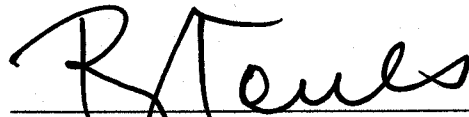


**BEFORE THE
BOARD OF TRUSTEES OF THE
PUBLIC DEFENDER SERVICE CORPORATION
RELATIVE TO THE USE OF
ALTERNATE PUBLIC DEFENDER LAPSED FUNDS TO REIMBURSE
APD MANAGING ATTORNEY ANA MARIA C. GAYLE
FOR ADDITIONAL EXPENSES FOR HER ATTENDANCE TO
THE NATIONAL DEFENSE LEADERSHIP INSTITUTE (NDLI)
LEADERSHIP MANAGEMENT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

RESOLUTION NO. PDSC 19-15

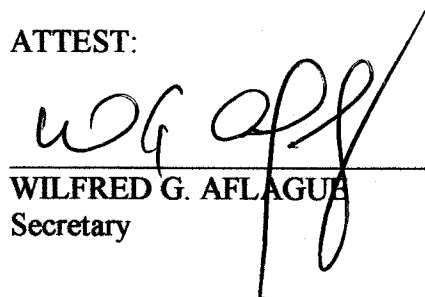
- WHEREAS,** the PDSC Board of Trustees adopted Resolution Number 99-07 requiring Board approval for the budgeting of and/or spending authorization(s) for lapsed funds; and
- WHEREAS,** APD Managing Attorney Ana Maria C. Gayle had attended the NDLI Leadership Management training in Columbia, South Carolina as approved by Board Resolution No. PDSC 09-15; and
- WHEREAS,** the amount of funds approved by PDSC Resolution No. PDSC 09-15 (AMENDED) was \$2,735.00 but the actual expenses incurred was \$3,183.41 due to additional expenses totaling a difference of \$448.41; now therefore be it
- RESOLVED,** The Board of Trustees of the Public Defender Service Corporation, in its meeting of June 23, 2015 hereby approves the use of Public Defender Service Corporation's lapsed funds for the amount of \$448.41 to reimburse APD Managing Attorney Ana Maria C. Gayle for additional expenses incurred.

DULY AND REGULARLY ADOPTED this 23rd day of June 2015.



Chief Justice ROBERT J. TORRES, JR.

ATTEST:



WILFRED G. AFLAGUE
Secretary

Wilfred G. Aflague

From: Julito Tingson
Sent: Thursday, June 18, 2015 10:23 AM
To: Wilfred G. Aflague
Subject: FW: Reimbursement for Conference
Attachments: DOC_20150618094724.pdf; DOC_20150618094657.pdf; DOC_20150618090830.pdf

Importance: High

From: Janet Rosario [mailto:janetr@guamapd.net]
Sent: Thursday, June 18, 2015 10:22 AM
To: Julito Tingson
Subject: FW: Reimbursement for Conference
Importance: High

From: Janet Rosario
Sent: Thursday, June 18, 2015 10:01 AM
To: AnaMaria Gayle; wafalague@pdsc.net
Subject: RE: Reimbursement for Conference
Importance: High

Attached is Annie's itinerary and check indicating the break-down of reimbursement.

Reimbursed Amount	Item	Paid Out of Pocket
1700.00	Airfare	1995.17
300.00	Conf. Registration	600.00
435.00	Hotel Stay	588.24
\$2,435.00		\$3,183.41 (difference of \$748.41)

Esta,

Janet

From: AnaMaria Gayle
Sent: Thursday, June 18, 2015 9:40 AM
To: Janet Rosario; wafalague@pdsc.net
Subject: RE: Reimbursement for Conference

The amount that was approved was \$1700 for the airfare. \$300 for the membership and \$435 for per diem. I paid \$1900.17 for the airfare (excluding the transaction fee from my travel agent) and \$600 for the membership and \$588.24 for the hotel alone, I didn't keep track of my food costs at all. What am I entitled to claim for reimbursement? Thanks.
Annie

From: Janet Rosario
Sent: Thursday, June 18, 2015 9:19 AM
To: waflogue@pdsc.net
Cc: AnaMaria Gayle
Subject: Reimbursement for Conference
Importance: High

Buenas Wil:

Attached is Annie's receipt for the Leadership & Management Conference she attended June 4-6, 2015 with Eric Miller. Please include her request to be submitted at the upcoming Board Meeting. She had paid \$600 for the conference and \$588.24 for hotel stay for a total of \$1188.24.

Thank you and have a great Thursday.

