



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan
Government of Guam
134 W. Soledad Ave., BOH Bldg. Ste. 406
Tel: 671-969-5625 | Telefax: 671-969-5626

Transmitted Via Electronic Mail

November 19, 2024

Honorable Lourdes A. Leon Guerrero
Governor of Guam
Office of the Governor
513 W. Marine Corps Drive
Hagåtña, Guam 96910

Honorable Therese M. Terlaje
Speaker, 37th Guam Legislature
I'Mina Trentai siette Na Liheslaturan Guahan
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Honorable Benjamin J. F. Cruz
Public Auditor
Office of Public Accountability
238 Archbishop Flores St. Suite 401, DNA Bldg
Hagåtña, GU 96910

Honorable Douglas B. Moylan
Attorney General of Guam
Office of the Attorney General of Guam 590 S.
Marine Corps. Dr. Suite 901 Tamuning, Guam
96913

Re: Reporting Requirements for Boards and Commissions – November 2024

Håfa Adai Governor Leon Guerrero, Speaker Terlaje, Public Auditor Cruz, and Attorney General Moylan,

On behalf of the Guam Ethics Commission, respectfully transmitted herewith is the reporting requirements of 5 GCA Chapter 8 § 8113.1 regarding the Guam Ethics Commission's regular meeting held on November 15, 2024.

If I can provide further assistance or clarification, please feel free to contact me through email at jesse.quenga@ethics.guam.gov.

Si Yu'os Ma'ase!

JESSE JOHN QUENGA, CM[®], LPEC
Executive Director

Enclosure: Guam Ethics Commission November 15, 2024 Meeting Packet



GUAM ETHICS COMMISSION
Kumisión i Ginihan Areklamenton Guåhan

Regular Meeting
Friday, November 15, 2024
11:30 AM

COMMISSIONERS

Christopher A. Cruz
Chairman

Margaret E.R. Tyquiengco
Vice-Chairwoman

Marilyn R. Borja

Robert S. Jack, MD

Daphne M. Leon Guerrero

Shannon J. Murphy

COMMISSION STAFF

Jesse J. Quenga CM, LPEC
Executive Director

Pamela D. Mabazza LPEC
*Ethics Investigation &
Compliance Officer II*

Reuben C. Bugarin LPEC
*Ethics Investigation &
Compliance Officer II*

Arielle L. Navarro
Administrative Assistant

AGENDA

I. Call to Order / Roll Call of Members

II. Approval of Minutes

a. August 30, 2024 – Regular Meeting

III. Executive Director's Report

IV. Closed Proceedings 4 GCA 15 §15401

ETH-23-110-OT-201 | ETH-23-115-COI-202 | ETH-23-122-UT-201
ETH-24-002-UT-202 | ETH-24-003-UT-202 | ETH-24-008-UT-202
ETH-24-009-UT-202 | ETH-24-010-UT-202 | ETH-24-011-UT-201
ETH-24-012-UT-201 | ETH-24-0130OT-202 | ETH-24-014-COI-201

V. Unfinished Business

a. Review and Approve Advisory Opinion (AO-24-001)

VI. New Business

a. Commission to Act on the Following Cases:

ETH-24-002-UT-202 | ETH-24-003-UT-202 | ETH-24-010-UT-202
ETH-24-011-UT-201 | ETH-24-012-UT-201 | ETH-24-013-OT-202

b. Review and Approve Ethics in Government Program
Training Fee for Fiscal Year 2025

c. Review Draft Fiscal Year 2026 Budget Request

d. Review and Approve Draft Commission Logo

e. Executive Director and Staff Travel Request

f. Commission Boardsmanship Training / Education Program
P.L. 32-031

VII. Executive Session 5 GCA 8 §8111

VIII. Announcements

IX. Adjournment

Guam Ethics Commission Board Meeting - Minutes

Date: August 30, 2024

Time: 12:12 pm

Location: Zoom/In Person

I. Call to Order / Roll Call of Members

a. Members Present:

1. Chairman Christopher A. Cruz
2. Marilyn R. Borja, Commissioner
3. Shannon J. Murphy, Commissioner
4. Daphne M. Leon Guerrero, Commissioner
5. Dr. Robert Jack, Commissioner arrived @ 12:22

b. Members Absent:

