counsel
- The Law - Four Categories of Defense - developing defense theories
- Criminal Rules of Procedure and Rules of Evidence
- 1 - Forensic Case Review & Analysis
- 2 - Defendant Interview - Reconstruction & Visual Imagery Methodology
- 3 - Crime Scene Inspection - Diagrams & Photography
- 4 - Impeachment Background Investigations
- 5 - Witness Interviews & Statements
- 6 - Report Writing - Work-Product Documentation
- Blood Detection & Interpretation / Crime Scenes
- Computer Forensics & Digital Data Recovery
- Capital Case Mitigation
- Use of Force Issues

**Participants are instructed in the discipline of criminal defense investigation as well as a variety of forensic specialties including but not limited to *Computer Forensics & Data Recovery, Blood Stain Detection & Interpretation.***

**Upon completion, participants will understand the role of the due process investigators, the concept of reasonable doubt and understand what is necessary to manage and conduct a comprehensive criminal defense investigation.**

*\* Satisfies the Academic Requirements for CDITC Board Certification. Submit your CCDI application in advance and you can be awarded the designation during the Academy!*

### **Training Schedule: 2015 (subject to change)**

**Day 1 - Monday, June 15 - Criminal Defense Investigation/Component Method - Brandon A. Perron, CCDI**

**Day 2 - Tuesday, June 16 - Criminal Defense Investigation Continued and Special Guest Instructor Dennis Root - Use of Force - Case Study - George Zimmerman Case.**

**Day 3 - Wednesday, June 17 - Blood/Detection/Blood Spatter Analysis - Brad Perron, CCDI.**

***Evening Session - Forensic Photography - Robert Wyman***

**Day 4 - Thursday, June 18 - Morning/Crime Scene Scenario - Afternoon / Computer Forensics & Data Recovery - Anthony Pullano, CCDI**

**Day 5 - Friday, June 19 - Capital Case Mitigation Training - Team Instruction.**

### **Tuition: Primary Programs:**

**5 Day Complete Program: \$ 750.00**

**Discount before May 1st: \$ 650.00**

**2 Day Component Method: \$ 350.00**

**Discount before May 1st: \$ 300.00**

**Forensic Program:**

**3 Day Forensic Program: \$ 450.00**

**Discount before May 1st: \$ 400.00**

**Blood Spatter & Detection:**

**Computer Forensic:**

**Forensic Firearms Examination:**

**Any 1 Day Training \$ 175.00**

**Location/Venue:**

**Courtyard Hutchinson Island Beachfront**

**10978 South Ocean Drive**

**Jensen Beach, FL 34957**

**(772) 229-1000(772) 229-1000**

**Special Room Rates:**

**Sunset view - \$ 95.00 night**

**Ocean front - \$125.00 night**

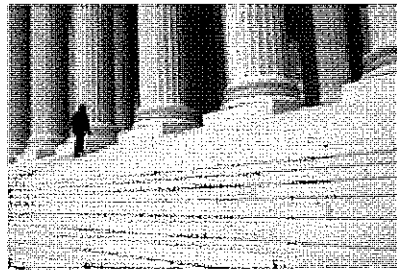
*The Official Hotel of the CDITC*

The venue hotel is located beachfront on a barrier island surrounded by unparalleled natural beauty. The richly appointed rooms offer stunning views of the Atlantic Ocean or amazing sunsets over the Indian River Lagoon. The beach is the ideal spot to enjoy the splendor and relaxation that only being on the ocean can provide. If you prefer freshwater, the pool & hot tub with a tropical waterfall await you. Poolside, Latitudes Tiki Bar & Grille serves all your favorite drinks, as well as lunch and light dinner.

\* Nearest Airport Palm Beach International in West Palm Beach.

Visit for Hotel Information and Registration:

[http://www.courtyardhutchinsonisland.com/hotel\\_information.shtml](http://www.courtyardhutchinsonisland.com/hotel_information.shtml)



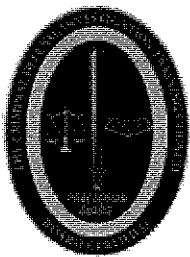
**WWW.PUBLICDEFENDERINVESTIGATOR.COM**

**Defending the United States Constitution**

***One Case at a Time***

***"Rebels with a Cause"***

## **ETHICAL IMPERATIVES**



1) The criminal defense investigator will adhere absolutely and unconditionally to the objective and impartial search for truth. He will abstain from involvement in any situation that subverts this professional commitment.

2) The criminal defense investigator will refrain from asserting, in any professional capacity, any beliefs, opinions, or biases regarding any person or situation under investigation, prior to having commenced the investigation. Nor will the investigator permit any pre-established beliefs, opinions, or biases to influence the course of an investigation to be undertaken.

3) The criminal defense investigator should never, as a matter of policy, claim to have attained absolute or conclusive truth regarding the scope of any investigation. As a matter of policy, investigative truths should always remain potentially open to reinterpretation as new facts or theories emerge. In principle the investigative process should remain speculative rather than dogmatic.

- 4) The criminal defense investigator will be absolutely and unconditionally honest in all reporting to clients. The investigator will make no dishonest representation of any fact, issue, or theory relating to any case for which he is responsible.
- 5) The criminal defense investigator will be truthful and open in all communication to colleagues and the public, except in so far as such communication may compromise client confidentiality
- 6) The criminal defense investigator will honor, absolutely and unconditionally the confidentiality guaranteed to every client, supervisor, or colleague.
- 7) The criminal defense investigator will not violate any law during the performance of his professional responsibilities.
- 8) The criminal defense investigator will refrain from any professional activity that jeopardizes health or safety of another person.
- 9) The criminal defense investigator will refrain from any commitment that entails any inappropriate conflict of interest.
- 10) The criminal defense investigator will not engage in the unauthorized practice of law or represent himself/herself as a law enforcement officer.

**Become a CDITC Nationally Recognized  
Board Certified Criminal Defense Investigator  
or compete with one!**

#### C.C.D.I. REQUIREMENTS

1. Successfully complete forty (40) hours of formal training in the discipline of criminal defense investigation. The training program must be approved and accredited by the Criminal Defense Investigation Training Council.\* The forty (40) hour program must be used toward certification within ten (10) years.
2. Provide documentation supporting the successful investigation of a minimum of twenty-five (25) criminal defense assignments. The assignments must be comprehensive in nature and not merely single task oriented. A notarized affidavit from a supervisor or defense counsel attesting to the fact must be provided to the Advisory Board.
3. Two written recommendations from defense counsel noting the investigator's reputation, intellectual acuity, ability, accomplishments, and skill level as a criminal defense investigator.
4. A minimum of two (2) years professional experience as a criminal defense investigator, either working for a state public defender's office or as a licensed private investigator.
5. Sign a sworn affidavit attesting to the investigator's dedication and commitment to conducting impartial, objective, and ethical investigations as an advocate of the truth.
6. Adhere to the continuing education requirements mandated to maintain the C.C.D.I. designation. Ten (10) continuing education units must be satisfied every two years. CEU requirements must be obtained from approved programs providing training in the discipline of criminal investigation.