Janet L. Rosario
Legal Secretary
Alternate Public Defender
Tel: 475-3234
Email: janetr@guamapd.net

ALTERNATE PUBLIC DEFENDER
GOVERNMENT OF GUAM

008905

DATE	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
	Reimbursement for NUTS & BOLTS of LEADERSHIP and MANAGEMENT training			
	Airfare	1,700.00		
	Registration	300.00		
	Per Diem	435.00		
		<u>2,435.00</u>		
CHECK DATE 5/29/2015	CONTROL NUMBER .	TOTALS		\$ 2,435.00



Ana Maria Gayle <anamaria.gayle@gmail.com>

Fw: GAYLE/ANA MARIA CONCEPCION MS 03JUN GUM - INV150790

2 messages

Donna Herrero <dannaherrero@yahoo.com>
 Reply-To: Donna Herrero <dannaherrero@yahoo.com>
 To: "anamaria.gayle@gmail.com" <anamaria.gayle@gmail.com>
 Cc: Theresa Cruz <theresacruz1@yahoo.com>

Sat, May 9, 2015 at 11:10 AM

Ana,

Below is copy of invoice for your review. Eticket has been sent to you via United's webpage, please let us know if you don't receive the eticket.

Donna Herrero,
 Sr. Travel Consultant
 Travel Pacificana
 (671)472-8884/B
 (671)477-0888/Fax

----- Forwarded Message -----

From: TRAVEL PACIFICANA I (AGENTID00523549) <emailserver2@pop3.amadeus.net>
 To: DONNAHERRERO@YAHOO.COM
 Sent: Saturday, May 9, 2015 11:05 AM
 Subject: GAYLE/ANA MARIA CONCEPCION MS 03JUN GUM

GAYLE/ANA MARIA CONCEPCION MS 03JUN GUM

INVOICE 0000150790
 DATE 09MAY15
 BOOKING REF 5CHGA6
 AGENT TC/DH

GAYLE/ANA MARIA CONCEPCION MS

ACCOUNT NUMBER G

UNITED AIRLINES	03JUN GUAM	TOKYO	1205P	300P
UA 196	WEDNESDAY	A.B WON PAT IN NARITA INTL		
L ECONOMY		AIRCRAFT: BOEING 737-800		
		SEAT 26C CONFIRMED		

UNITED AIRLINES	03JUN TOKYO	DULLES/WASH DC 400P	350P
UA 804	WEDNESDAY	NARITA INTL DULLES INTL	
S ECONOMY		AIRCRAFT: BOEING 777-200/300	
		SEAT 42E CONFIRMED	

UNITED AIRLINES	03JUN DULLES/WASH DC COLUMBIA SC	533P	705P
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UA 3398
S ECONOMY

WEDNESDAY DULLES INTL COLUMBIA MET
AIRCRAFT: EMBRAER RJ135/140/145
SEAT 08A CONFIRMED
FLIGHT OPERATED BY TRANS STATES AIRLINES

UNITED AIRLINES
UA 3940
V ECONOMY

07JUN COLUMBIA SC CHICAGO IL 600A 712A
SUNDAY COLUMBIA MET O HARE INTERNA
AIRCRAFT: EMBRAER RJ135/140/145
SEAT 11C CONFIRMED
FLIGHT OPERATED BY EXPRESSJET AIRLINES DB

UNITED AIRLINES
UA 727
V ECONOMY

07JUN CHICAGO IL SAN FRANCIS CA 805A 1029A
SUNDAY O HARE INTERNA SAN FRANCISCO
AIRCRAFT: BOEING 777-200/300
SEAT 43H CONFIRMED

UNITED AIRLINES
UA 7949
V ECONOMY
NH 0007

11JUN SAN FRANCIS CA TOKYO 1220P 320P
THURSDAY SAN FRANCISCO NARITA INTL 12JUN
AIRCRAFT: BOEING 777-300ER
FLIGHT OPERATED BY NH ALL NIPPON AIRWAYS

UNITED AIRLINES
UA 197
W ECONOMY

12JUN TOKYO GUAM 540P 1030P
FRIDAY NARITA INTL A.B WON PAT IN
AIRCRAFT: BOEING 737-800

AIR FARE	1452.00
TAXES AND AIRLINE IMPOSED FEES	448.17
AIR TOTAL USD	1900.17
TRANSACTION FEE/NON-REFUNDABLE	95.00
INVOICE TOTAL USD	1995.17

PAYMENT: VI XXXXXXXXXXXX4404

RESERVATION NUMBER(S) NH/5CHGA6 UA/BVECBC

ETKT:UA 016 6543159046-47

UA FREQUENT FLYER UATR063912

 PROFESSIONAL FEE WILL BE ASSESSED FOR ANY CANCELLATION,
 CHANGES, REFUND, OR TICKET REISSUANCE. PROOF OF
 CITIZENSHIP IS REQUIRED. CHECK-IN 2 HOURS PRIOR TO
 DEPARTURE. PLEASE REMEMBER YOUR PASSPORT AND OTHER
 NECESSARY DOCUMENTS. RECONFIRM ONWARD/RETURN RESERVATION
 72 HOURS PRIOR TO DEPARTURE. THANK YOU.
 FEES AND COMMISSIONS INCLUDE 4PCT GROSS RECEIPTS TAX

CLICK THE FOLLOWING LINK TO ACCESS YOUR ONLINE ITINERARY:

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=5CHGA6&L=US&N=GAYLE

MOST CARRIERS' E-TICKETS HAVE EXPIRATION DATES AND CONDITIONS OF USE.
CHECK THE CARRIER'S FARE RULES FOR MORE INFORMATION.