1. Vice Chairwoman Margaret E. R. Tyquiengco

c. Staff Present:

1. Jesse J. Quenga, Executive Director
2. Pamela D. Mabazza, Ethics Investigation and Compliance Officer II
3. Reuben C. Bugarin, Ethics Investigation and Compliance Officer II
4. Arielle L. Navarro, Administrative Assistant

d. Other Present:

1. Attorney Joseph McDonald, Legal Counsel
2. Attorney Darleen Hiton, Prosecutorial Counsel

Motion: C. Cruz motion to excuse members not present

Seconded: S. Murphy

Discussion: None

Decision: Motion Carries

II. Approval of Minutes

July 25, 2024 – Regular Meeting

MOTION: D. Leon Guerrero motion to approve July 25, 2024 minutes subject to correction

Seconded by: M. Borja

Discussion: None

Decision: Motion Carries

III. Executive Director's Report

a. IT Security Enhancements

- As part of our ongoing initiative to enhance the digital presence of the Commission, we have been working with the web team on migrating the website from 'guamethics.com' to 'ethics.guam.gov'. During the migration process, the vendor uncovered a significant concern: the removal of servers outside of Cloudflare would adversely impact the speed

and delivery of our online ethics training program. Given the importance of maintaining optimal user experience for our training participants, we seek the Commission's direction on how to proceed. The options available are as follows: we can either continue with the migration to 'ethics.guam.gov' with full awareness of the potential speed issues, or we can redirect 'ethics.guam.gov' to 'guamethics.com' to ensure that the servers remain on Cloudflare for improved performance.

b. Community Presentation on Ethics

- Commission staff participated in another community presentation at the Society for Human Resources - Guam Chapter Annual Conference. Reuben Bugarin and I had the pleasure of engaging with conference attendees during a breakout session titled "Link to Lead." We appreciated the opportunity to connect with SHRM members and share insights about the commission's work and the importance of government ethics. This event enabled us to foster relationships and raise awareness about our initiatives within the HR community.

c. Ethics Training for Judicial Officers

- Commission staff are in receipt of an inquiry from the University regarding the application of the Ethics in Government Program mandate with adjunct faculty who have served or are currently serving as a judicial officer.

d. GDOE Ethics Training

- On August 5th, the largest ethics training workshop was conducted for the faculty and staff of the Guam Department of Education, with an estimated 2,000 officials in attendance. Commission staff continue to receive confirmation of attendance from school officials, but we are currently tracking that the GDOE will meet compliance with the training mandate following the successful workshop.

e. Online Ethics Training Enhancement

- As part of our ongoing commitment to providing ethics training topics that meet workforce needs, the focus has now shifted to enhancing the ethics training offerings available through our website. On August 26th, our team convened with Atty. Williams to discuss the development of new training modules tailored specifically to serve as refresher courses. These modules are designed to reinforce our ethical standards and ensure that all employees are well-versed in the latest practices and regulatory requirements. By expanding our training resources, we aim to promote a stronger understanding of ethical conduct across all levels of the organization, ultimately improving overall accountability and transparency.

f. COGEL Panel Invitation

- I am pleased to inform you that I recently met with the members of the panel for the upcoming annual Council on Governmental Ethics Laws conference. During our discussion, we outlined the format for our session and identified key topics that are pertinent to our work. It became clear that the challenges we each encounter are quite similar, which presents a valuable opportunity for collaboration and shared learning.

g. Introduction of Bill 343-37 (LS)

- The office is currently tracking new legislation which seeks to update the meeting stipend for board and commission members. If enacted, the proposal will update compensation to \$250 a meeting, not to exceed \$1,000 a month.

h. FY2025 Budget Discussions

- The Guam Legislature recently concluded its discussion of the upcoming fiscal year budget. The Commission's proposed budget for FY 2025 reflects a total of \$552,680. This amount is consistent with the request submitted by the Commission back in January of this year. The budget amount will maintain staffing levels and provides adequate support for operational costs.

i. Ethics Training Update

- The participation figures for both in-person and online training are shown below.