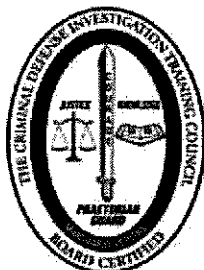
*\*Investigators seeking the C.C.D.I. designation who have successfully investigated a minimum of fifty (50) comprehensive criminal defense assignments may attend an eight (8) hour approved and accredited training program in place of the forty (40) hour program. An objective written test may be required for those individuals who opt for the eight hour program. In addition, the eight (8) hour program must be used toward certification within six (6) years. The test is comprehensive in nature and covers material from the required text, "Uncovering Reasonable Doubt, The Component Method". The test may be administered via email.*

**The CDITC Board Certified \$ 175.00 Application Fee**

**Criminal Investigator .....** \* Continuous Membership in good standing required

CLICK HERE TO LEARN MORE: <http://www.defenseinvestigator.com/certification.html>

**Call before making payment to ensure that you are qualified for Board Certification.**



CCDI - Board Certification Fee

\$175.00

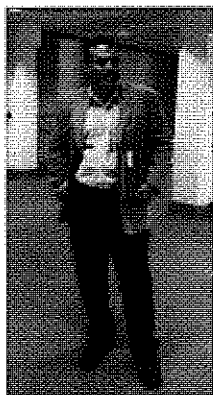


Board Certification Application

**Why a CDITC Board Certified Criminal Defense Investigator? Many people spend an entire lifetime contributing little if anything to society. Consider for one moment the impact that a Criminal Defense Investigator can have on the Justice System and in the life of an innocent who has been wrongfully accused? The Criminal Defense Investigator must find the virtual "needle in a haystack" and remain dedicated in the face of overwhelming odds. A "David Vs. Goliath" philosophy must be maintained in the search for Truth. Remember, it is "Life, Liberty, and Justice for All". Not just for the privileged few.**

**Become a Board Certified Criminal Defense Investigator!**

**The Criminal Defense Investigator's primary role is to defend the rights afforded by the United States Constitution. The 4th, 5th, 6th, and 14th Amendments demand that protections be afforded to the accused and the rules of due process enforced. The professional CDI must step up and accept the responsibility of educating themselves and honing their skills to meet the challenges of the**

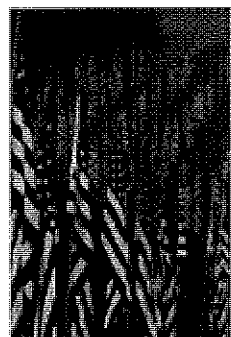


21st century. Our rights as American citizens come under attack every day. The forces and agents of injustice, incompetence, and apathy remain constant within the American Justice System. The professional Criminal Defense Investigator is the first line of defense. We must balance the scales of justice as "Impartial & Objective Advocates of the Truth!" Every American's right to Liberty and Justice demands no less. Join us!

Respectfully,

Brandon A. Perron, CCDI

CDITC National Training Director



Criminal Defense Investigation Training Council

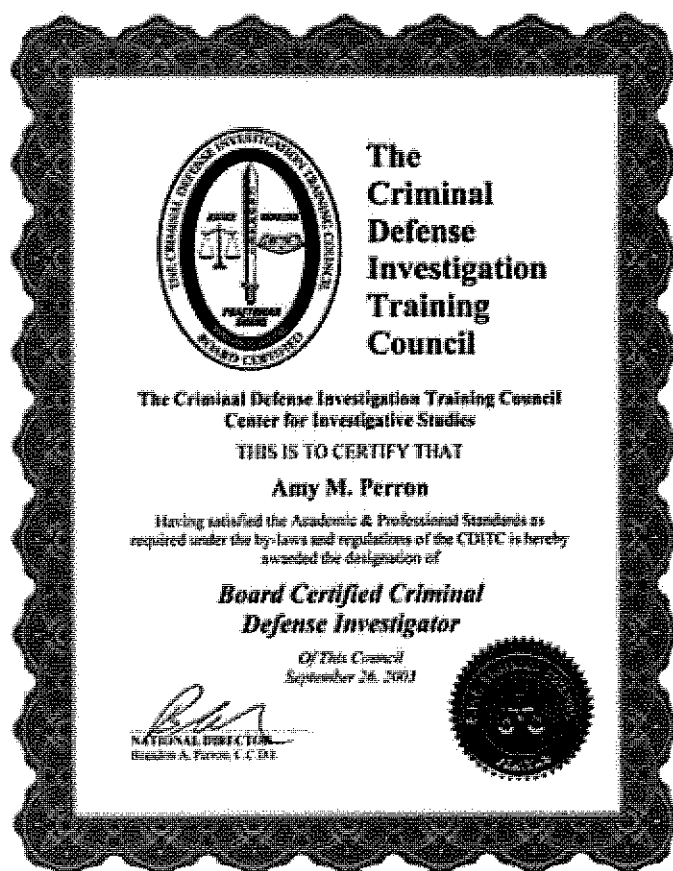
"Mandamus Veritas!

***"Better that ten guilty escape, than one innocent suffer."***

***Sir William Blackstone***

**ASK YOURSELF IF YOU HAVE WHAT IT TAKES TO BECOME A NATIONALLY  
RECOGNIZED CDITC BOARD CERTIFIED CRIMINAL DEFENSE INVESTIGATOR?**

*The CDITC Board Certified Criminal Defense Investigator (CCDI) has set the standard of professional training, knowledge, and conduct. The CCDI is second to none when it comes to reputation and professional ability.* - Brandon A. Perron, CCDI - National Director



## **WHY BECOME A BOARD CERTIFIED CRIMINAL DEFENSE INVESTIGATOR?**

The CDITC Board Certified Criminal Defense Investigator maintains a philosophy as an "impartial and objective advocate of the truth". Many do not understand how this can be so. After all, are we not working on behalf of the defense and therefore committed to defending the guilty as well as the innocent? Indeed. The Constitution of the United States calls for the defense of the accused and ensures that all be afforded a fair trial. Our critics fail to accept that idea than one is innocent until proven guilty. Thus, we assist and defend the "accused". It is in this spirit and in accordance with the letter of the law that we do what we do. In essence, we are defending not any one individual but in fact an idea defined by truth, liberty, and justice. As a group we work on behalf of all when we ensure one is granted their constitutional right to a fair trial. We do this by pursuing the truth and ensuring that all of the facts are brought to light. This is done while working as an agent of counsel with all the privileges afforded such a role. We uncover and report the truth to defense counsel so that they may properly advise and defend the accused. If all parties were to act in such an impartial and objective manner, the truth would be revealed and justice would be served without prejudice. A lofty idea but an objective nonetheless. Too many in our system, on both sides, have lost sight of what it is that we do and why we do it. Fundamentally, it is about fairness to all. A victim of crime is always a tragic event that demands justice by a fair and just system. Yet, we must also acknowledge and remind our criminal justice colleagues that a victim of the system is also a tragic and appalling crime and in many ways a much larger injustice. In fact, it is an insult to every American who has lost their life defending this great nation.