BAGGAGE POLICY - FOR TRAVEL TO/FROM, WITHIN THE US/CA, PLEASE VISIT:

[HTTPS://BAGS.AMADEUS.COM?R=5CHGA6&N=GAYLE](https://BAGS.AMADEUS.COM?R=5CHGA6&N=GAYLE)

Ana Maria C. Gayle <anamaria.gayle@gmail.com>
To: Mariana Gabriel <m.noelani@gmail.com>

Sun, Jun 7, 2015 at 10:20 AM

Here is my itinerary- get in at 10:30am on United flight 727. Thanks

Sent from my iPhone

Begin forwarded message:

From: Donna Herrero <donna.herrero@yahoo.com>
Date: May 8, 2015 at 9:10:32 PM EDT
To: "anamaria.gayle@gmail.com" <anamaria.gayle@gmail.com>
Cc: Theresa Cruz <theresacruz1@yahoo.com>
Subject: Fw: GAYLE/ANA MARIA CONCEPCION MS 03JUN GUM - INV150790
Reply-To: Donna Herrero <donna.herrero@yahoo.com>

[Quoted text hidden]

416562456526473555001



Event

2015 Nuts & Bolts of Leadership and Management

Eventbrite

Date+Time

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

Location

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

Name

Ana Gayle

Payment Status

Authorize.net
Completed

Order Info

Order #416562456. Ordered by Ana Maria Gayle on April 20, 2015 2:08 AM

Type

Non-Members (Early) \$600.00



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 4-8, 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 NDL@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.

Registration Information:

Are you attending the National Advocacy Center Tour on Thursday, June 4th
Yes, 2:15 - 3:30 pm Tour



416562456526473555001

Eventbrite

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www.eventbrite.com



Courtyard by Marriott
Columbia Downtown at USC

630 Assembly Street
Columbia, SC 29201
T 803.799.7800

A. Gayle

Room: 210

Room Type: KSTE

Number of Guests: 1

Rate: \$129.00

Clerk:

Arrive: 03Jun15

Time: 08:26PM

Depart: 07Jun15

Time:

Folio Number: 52640

Date	Description	Charges	Credits
03Jun15	Room Charge	129.00	
03Jun15	State Occupancy Tax	11.61	
03Jun15	Occupancy Sales Tax	3.87	
03Jun15	Destination Mktg Fee	2.58	
04Jun15	Room Charge	129.00	
04Jun15	State Occupancy Tax	11.61	
04Jun15	Occupancy Sales Tax	3.87	
04Jun15	Destination Mktg Fee	2.58	
05Jun15	Room Charge	129.00	
05Jun15	State Occupancy Tax	11.61	
05Jun15	Occupancy Sales Tax	3.87	
05Jun15	Destination Mktg Fee	2.58	
06Jun15	Room Charge	129.00	
06Jun15	State Occupancy Tax	11.61	
06Jun15	Occupancy Sales Tax	3.87	
06Jun15	Destination Mktg Fee	2.58	
07Jun15	Visa		588.24
	Card #: VIXXXXXXXXXXXXX4404XXXX		
	Amount: 588.24 Auth: 003747 Signature on File		
	This card was electronically swiped on 03Jun15		
	Balance:	0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

As requested, a final copy of your bill will be emailed to you at: ANAMARIA.GAYLE@GMAIL.COM. See "Internet Privacy Statement" on Marriott.com.

**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,

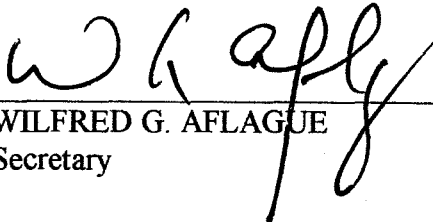
The Board of Trustees of the Public Defender Service Corporation, in its meeting of April 28, 2015 hereby approves the Alternate Public Defender's request to expend \$2,735.00 of lapsed funds to attend the National Defender Leadership Institute training program of the University of South Carolina School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

DULY AND REGULARLY ADOPTED this 28th day of April 2015



Chief Justice ROBERT J. TORRES, JR.

ATTEST:



WILFRED G. AFLAGUE
Secretary