Month	Live Workshop	Online Workshop	TOTAL
June	151	97	248
July	184	99	283
August	1,761*	335*	2,096*

j. FY2024 Budget Reconciliation

- As mentioned at the last Commission meeting, I discussed the Commission's budget discrepancies with the DOA Comptroller. Budget status provided below:

A	B	C	D	E	L	M
Account Code	Budget Act(s) Appropriations 37-42	Reserve	FY 2024 Allotments (B - C)	Year to Date Exp. / Encumb. As Of: 8/29/24	Other Requirements	Projected Lapse / (Shortfall) [D - (E + G + L)]
111 Salary	219,413	0	219,413	161,467	1,995	1
112 OI	0	0	0	0	0	0
113 Benefits	73,367	0	73,367	52,647	0	0
TOTAL PerSvs	292,780	0	292,780	214,114	1,995	1
220 Travel	11,968	0	11,968	11,968	0	0
230 Contract	99,562	0	99,562	66,248	315	32,999
233 Rent	65,993	0	65,993	65,993	0	0
240 Supplies	16,016	0	16,016	3,916	12,100	0
250 Equip.	22,217	0	22,217	1,889	20,328	0
271 Drug Testing	0	0	0	0	0	0
280 Sub.Rec.	0	0	0	0	0	0
290 Misc.	18,427	0	18,427	6,924	7,032	4,471
361 Power	0	0	0	0	0	0
362 Water	0	0	0	0	0	0
363 Tele.	4,116	0	4,116	4,116	0	0
450 Cap. Out.	0	0	0	0	0	0
TOTAL Opers	238,300	0	238,300	161,054	39,775	37,471
TOTALS	531,080	0	531,080	375,168	41,770	37,471.97

IV. Closed Proceedings 4 GCA 15 §15401

ETH-23-110-OT-201 | ETH-23-115-COI-202 | ETH-23-122-UT-201
 ETH-24-001-OT-202 | ETH-24-002-UT-202 | ETH-24-003-UT-202 |
 ETH-24-004-COI-201 | ETH-24-005-CI-201 | ETH-24-006-OT-201
 ETH-24-008-UT-202 | ETH-24-009-UT-202 | ETH-24-010-UT-202
 ETH-24-011-UT-201 | ETH-24-012-UT-201

Motion: M. Borja motion to discuss closed proceedings @ 12:57 p.m.

Seconded: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

Motion: S. Murphy motion to move back to regular session @ 1:27 p.m.

Seconded: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

Motion: D. Leon Guerrero motion to move on item VI -New Business, a.
Commission to act on the Following Cases

Seconded: R. Jack

Discussion: None

Decision: Motion Carries

VI. New Business

a. Commission to Act on the Following Cases:

ETH-24-001-OT-202 | ETH-24-002-UT-202 | ETH-24-003-UT-202

ETH-24-004-COI-201 | ETH-24-005-CI-201 | ETH-24-006-OT-201

ETH-24-010-UT-202 | ETH-24-011-UT-201 | ETH-24-012-UT-201

ETH-24-001-OT-202

Motion: S. Murphy motion to dismiss case ETH-24-001-OT-202

Seconded: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

ETH-24-002-UT-202

Motion: R. Jack motion to send a notice of alleged violation of specified
Standard of Conduct 4 G.C.A. § 15204 to the excused

Seconded: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-24-004-COI-201

Motion: R. Jack motion to dismiss case ETH-24-004-COI-201

Seconded: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-24-005-CI-201

Motion: D. Leon Guerrero motion to dismiss case ETH-24-005-CI-201

Seconded: M. Borja

Discussion: None

Decision: Motion Carries

ETH-24-006-OT-201

Motion: R. Jack motion to dismiss case ETH-24-006-OT-201

Seconded: S. Murphy

Discussion: None

Decision: Motion Carries

ETH-24-010-UT-202

Motion: M. Borja motion to table case ETH-24-010-UT-202

Seconded: R. Jack

Discussion: None

Decision: Motion Carries

ETH-24-011-UT-201

Motion: M. Borja motion to table case ETH-24-011-UT-201

Seconded: R. Jack

Discussion: None

Decision: Motion Carries

ETH-24-012-UT-201

Motion: M. Borja motion to table case ETH-24-012-UT-201

Seconded: R. Jack

Discussion: None

Decision: Motion Carries

b. Review and Approve Advisory Opinion (AO-24-001)