What of the claims often promoted by narrow minded individuals? I have yet to meet a professional criminal defense investigator who wishes to free the guilty. Such an objective would be outrageous by any standard. Would it not? Of course! However, it is a fact. No, it is a truth that our entire system of juris prudence is based upon the Blackstonian view that it is "better to let ten guilty

escape than allow one innocent to suffer". It is the innocent that our system is designed to protect. The innocent! Consider the meaning of this word. Such a designation comes in many forms. Again, many in the criminal justice system never fail to declare that laws are created to protect the innocent from crime. However, those same fair minded people tend to forget that laws are also created to protect the innocent from the very laws designed to punish the guilty. In other words, laws are created to defend us from ourselves. The greatest threat to freedom and truth comes not from a foreign power but from within. We are our own worst enemy. This is where the criminal defense professional comes into play. We NEVER forget and function as a constant reminder to the fair minded but often forgetful. The reminder is aggressively delivered in the form of facts, evidence, and truth and it is delivered without apology.

The CDITC Board Certified Criminal Defense Investigator represents the virtual Knighthood of the faithful. We recognize the need, accept the responsibility, and stand watch as defenders of the constitution and the right of the accused to a fair trial. If you are not a CDITC Board Certified Criminal Defense Investigator, I encourage you to apply and join the ranks of the ever faithful and courageous elite. Our ranks are growing. The monumental task of promoting and defending truth demands no less.

Mandamus Veritas!

**Do you know a colleague who is deserving of a CDITC Field Commendation Award? If so, please fill out the following and submit for nomination. Details reflecting the reason must be provided in writing.**

First Name: \*

Last Name: \*

E-mail: \*

Phone:

Address: \*

**YOU MUST RESIDE IN MARTIN, ST. LUCIE, INDIAN RIVER OR OKEECHOBEE COUNTIES TO PARTICIPATE IN THIS PROGRAM. Complete and submit to receive and invitation to the next FREE Information Seminar**

Are you available for 15-20 hours per Week?

Can you engage in investigative duties 2-3 mornings on weekdays?

Do you have a valid driver's license?

**PUBLIC DEFENDER SERVICE CORPORATION**

Government of Guam  
779 Route 4  
Sinajana, Guam 96910

Appendix "A"

**R E Q U E S T TO TRAVEL OFF-ISLAND  
FOR TRAINING**

<b>Part I: TRAVEL INFORMATION</b>	Date: April 10, 2015
-----------------------------------	----------------------

Name & Title of Employee(s) Requesting to Travel:  
**Joselito S. Marquez, Investigator II**  
**Ricardo S. Taimanao, Investigator III**

Training Course Description (Title/Location/Dates/Vendor: Employer Identification Number):  
**-Criminal Defense Investigation Training Academy – 40hour program**  
**-June 15 – 19, 2015**  
**-Courtyard Hutchinson Island Beachfront**  
**10978 South Ocean Drive Jensen Beach, FL 34957**  
**772-229-1000**

Purpose and Justification for Travel Request: (Please use additional sheets if necessary)

1. For PDSC Investigators to obtain professional certification from the Criminal Defense Investigation Training Council.
2. To set a higher work-standard through this training program and future practices.

Part II: Proposed Expenses:		Funding Source:
Per Diem Rate:\$83(lodging) \$46(meals & incidentals) Total: \$129.00	Total Per Diem: (\$903.00 x2) <b>\$1,806.00</b>	<input type="checkbox"/> Local  <input type="checkbox"/> Federal Grant(s) (Specify)  <input checked="" type="checkbox"/> Other (Specify) Lapsed Fund Account
Number of Training Days: 5 days	Air Fare:Expedia: (\$2038.69 x2)= <b>\$4077.38</b> or Travel Bag: (2111.03 x2)= <b>\$4222.06</b>	
Travel Time: 2 days	Registration/Tuition Fee: (\$650.00 x2) <b>\$1,300.00</b>	
Ground Transportation Requested: <input checked="" type="checkbox"/> Yes (Justify) <input type="checkbox"/> No	Miscellaneous: Certification fee (\$175.00 x2) <b>\$350.00</b>	
	<b>Total Proposed Expenses: \$7533.38 or \$7678.06</b>	

Justification: (Please use additional sheets if necessary)

- Rental car will needed to travel from West Palm Beach International Airport to the lodging/venue and then back to the airport on departure; Rental car rate via Expedia will cost \$177.00; via Travel Bag \$243.00
- Lodging at the venue will cost \$95.00 per night at a total cost of \$570.00;
- Note: car rental and lodging will be shared by Joselito and Ricardo.

**Part III: Authorizing Signatures**

4/27/15
\_\_\_\_\_

Requesting Employee's Section Supervisor (Date)      Chief Fiscal Officer (Certification of Funds) (Date)

Approved     Disapproved    **GROUND TRANSPORTATION REQUEST**     Approved     Disapproved

DATE: \_\_\_\_\_

Executive/Administrative Director's Signature \_\_\_\_\_

Robbie Call

From: Travel Bag, Inc. <travelbag@guam.net>
Sent: Thursday, April 23, 2015 3:40 PM
To: Robbie Call
Subject: Fw: MARQUEZ/JOSELITO S 14JUN GUM

TRAVEL BAG, INC. DATE 23APRIL15
215 E CHALAN SANTO PAPA STE 107D AGENT JM/AA BOOKING REF 4UUWIM
SUITE 107D
HAGATNA 96910-5202 MARQUEZ/JOSELITO S
TELEPHONE: 671 472-2653 TAIMANAO/RICARDO S
FAX : 671 472-2735

SERVICE DATE FROM TO DEPART ARRIVE
UNITED AIRLINES 14JUN GUAM HONOLULU HI 630A 550P
UA 200 SUNDAY A.B WON PAT IN HONOLULU INTL 13JUN
W ECONOMY TERMINAL M
FOOD FOR PURCHASE NON STOP
RESERVATION CONFIRMED 7:20 DURATION
AIRCRAFT: BOEING 777-200/300

UNITED AIRLINES 13JUN HONOLULU HI HOUSTON TX 720P 805A
UA 252 SATURDAY HONOLULU INTL G.BUSH INTERCO 14JUN
W ECONOMY TERMINAL M TERMINAL C
FOOD FOR PURCHASE NON STOP
RESERVATION CONFIRMED 7:45 DURATION
AIRCRAFT: BOEING 777-200/300

UNITED AIRLINES 14JUN HOUSTON TX WEST PALM B FL 1250P 434P
UA 1934 SUNDAY G.BUSH INTERCO PBEACH I
W ECONOMY TERMINAL C
FOOD AND BEVERAGES FOR PURCHA NON STOP
RESERVATION CONFIRMED 2:44 DURATION
AIRCRAFT: BOEING 737-800

=====  
CAR 14JUN DOLLAR WEST PALM BEACH FL  
20JUN CONFIRMATION: L7228090  
TELEPHONE: 866-434-2226  
FAX: 561-712-0193  
COMPACT CAR AUTOMATIC AIR  
PICK-UP: 434P 2600 TURNAGE BLVD WEST PALM BEACH  
DROP-OFF: 500A 2600 TURNAGE BLVD WEST PALM BEACH  
RATE: USD243.00-0.00 UNL 1WY  
ESTIMATED TOTAL: USD 243.00 - 6 DAY  
ESTIMATE PROVIDED BY CAR COMPANY. MAY INCLUDE  
MANDATORY TAXES AND SURCHARGES  
RATE CODE: NPTXL  
RESERVED FOR TAIMANAO/RICARDO S





Residence Inn Port St. Lucie

1920 SW Fountainview Boulevard Port St Lucie, FL 34986 USA

+1-772-334-7814 | Photos | Hotel Details | Currency calculator

### Choose a Room Rate

Free Wi-Fi for Marriott Rewards® members who book direct. [See Details](#) and [participating locations](#)

<b>Standard Rates</b> From 104.00 USD per night	<b>Room Packages</b> From 119.00 USD per night	<b>Marriott Rewards Offers</b> From 114.00 USD per night
--	---	---

Please Note - All rates at this hotel include complimentary breakfast and in-room high speed internet access

### Regular rate, 5+ Nights

Studio, 1 King, Sofa bed

[About this rate](#) • [Room details](#)

Room & Accessibility Preferences

**104.00**  
USD/night

Select

1 Bedroom 2 room Suite, 1 King, Sofa bed

[About this rate](#) • [Room details](#)

Room & Accessibility Preferences

**114.00**  
USD/night

Select

### Edit Your Search

My dates are flexible

★ Check In 06/14/15  
★ Check out 06/20/15

Rooms 1  
Guests/room 2

### REWARDS

Use Rewards points [What's This?](#)

Rewards number



### Review your trip

✓ Nice Job! You picked one of our Best Value flights. Book now so you don't miss out on this price!

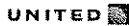
Sun, Jun 14 Departure to West Palm Beach (Palm Beach Intl.)



6:30am → 5:28pm 24h 58m, 2 stops  
GUM → FBI HNL, EWR

Show flight details Good Flight (7.2 out of 10)

Sat, Jun 20 Return to Guam (A.B. Won Pat Intl.)



Best Value

6:00am → 10:30pm 26h 30m, 2 stops  
FBI → GUM EWR, NRT  
Arrives Sun, Jun 21

Show flight details Good Flight (7.1 out of 10)

Change flights

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Book with flight and save \$214

Economy 2/4Door Car from Thrifty  
1 car Kia Rio  
Counter in terminal

Book later + \$391  
Book with flight + \$177

Add to trip

Book with flight and save \$225

Compact 2/4Door Car from Thrifty  
1 car Ford Focus| Nissan Versa  
Counter in terminal

Book later + \$404  
Book with flight + \$177

Add to trip

Book with flight and save \$225

Special Special from Thrifty  
1 car Compact or Larger - We pick the car  
Counter in terminal

Book later + \$404  
Book with flight + \$177

Add to trip

View more Cars

Top savings include any individual item discounts, as well as savings from reduced taxes and service fees

Buy this flight and we will give you up to 55% off a hotel for your trip  
Our way of saying thanks for using Expedia! - Details available on Flight confirmation

Continue Booking

✓ Free Cancellation within 24 hours of booking!

Save this Itinerary

### Trip Summary

▲ Return: Arrives on Jun 21, 2015

2 Tickets: Roundtrip

Traveler 1: Adult	\$2,038.69
Traveler 2: Adult	\$2,038.69
Expedia Booking Fee	\$0.00

Trip Total: \$4,077.38

Rates are quoted in US dollars

✓ Best Price Guarantee

### Important Flight Information

- Tickets are nonrefundable 24 hours after booking and nontransferable. A fee of \$250.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- Estimated fees for baggage and other optional services.

### Get \$100 off this trip

as a statement credit on your purchase of \$100 or more with the NEW Expedia+ Voyager Card from Citi



Trip price:	\$4,077.38
Statement credit:	-\$100.00
Your cost after savings:	\$3,977.38

Learn more and apply

[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

# FY 2015 Per Diem Rates for Florida

(October 2014 - September 2015)

### ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2014 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

#### SEARCH BY CITY, STATE OR ZIP CODE

Enter your City  OR Enter your ZIP Code

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

You searched for: **jensen beach,Florida**

Your search inquiry returned more than one possibility. Here are the possible rates.

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep
Standard Rate	STANDARD RATE	83	83	83	83	83	83	83	83	83	83	83	83	46
Stuart	Martin	91	91	91	91	91	91	91	91	91	91	91	91	51

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

#### CONTACTS

- [Additional Contacts for](#)
- [Travel Management Policy](#)

#### NEED MORE INFORMATION?

- [Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)
- [Rates in Foreign Countries \(Set by State Dept \)](#)
- [Federal Travel Regulations \(FTR\)](#)

#### RELATED TOPICS

- [Travel Resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV Mileage Reimbursement Rates](#)

Last Reviewed 2014-12-02

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**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF  
PUBLIC DEFENDER SERVICE CORPORATION LAPSED FUNDS  
TO ENGAGE THE SERVICES OF THE PRAXIS CONSULTING  
INCORPORATED TO DEVELOP A STRATEGIC PLAN FOR THE  
PUBLIC DEFENDER SERVICE CORPORATION**

**RESOLUTION NO. PDSC 12-15**

- WHEREAS,** the Public Defender Service Corporation has begun a strategic planning process; and
- WHEREAS,** all staff are working on how to improve our office in a number of critical areas including: database protocols, brief bank maintenance, emergency response and crisis management, operations, public relations, resource development, outreach, technology, website, and training; and
- WHEREAS,** we are currently planning to engage with an outside facilitator along with the Judiciary; and
- WHEREAS,** the Judiciary will be the contracting office with the Strategic Planning Services Consultant; and
- WHEREAS,** the Public Defender Service Corporation would sign a memorandum of understanding with the Judiciary to authorize the transaction and payment; and
- WHEREAS,** the cost to the Public Defender Service Corporation would be \$28,050 of the total consultant fees and costs; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the Public Defender Service Corporation's request to expend **\$28,050.00** of lapsed funds to engage the services of the Praxis Consulting, Inc. to develop a Strategic Plan for the Public Defender Service Corporation.

**DULY AND REGULARLY ADOPTED** this 28<sup>th</sup> day of April 2015

---

Chief Justice **ROBERT J. TORRES, JR.**

**ATTEST:**

---

**WILFRED G. AFLAGUE**  
Secretary

**Wilfred G. Aflague**

---

**From:** Joshua Tenorio <jtenorio@guamcourts.org>  
**Sent:** Tuesday, April 14, 2015 8:41 AM  
**To:** Wilfred G. Aflague; Eric Miller  
**Cc:** Bridget A. Keith  
**Subject:** Strategic Planning Proposal  
**Attachments:** 01 - Proposal - Strategic Planning Services - REV 4.12.15 (2).doc

Wil & Eric,

Please find the attached proposal from Praxis Consulting regarding the Strategic Plan. CJ Torres has negotiated the price down to \$28,850 from \$42,550.

\$28,850

I am copying Ann Keith in this email. It would probably make the most sense for the Judiciary to be the contracting officer and that the PD and the AG would sign an MOU to authorize the transaction and project. She will be the lead coordinator for this.