Motion: C. Cruz motion to table Advisory Opinion (AO-24-001)

Seconded: R. Jack

Discussion: None

Decision: Motion Carries

c. Review and Award RFP No. GEthC 003-24: In-Person Ethics in Government Program Instructor

Motion: S. Murphy motion to ratify management's decision to award RFP No. GEthC 003-24: In-Person Ethics in Government Program Instructor

Seconded: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

V. Unfinished Business

a. Review and Act on Ethics Training Fee Aging Report

Motion: C. Cruz motion to grant the release of employees' Certificates of Completion to agencies with outstanding balances and make every effort to collect those past due amounts.

Seconded: M. Borja

Discussion: None

Decision: Motion Carries

VII. Announcements – None

VIII. Adjournment

MOTION: M. Borja motion to adjourn the meeting at 1:44 p.m.

Seconded by: D. Leon Guerrero

Discussion: None

Decision: Motion Carries

I certify that the record above is true and correct.

Attested By:

JESSE J. QUENGA, CM, LPEC
Board Secretary, Executive Director



GUAM ETHICS COMMISSION

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EXECUTIVE DIRECTOR'S REPORT

Updates

a. Reconciliation of FY2024 Accounts

- We are pleased to inform the Commission that we are nearing the completion of the account reconciliation and the closing of the FY2024 books. I have been diligently working to ensure all financial records and transactions are accurately documented and aligned with our standards. Recently, we received a preliminary report from the Division of Accounts (DOA) indicating some discrepancies with payroll charges. We are actively working with the agency to clarify these issues and ensure all discrepancies are resolved promptly. Additionally, there are a few pending vendor payments that remain outstanding. Our team is coordinating with the respective vendors to clear these payments before the books are officially closed. We are confident in achieving this and maintaining reporting accuracy. Further updates will be provided as we progress towards finalization.

b. Community Presentation on Ethics

- Commission staff participated in another community presentation at the Guam Coalition Against Sexual Assault & Family Violence Annual Conference. Reuben Bugarin and Pamela Mabazza had the pleasure of engaging with conference attendees during a breakout session titled "Ethics in Government" We appreciated the opportunity to connect with coalition members and share insights about the commission's work and the importance of government ethics. This event enabled us to foster relationships and raise awareness about our initiatives within the government and not-for-profit communities.

c. Ethics Website

- We are pleased to report that we have successfully incorporated 'www.ethics.guam.gov' domain to redirect to our current webpage 'guamethics.com'. The transition was seamless and saw no webpage issues such as missing links or rearranged information displays.

d. Establishment of Accounts – Fiscal Year 2025

- As of October 1st, the Commission appropriation accounts have been successfully activated. Furthermore, all account subcategories have been fully allotted, ensuring that funds are distributed appropriately to meet our operational needs. This marks a significant step forward in our financial planning for the upcoming fiscal period.

e. D365 Purchase Order Access

- I am pleased to inform you that at the start of the fiscal year, the Department of Administration (DOA) approved our request to be granted procurement manager status within the new Financial Management Information System (FMIS). This newly granted access marks a significant milestone for our operations. It enables commission staff to directly enter Commission-approved purchase orders into the system, thereby streamlining the entire purchase order registration process. This improved efficiency will not only save time but also enhance the accuracy of our procurement activities, ensuring that all transactions are handled swiftly and effectively. We are grateful to DOA for their continued support as we implement these advancements.



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f. Ethics Training Compliance Report

- In accordance with 4 GCA 15 § 15410.(d), all entities within the government of Guam are required to submit an ethics training compliance report to the Commission. We are pleased to report that, for the fourth consecutive year, we have achieved a 100% compliance rate among all reporting agencies. Reminder notices were dispatched to the various government offices, and I would like to extend my gratitude to the Commission Staff for their diligence in following up with each respective agency to ensure compliance. Notably, the ethics training compliance report remains the only required report that has consistently seen full compliance.

g. Ethics Training Update

- The participation figures for both in-person and online training are shown below.