Senseramente,

—  
**JOSHUA F. TENORIO**  
*Administrator of the Courts*  
Judiciary of Guam  
120 West O'Brien Drive  
Hagatna, Guam 96910  
671.475.3278  
671.482.6904 (mobile)

**Guam Judiciary, Attorney General's Office, and Public Defender's Office**

**REVISED Proposal and Price Quote for Developing a Strategic Agenda for the  
Criminal Justice System and Agency Strategic Plans**

Prepared by:

Dr. Brenda J. Wagenknecht-Ivey  
CEO, PRAXIS Consulting, Inc. and  
Center for Public Policy Studies  
303.888.7939  
[bwagen@praxisconsulting.org](mailto:bwagen@praxisconsulting.org)  
[www.praxisconsulting.org](http://www.praxisconsulting.org)

January 28, 2015  
REVISED March 31, 2015  
REVISED April 12, 2015

Below is a revised proposal following conversation with the Judiciary's leadership on March 30, 2015 and again on April 12, 2015. The following changes were made:

1. Change in scope to the tasks and services provided to the Judiciary. The cost estimate was adjusted accordingly.
2. Change in scope to the tasks and services provided to the Public Defender's Office, which has a narrower scope, fewer partners, and a smaller staff than the AG's office. The cost estimate was adjusted accordingly.
3. Greater emphasis on Criminal Justice System planning as well as the strategic planning processes for the Attorney General's Office. The cost estimate was adjusted accordingly.
4. The timeline has been updated and new dates are proposed for the site visits.

This proposal includes assisting criminal justice system (CJS) leaders in developing a system-wide strategic agenda to address and improve justice system issues on Guam. It also includes helping the Attorney General and Public Defender's Agencies in developing a strategic plan including strategic focus areas and improvement priorities. Finally, it includes assisting Judiciary of Guam in updating its strategic plan and priorities. A summary of the Tasks, Timeline, and Budget is provided below. A bio of Dr. Wagenknecht-Ivey is also attached.

**Deliverables.** At the conclusion of this work, you will have four Strategic Plans: a Criminal Justice System-wide Strategic Agenda; a Strategic Plan for the Attorney General's Office and the Public Defender's Office; and an updated Strategic Plan for the Judiciary.

**Proposal:** This proposal includes 4 tasks which are laid out in Table 1 below. The assumptions included in the 4 tasks are as follows:

- To plan this work, I suggest we form an Interagency Advisory Team comprised of key leaders from each agency. This team will work with Dr. Brenda Wagenknecht-Ivey via conference

call/GoToMeeting to plan and complete each task including forming the respective strategic planning teams. Additionally, the Interagency Advisory Team will involve other staff (form small workgroups) to assist in completing work needed to prepare for the various planning sessions (e.g., compile trends information, research best and promising practices). See below for additional details.

- **Surveys:** the strategic planning surveys will include key questions to inform criminal justice system planning as well as agency questions that will inform agency planning. Essentially, you will have four survey reports: one summarizing the criminal justice system issues/findings and one for each Agency/the Judiciary. I recommend surveying criminal justice and legal system partners as well as key staff.
- **Preparation for Onsite Planning Sessions:** Considerable work needs to be completed prior to each session. This includes: compiling relevant justice system and agency trends, researching and summarizing best/promising practices, and the like. I recommend forming small internal work groups that will work with Dr. Brenda (via GoToMeeting/conf. calls) to compile internal information, which will be used at the planning sessions.
- The cost estimate does not include planning session costs (i.e., meeting rooms, meals, coffee, AV, etc.).
- As shown in the budget below, I propose that the CJS and AD/PD Agencies do their strategic planning first (in the summer of 2015 – first site visit). I propose the Judiciary update its strategic plan in the fall of 2015 (second site visit). This schedule/sequencing can be modified as needed to accommodate Agency/Judiciary needs and interests. Proposed dates are included in the Task, Timeline, and Budget Summary below.
- **Onsite Planning Sessions:** As we did previously with the Judiciary’s planning, I suggest we have a planning session with the strategic planning teams/committees, followed by a day of writing/summarizing (form a writing team), followed by another planning session with the strategic planning team. This approach helps finalize/complete the strategic plans more expeditiously and involves key staff in the process. The onsite visits are lengthy (2 weeks for the first site visit and 1 – 1.5 weeks for the second site visit). This amount of time is needed to allow ample time for the Team planning sessions as well as to summarize the work and draft the Strategic Plans.
- **Implementation.** During the second site visit, I have included time to work with each Agency (Leadership and the Implementation Teams) to review progress and further refine implementation efforts. This will ensure progress and successful follow-through.

**Table 1:**  
**Tasks, Timeline, and Budget**  
 January 28, 2015  
 REVISED March 31, 2015  
 REVISED April 12, 2015

	Timeline 2015	AG's Office	PD's Office	Judiciary	Total Cost	
<b>TASKS</b>						
1. Project Planning	Mid-April	\$750	\$750	\$750	\$2,250	
Form Interagency Planning Team to finalize schedule and onsite visits, form Criminal Justice System (CJS) Planning and Agency Planning Teams, etc. (use conf. call/GoToMtg technology).						
2. Criminal Justice System (CJS) and Organizational Assessment	Mid-April - June	\$9,000	\$7,000	\$7,000	\$23,000	
Design CJS and Agency Strategic Planning surveys, administer surveys, and summarize results. Results will inform the CJS Strategic Planning as well as Agency Strategic Planning.						
3. Develop Strategic Plans - Site Visit #1 (2 weeks onsite)	June (Weeks of 6/29 & 7/6)					
CJS Strategic Planning Mtgs - includes preparing mtg. materials (e.g., trends, best practices); 1 day mtg., 1 day of writing/summarizing, 1 day mtg.; writing final Strategic Plan.		\$8,000	\$3,000	\$3,000	\$12,000	
AG Strategic Planning - includes preparing mtg. materials; 1 day mtg., 1 day of writing/summarizing, 1 day mtg.; writing Final Strategic Plan.		\$17,500			\$17,500	
PD Strategic Planning - includes preparing mtg. materials; 1 day mtg.; 1 day writing/summarizing, 1 day mtg.; writing Final Strategic Plan.			\$8,000		\$8,000	
4. Update Judiciary's Strategic Plan & Implementation Follow-up with CJS and Agency Teams - Site Visit #2 (1-1.5 weeks onsite)	Sept. (Weeks of 9/14 & 9/21) Possibly week of 9/8 instead of 9/21 - TBD					
Update Judiciary's Strategic Plan - includes preparing mtg. materials; 1 day mtg.; 1 day writing/summarizing; 1/2 - 1 day mtg; writing revised Strategic Plan.				\$7,000	\$7,000	
Conduct follow-up implementation Mtgs with CJS Team		\$750	\$750	\$750	\$2,250	
Conduct follow-up implementation Mtgs with AG and PD Agency Teams		\$1,500	\$1,500		\$3,000	
<b>TOTAL - Professional Services</b>		<b>\$35,500</b>	<b>\$21,000</b>	<b>\$18,500</b>	<b>\$75,000</b>	
<b>TRAVEL/DIRECT COSTS</b>						
Travel Expenses - Site Visit #1 (onsite 2 weeks)		\$4,550	\$4,550	\$2,000	\$0	\$11,100
Travel Expenses - Site Visit #2 - (onsite 1.5 weeks)		\$2,500	\$2,500	\$2,500	\$0	\$7,500
						\$0
<b>Direct Costs Total</b>		<b>\$7,050</b>	<b>\$7,050</b>	<b>\$4,500</b>		<b>\$18,600</b>
<b>TOTAL</b>		<b>\$42,550</b>	<b>\$28,050</b>	<b>\$23,000</b>		<b>\$93,600</b>





**Brenda J. Wagenknecht-Ivey, Ph.D.**

**CEO, PRAXIS Consulting, Inc.**

**10111 Inverness Main Street, #407, Englewood, Colorado 80112**

**Tel: 303-888-7939**

**[bwagen@praxisconsulting.org](mailto:bwagen@praxisconsulting.org); [www.praxisconsulting.org](http://www.praxisconsulting.org)**

**Twitter: [@Dr\\_Brenda](https://twitter.com/Dr_Brenda); [www.linkedin.com/in/brendawagenknechtivey](https://www.linkedin.com/in/brendawagenknechtivey)**

Brenda J. Wagenknecht-Ivey helps organizations of all types take the right actions to improve performance. She helps leaders, managers, and teams achieve their goals, shape and seize new opportunities, and create and implement practical and effective responses to widespread change and ongoing challenges. Dr. Wagenknecht-Ivey uses a wide range of proven practices to successfully bring about organizational change and achieve results. Drawing upon a sound understanding of organizational psychology and theory, Dr. Wagenknecht-Ivey provides consulting services in the following areas:

- Visioning and long-range strategic planning;
- Large and small-scale system and organizational change;
- Organizational performance measurement and organizational design/re-design;
- Leadership and management development including 360-degree feedback and executive coaching;
- Succession planning/talent management programs;
- Collaborative decision making and consensus building;
- Team development and team building;
- Public/community involvement and participation; and
- Continuous quality/process improvement.

Dr. Wagenknecht-Ivey has consulted with and facilitated more than 125 strategy and organizational improvement and change processes with private, public, and not-for-profit organizations over the past 20 years. She has conducted numerous customer satisfaction and organizational climate surveys and assisted leaders in improving organizational performance and the work environment including employee engagement as a result of customer and employee feedback. Dr. Wagenknecht-Ivey uses 360-degree feedback surveys and other tools to coach leaders and managers, teach effective leadership skills, and build high performance teams. She has worked extensively with teams of all types to help them set and achieve goals. She also has helped leaders establish organizational performance measurement systems, develop and implement succession planning/talent management programs, and restructure their organizations in light of their strategic directions and long-term improvement strategies. Finally, she has designed and facilitated several, year-long Leadership Academies, which have included workshops, webinars, social media forums, and mentoring, for young health care practitioners to strengthen leadership skills.

Her clients have included: MKK Consulting Engineers (CO), GH Phipps Contractors, Inc. (CO); Botanical Interests, Inc. (CO); the Michigan, Iowa, Florida, Georgia, and Colorado Pharmacists Associations; Longmont United and Exempla Saint Joseph Hospitals (CO); Boston University, School of Public Health; Massachusetts Department of Public Health; Richmond Juvenile and Domestic Relations Courts; King County Superior Court (Seattle), 36<sup>th</sup> District Court (Detroit); Michigan Juvenile Justice Vision 2020 Initiative; 20<sup>th</sup> Judicial Circuit and Ottawa County Probate Courts; Cochise, Maricopa, Pima, Mohave, and Coconino County Courts (AZ); First and Fifth Judicial Districts of Pennsylvania (Philadelphia and Pittsburgh); Administrative Office of the US Courts; Delaware U.S Bankruptcy Court; Los Angeles Superior Court; California Judicial Council, California State Bar Court; Hawaii State Judiciary; Judiciary of Guam, Pacific Judicial Council, and others. Executives, managers, first-line supervisors, judges, attorneys, legislators, scientists, physicians, pharmacists, and probation officers have benefitted from her services.

She previously worked for the 37<sup>th</sup> Judicial Circuit Court (Michigan), the Michigan State Court Administrator's Office, and the National Center for State Courts. Dr. Wagenknecht-Ivey has a Ph.D. from the University of Denver, a Master's Degree from Michigan State University, and a Bachelor's Degree from Western Michigan University. She has published numerous articles/guidebooks on strategic planning, leadership, managing change, continuous quality improvement, 360-degree feedback, succession planning/talent management, and procedural fairness.

**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF LAPSED FUNDS OF THE ALTERNATE PUBLIC  
DEFENDER TO PURCHASE THREE (3) LAPTOPS AND ACCESSORIES FOR THE  
USE OF THE APD ATTORNEYS AND INVESTIGATORS**

**RESOLUTION NO. PDSC 13-15**

- 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 adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** the APD finds it necessary to upgrade Attorneys current workstations to either laptops or other mobile devices in order to promote greater flexibility for Attorneys to utilize their laptops from office to court, which will enhance productivity; and
- WHEREAS,** a price quote of \$3,400 for each laptop has been obtained by the Public Defender Service Corporation MIS Administrator, which amounts to a total of \$10,200 for three (3) laptops ; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its duly-noticed meeting of April 28, 2015, hereby approves the Corporation's request for the expenditure of \$10,200 of lapsed funds for the purchase of three (3) laptops for the Alternate Public Defender.

**DULY AND REGULARLY ADOPTED** this 28<sup>th</sup> day of April, 2015.

---

Chief Justice ROBERT J. TORRES, JR.  
Chairman

**ATTEST:**

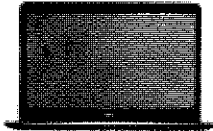
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WILFRED G. AFLAGUE  
Secrétaire



Dell recommends Windows.

## Print Summary



### XPS 15

Starting Price **\$3,432.94**  
 Instant Savings **\$107.49**

Subtotal **\$3,325.45**

As low as **\$100.00** /month\*

Dell Business Credit | Apply

Discount Details

**My Selections**    All Options

XPS 15				
<b>Date</b>	4/15/2015 11:45:57 PM Central Standard Time			
<b>Catalog Number</b>	4 Retail 04			
Catalog Number / Description	Product Code	Qty	SKU	Id
<b>Processor:</b> 4th Generation Intel® Core™ i7-4712HQ Processor (6M Cache, up to 3.30 GHz)	70WHV2	1	[338-BFZJ]	146
<b>Operating System:</b> Windows 8.1 Pro (64Bit) English	81PN6E	1	[619-ADTC]	11
<b>Productivity Software:</b> No Office License Included	OTR13	1	[630-AAAU]	1002
<b>Security Software:</b> McAfee LiveSafe 12 Month Subscription	LSXP12M	1	[525-0036][658-BCCO]	1014
<b>2nd External Cable:</b> No Additional Cable Requested	NOADDC	1	[817-BBBC]	100
<b>XPS 9530:</b> XPS 15	TS15HX	1	[210-ABLN]	1
<b>Memory:</b> 16GB DDR3L 1600MHz (8GBx2)	16G	1	[370-ABBH]	3
<b>Keyboard:</b> English Keyboard	KBENU	1	[583-BBOP]	4
<b>Video Card:</b> NVIDIA® GeForce® GT 750M 2GB GDDR5	DISCRT	1	[490-BBOK]	6
<b>Wireless Driver:</b> SRV WLAN DW 1560	DW1560	1	[658-BCPH]	7
<b>Hard Drive:</b> 512GB Solid State Drive	512NEW	1	[400-ADHR]	8
<b>Sound:</b> High Definition Audio with Waves MaxxAudio® Pro	ISND	1	[510-BBBY]	17
<b>Wireless:</b> 802.11ac + Bluetooth 4.0, Dual Band 2.4&5 GHz,	1560AC	1	[555-BCGD]	19