Month	Live Workshop	Online Workshop	TOTAL
September	114	146	260
October	0	183	183
November	86*	33*	119

h. FY2025 Budget Status

A	B	C	D	E	L	M
Account Code	Budget Act(s) Appropriations 37-125	Reserve	FY 2024 Allotments (B - C)	Year to Date Exp. / Encumb. As Of: 10/1/24	Other Requirements	Projected Lapse / (Shortfall) [D - (E + G + L)]
111 Salary	264,085.80	0	264,086	0	0	1,510
112 OT	0.00	0	0	0	0	0
113 Benefits	115,763.26	0	115,763	0	0	3,632
TOTAL PerSvs	379,849.06	0	379,849	0	0	5,142
220 Travel	26,019.20	0	26,019	0	26,019	1/ 0
230 Contract	54,218.74	0	54,219	0	54,219	2/ 0
233 Rent	65,992.80	0	65,993	0	65,993	3/ 0
240 Supplies	1,500.00	0	1,500	0	1,500	4/ 0
250 Equip.	0.00	0	0	0	0	0
271 Drug Testing	0.00	0	0	0	0	0
280 Sub.Rec.	0.00	0	0	0	0	0
290 Misc.	16,030.30	0	16,030	0	16,030	5/ 0
361 Power	0.00	0	0	0	0	0
362 Water	0.00	0	0	0	0	0
363 Tele.	9,069.90	0	9,070	0	9,070	6/ 0
450 Cap. Out.	0.00	0	0	0	0	0
TOTAL Opers	172,830.94	0	172,831	0	172,831	0
TOTALS	552,680.00	0	552,680	0	172,831	5,142.32



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Government of Guam

Closed Proceedings-4 GCA 15 §15401

ETH-23-110-OT-201 | ETH-23-115-COI-202 | ETH-23-122-UT-201
ETH-24-002-UT-202 | ETH-24-003-UT-202 | ETH-24-008-UT-202
ETH-24-009-UT-202 | ETH-24-010-UT-202 | ETH-24-011-UT-201
ETH-24-012-UT-201 | ETH-24-013OT-202 | ETH-24-014-COI-201



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134 W. Soledad Ave., BOH Bldg. Ste. 406

Tel: 671-969-5625 | Telefax: 671-969-5626

ADVISORY OPINION

Sent via electronic mail

November __, 2024

Department of Public Health and Social Services
Division of Senior Citizens

RE: Guam Ethics Commission Advisory Opinion 24-001

Dear _____,

You asked whether your donation drive and T-Shirt fundraiser conflicts with the ethics laws/requirements? Title 4 Guam Code Annotated Section 15401(a)(2) gives the Guam Ethics Commission authority to render advisory opinions upon the request of any employee or former employee as to whether the facts and circumstances of a particular case constitutes or will constitute a violation of the code of ethics.

The short answer to your question, is no, so long as the solicitation or acceptance of gifts is in accordance with applicable rules and regulations. Section 2112 of Title 10, Guam Code Annotated as related to public health and social services specifically provides:

§2112 Gifts for Welfare Purposes. The Director is authorized to accept, on behalf of the government of Guam, gifts, bequests and donations for welfare purposes, and may expend any sums so received for the purposes set out in this Chapter, in addition to the regular appropriations made for such purposes.

To the extent the Adult Day Care, In-Home Services and Nation Family Caregiver Support Programs fall under “public welfare” such solicitation by the Department of Public Health and Social Services (“DPHSS”) must be done in accordance with the applicable statute and any appropriate rules, and must be done only for the express purposes outlined in those applicable rules and regulations. See generally, Memorandum Ref: DYA 86-0069 dated January 31, 1986, RE: Solicitation and Acceptance of Gifts and Donations by the Department of Youth Affairs.

While the government of Guam prohibits gratuities and kickbacks, the Legislature, in passing 10 GCA §2112 authorized DPHSS to accept gifts, bequests and donations for welfare purposes. 5 GCA §5630; See also, Memorandum RE: Solicitation of Gifts dated December 11, 1985 (Employees or their organization, when approaching a person or business in the private sector, soliciting for gifts for whatever reasons place an enormous burden upon the government. If the person solicited fails to “donate”, any subsequent adverse decision by the agency or department might be viewed as a retaliation to the person for failure to donate, rather than a legitimate government decision.).