**PUBLIC DEFENDER SERVICE CORPORATION**  
*(Kotperasion Setbision Defensot Pubbleku)*

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



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**ADMINISTRATION**

Eric D. Miller  
Director

Wilfred G. Aflague  
Administrative Director

**BEFORE THE BOARD OF TRUSTEES  
OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE APPROVAL OF THE  
PDSC FISCAL YEAR 2016 BUDGET REQUEST**

**RESOLUTION NO. PDSC 14-15**

**WHEREAS,** Chapter 11 of Title 12 Guam Code Annotated established the Public Defender Service Corporation (PDSC) in order to provide effective legal aid and assistance to individuals on Guam who are unable to afford counsel; and

**WHEREAS,** in order to fulfill the mandates of Chapter 11, Title 12 Guam Code Annotated, the PDSC requires legislative appropriations through the budgetary process established for each fiscal year; and

**WHEREAS,** the PDSC has, through its Executive Director and Administrative Director, presented the Corporation's Fiscal Year 2016 Budget Request of **\$4,587,334** to the Board of Trustees on April 28, 2015; and

**WHEREAS,** the Board of Trustees finds this budget request appropriate and adequate to carry out the Corporation's mission in Fiscal Year 2016; now therefore be it

**RESOLVED,** the Board of Trustees of the Public Defender Service Corporation, at its meeting of April 28, 2015 hereby approves the PDSC Fiscal Year 2016 Budget Request of **\$4,587,334** with all its provisions contained therein being attached hereto and made a part of this resolution.

**DULY AND REGULARLY ADOPTED THIS 28<sup>th</sup> day of April, 2015.**

\_\_\_\_\_  
Chief Justice ROBERT J. TORRES, JR.  
Chairman

ATTEST:

\_\_\_\_\_  
WILFRED G. AFLAGUE  
Secretary

Function: Public Safety

Department/Agency: Public Defender Service Corporation

BD-1

Program: Summary

AS400 Account Code	Appropriation Classification	A	B	C
		General Fund FY 2014 Expenditures & Encumbrances	General Fund FY2015 Authorized Level	General Fund FY2016 Request
<b>PERSONNEL SERVICES</b>				
111	Regular Salaries/Increments/Special Pay	2,390,353	2,512,928	2,933,343
	Merit Bonus	26,730		
112	Overtime	0	0	0
113	Benefits	744,099	850,074	879,492
	Benefits - Merit Bonus	285	0	
114	Insurance Benefits (Medical / Dental / Life)	119,699	136,389	179,409
	Prior Year Obligation (CWA 2014)		163,805	
	Prior Year Obligation FY09-FY13(Law Enforcement)		489,326	
Note Only	<b>TOTAL PERSONNEL SERVICES (Include Prior Year)</b>		54,152,522	\$3,992,244
	<b>TOTAL PERSONNEL SERVICES (Exclude Prior Year)</b>	3,281,166	3,499,391	\$3,992,244
<b>OPERATIONS</b>				
220	TRAVEL- Off-Island/Local Mileage Reimburs.	0	0	0
230	CONTRACTUAL SERVICES:	78,179	125,230	164,763
233	OFFICE SPACE RENTAL:	271,200	271,200	271,200
240	SUPPLIES & MATERIALS:	24,914	32,340	32,340
250	EQUIPMENT:	9,599	59,320	32,120
270	WORKERS COMPENSATION	0	0	0
271	DRUG TESTING	40	2,000	2,000
280	SUB-RECIPIENT/SUBGRANT:	0	0	0
290	MISCELLANEOUS:	28,384	31,465	39,855
	<b>TOTAL OPERATIONS</b>		\$521,555	\$542,278
<b>UTILITIES</b>				
361	Power	28,800	28,800	36,000
362	Water/ Sewer	0	0	0
363	Telephone	8,040	20,640	16,812
	<b>TOTAL UTILITIES</b>	\$36,840	\$49,440	\$52,812
450	<b>CAPITAL OUTLAY</b>	\$0	\$0	\$0
Note Only	<b>TOTAL APPROPRIATIONS (Include Prior Year)</b>		54,723,517	\$4,587,334
	<b>TOTAL APPROPRIATIONS (Exclude Prior Year)</b>	\$36,840	\$4,070,386	\$4,587,334
<b>1/ Specify Fund Source</b>				
<b>FULL TIME EQUIVALENCIES (FTEs)</b>				
	UNCLASSIFIED	1	1	2
	CLASSIFIED	49	47	51
	<b>TOTAL FTEs</b>	50	48	53

Note: Public Defender Service Corp. requests funding only from General Fund.

**FOOTNOTES:**

For Fiscal Year 2016, an increase of **\$516,948** is requested over the authorized appropriation level for Fiscal Year 2015 (13%). The additional requests are described below:

**1. PERSONNEL SERVICES:**

**\$420,415**

**SALARIES:**

- Mandated attorneys' pay adjustments, employees' salary reclassification and increments and night differential payments.
- Filling 1 vacancy and the addition of the following:
  - 1 Legal Clerk I (current position)
  - 1 Investigator I (new position)
  - 1 Accounting Tech I (new position)
  - 1 HR Specialist III (new position)

**\$29,418**

**RETIREMENT BENEFITS:**

- Mandated adjustments in the government's share of retirement contributions (28.31%)
- Retirement contributions for the three (3) new positions being requested

**\$43,020**

**INSURANCE (Medical, Dental and Life) BENEFITS:**

- Based on FY2015 levels, although an adjustment in the government's share for these benefits is anticipated
- Contributions for the three (3) new positions being requested

**\$492,853**

**SUB-TOTAL FOR PERSONNEL COSTS IN FY2016**

**2. OPERATIONS:**

**\$39,533**

**CONTRACTUAL SERVICES (Also depicted on Form 96A, page 51)**

- Malpractice Insurance (\$14,500)
- Copier Machines (\$8,160)
- Westlaw Internet Services (\$29,750)
- Official Vehicles (\$16,020)
- Auto Insurance Coverage for Official Vehicles (\$5,850)
- Security Surveillance (\$960)
- Equipment Maintenance - Archiving (\$4,000)
- Equipment Maintenance - Office Equipment (\$12,250)
- Internet Domain Name and Hosting Website (\$500)
- Firewall Security Service (\$2,500)
- Contents Insurance for PDSC property (\$3235)
- Software for General Ledger (\$4,000)

- Payroll Software (\$4,950)
  - BambooHR Software (\$3,000)
  - Adobe Acrobat X Suite for Personnel Records (\$1,300)
  - Off-Site Data Backup Solution (\$6,000)
  - Annual renewal for Recorder Software (\$400)
  - Abacus Case Management Tech Support (\$13,140)
  - Hard Disk Software Diskkeeper for Server (\$1,200)
  - Fixed Asset Software (\$500)
  - Mobile access to ABACUS (\$1,600)
  - Renewal of Archive Software (4,000)
  - Proposed/New Positions: 3 Additional Licenses for Abacus (\$900)
  - APC Server for ABACUS cloud (\$5,580)
  - ABACUS Cloud User License (\$9,588)
  - Microsoft Office 365
  - Mobile Broadband (\$9,000)
- a. -0- **OFFICE SPACE RENTAL:** Rental premiums kept at FY2015 levels.
- b. -0- **SUPPLIES AND MATERIALS:** Kept at FY2015 level. Please refer to Form 96A for details.
- c. (\$27,200) **SMALL EQUIPMENT:** Please refer to Form 96A for further details.
- Office furniture for proposed staffing (\$5,600)
  - Computer workstations for proposed staffing (\$7,200)
  - New telephone units (\$720)
  - Replace obsolete workstations (\$8,800)
  - Portable video/digital camera for Investigators (\$800)
  - Replace obsolete battery back-ups (\$1,000)
  - Replace office furniture – desk and chair (\$2,800)
  - New “Received” stamp machine (\$3,000)
  - External drives for back-up (\$2,000)
  - Clothing steamer (\$200)
- d. \$8,390 **MISCELLANEOUS:**
- Guam Bar Association Dues (\$4,650)
  - Professional Dues for NACDL/NLADA (\$915)
  - Local Training for Attorneys & Staff (\$15,000)
  - Publications: Job Announcements, Board Meetings, Invitations For Bid/Requests for Proposals (\$11,000)
  - Legal Subscriptions Used as References for Attorneys (\$2,100)
  - Stipends for Board Members (\$1,800)
  - Bank Charges for Payroll Fees (\$1,300)
  - Special Fees: Process Server Appointments, Police Clearances (\$650)
  - Rental of Safety Box for MIS Back-up Data (\$250)
  - SHRM Membership (\$190)
  - Board Meeting Expenses (\$2,000)

BUDGET DIGEST SUMMARY

Page 4 of 4

e. \$7,200 POWER: Anticipated increase when renewing Lease of Building

f. (\$3,828) TELEPHONE/UTILITIES: Decrease from FY2015 level.

\$24,095 SUB-TOTAL FOR OPERATIONAL, UTILITIES AND CAPITAL  
OUTLAY COSTS INCREASE IN FISCAL YEAR 2016

\$ 516,948 TOTAL INCREASE FOR FY2016 ABOVE FY2015's  
AUTHORIZED LEVEL (13%)



**BEFORE THE  
BOARD OF TRUSTEES OF THE  
PUBLIC DEFENDER SERVICE CORPORATION  
RELATIVE TO THE USE OF LAPSED FUNDS OF THE ALTERNATE PUBLIC  
DEFENDER TO ENABLE APD INVESTIGATOR TO ATTEND THE  
CRIMINAL DEFENSE INVESTIGATION TRAINING COUNCIL'S  
40-HOUR TRAINING ACADEMY PROGRAM  
FROM JUNE 15-19, 2015 IN JENSEN BEACH, FLORIDA**

**RESOLUTION NO. PDSC 15-15**

- 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 adopted Resolution No. 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for these lapsed funds; and
- WHEREAS,** the APD recognizes the importance of providing training opportunities for its employees, in order to keep them abreast of the latest techniques and advancements in their fields; and
- WHEREAS,** PDSC Chief Investigator Robbie Call has researched and discovered the training opportunity provided by the Criminal Defense Investigation Training Council's 40-hour Training Academy, which will eventually lead to the recognition of APD's investigators as Certified Defense Investigators (please see attachments as to description and synopsis of this program); and
- WHEREAS,** a training session is slated for June 15-19, 2015 in Jensen Beach, Florida with the total cost for attendance by APD Investigator Julie Ann G. Sablan being \$3,495.00 as referenced on the attached communication; and
- WHEREAS,** for Fiscal Year 2015, off-island travel for training was not budgeted by the PDSC Board of Trustees; and
- WHEREAS,** PDSC Executive Director Eric D. Miller and Administrative Director Wilfred G. Aflague encourage and support the attendance of APD Investigator Sablan of this Training; now therefore be it
- RESOLVED,** The board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the APD's request for the expenditure of **\$3,495.00** in Lapsed Funds for the purposes described above; and be it further
- RESOLVED,** Investigator I Julie Ann G. Sablan must execute a "Contract" with the APD

relative to her commitment towards continued employment with the APD for a minimum of two(2) years following completion of the program described herein; and be it further

**RESOLVED,** in the event the individual fails to successfully complete the training presented herein, the employee shall reimburse the APD for any and all expenditures made on her behalf for this purpose; and be it further

**RESOLVED,** upon recognition as "Certified Criminal Defense Investigator", APD employee shall fulfill any Continuing Education Unit (CEU) requirements to retain her certification.

**DULY AND REGULARLY ADOPTED** this 28<sup>th</sup> day of April, 2015.

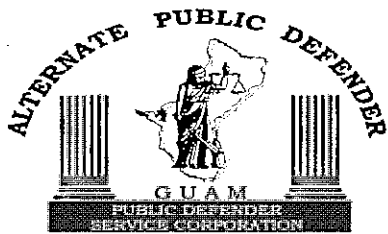
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Chief Justice ROBERT J. TORRES, JR.  
Chairman

ATTEST:

---

WILFRED G. AFLAGUE  
Secretary



**ALTERNATE PUBLIC DEFENDER  
Public Defender Service Corporation**

**GOVERNMENT OF GUAM**

Suite 902, DNA

238 AFC Flores Street

Hagåtña, Guam 96910

Tel: (671) 475-3234 Fax: (671) 475-3238



**BOARD OF TRUSTEES**

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Administrative Director

**ALTERNATE PUBLIC DEFENDER**

Ana Maria C. Gayle  
Supervisor

Stephen P. Hattori  
Staff Attorney

John P. Morrison  
Staff Attorney

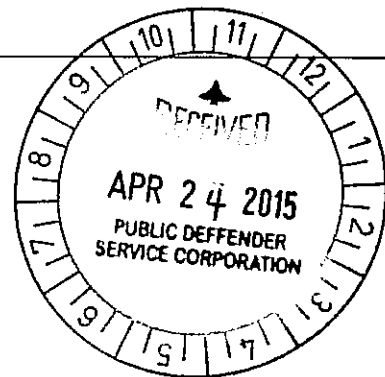
Eric R. Overton  
Staff Attorney

James N. Spivey, Jr.  
Staff Attorney

**Wilfred G. Aflague**  
Administrative Director  
Public Defender Service Corporation  
Sinajana, Guam

**Re: Julie Ann G. Sablan (Investigator)**

**Subj: Criminal Defense Investigation Training Academy**



**Wilfred,**

Please include the following for discussion in the upcoming board meeting on April 28, 2015 to request the use of lapse for off-island training for Investigator Julie Ann G. Sablan:

Criminal Defense Investigation Training Academy  
Courtyard Hutchinson Island Beachfront  
10978 South Ocean Drive Jensen Beach, Fl 34957  
772-229-1000

**Purpose:**

APD investigator to obtain professional certification from the Criminal Defense Investigation Training Council and set a higher work standard through this training program and future practices.

**Expense:**

- 1. Airfare: \$1682.02
- 2. Per Diem Rate: \$95.00 (Lodging Per Day)  
\$46.00 (meals and incidentals)  
Total: 141.00

- |    |                              |           |
|----|------------------------------|-----------|
| 3. | Registration/Tuition Fee:    | \$650.00  |
| 4. | Miscellaneous: Certification | \$175.00  |
|    | Total Cost:                  | \$3495.00 |

Note: Travel time is estimated 2 days. Car rental has already been requested for the PDSC investigators for travel from West Palm Beach International Airport to the lodging/venue and then back to the airport for departure.

Your attention to this request is appreciated.

Investigator #1

Norma L. Salas