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Therefore, DPHSS is authorized to solicit and accept gifts so long as the solicitation or acceptance of gifts is in accordance with applicable rules and regulations. Attached for your easy reference are the Memoranda referenced herein.

PASSED AND ADOPTED BY THE GUAM ETHICS COMMISSION THIS 15TH DAY OF NOVEMBER 15, 2024.

Christopher A. Cruz
Chairman

Margaret E.R. Tyquiengco
Vice-Chairman

Shannon J. Murphy
Commissioner

Robert S. Jack, MD
Commissioner

Daphne N. Leon Guerrero
Commissioner

Marilyn R. Borja
Commissioner



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Commission to Act on the Following Cases:

ETH-24-002-UT-202 | ETH-24-003-UT-202 | ETH-24-010-UT-202
ETH-24-011-UT-201 | ETH-24-012-UT-201 | ETH-24-013-OT-202

BUDGET SCENARIO 1

		A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
AS400 Account Code	Appropriation Classification	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances (A + D + G)	FY 2026 Authorized Level (B + E + H)	FY 2025 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay	219,413	273,586	268,571	0	0	0	0	0	0	219,413	273,586	268,571
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	73,367	115,763	129,650	0	0	0	0	0	0	73,367	115,763	129,650
	TOTAL PERSONNEL SERVICES	292,780	389,349	398,221	0	0	0	0	0	0	292,780	389,349	398,221
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimbu	11,968	16,519	26,531	0	0	0	0	0	0	11,968	16,519	26,531
230	CONTRACTUAL SERVICES:	112,248	54,219	64,066	0	0	0	0	0	0	112,248	54,219	64,066
233	OFFICE SPACE RENTAL:	65,993	65,993	65,993	0	0	0	0	0	0	65,993	65,993	65,993
240	SUPPLIES & MATERIALS:	4,190	1,500	3,900	0	0	0	0	0	0	4,190	1,500	3,900
250	EQUIPMENT:	22,217	0	2,500	0	0	0	0	0	0	22,217	0	2,500
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	80	0	0	0	0	0	0	0	0	80	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	17,568	16,030	20,984	0	0	0	0	0	0	17,568	16,030	20,984
	TOTAL OPERATIONS	\$234,184	\$154,341	\$183,974	\$0	\$0	\$0	\$0	\$0	\$0	\$234,184	\$154,341	\$183,974
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	4,116	9,070	5,640	0	0	0	0	0	0	4,116	9,070	5,640
	TOTAL UTILITIES	4,116	9,070	5,640	0	0	0	0	0	0	4,116	9,070	5,640
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$531,080	\$552,760	\$587,835	\$0	\$0	\$0	\$0	\$0	\$0	\$531,080	\$552,760	\$587,835
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	4	4	4	0	0	0	0	0	0	4	4	4
	TOTAL FTEs	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00

BUDGET SCENARIO 2

		A	B	C	D	E	F	G	H	I	J	K	L
		GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
AS400 Account Code	Appropriation Classification	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances	FY 2025 Authorized Level	FY 2026 Governor's Request	FY 2024 Expenditures & Encumbrances (A + D + G)	FY 2026 Authorized Level (B + E + H)	FY 2025 Governor's Request (C + F + I)
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay	219,413	273,586	318,302	0	0	0	0	0	0	219,413	273,586	318,302
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	73,367	115,763	161,037	0	0	0	0	0	0	73,367	115,763	161,037
	TOTAL PERSONNEL SERVICES	292,780	389,349	479,339	0	0	0	0	0	0	292,780	389,349	479,339
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimbu	11,968	16,519	26,531	0	0	0	0	0	0	11,968	16,519	26,531
230	CONTRACTUAL SERVICES:	112,248	54,219	64,066	0	0	0	0	0	0	112,248	54,219	64,066
233	OFFICE SPACE RENTAL:	65,993	65,993	65,993	0	0	0	0	0	0	65,993	65,993	65,993
240	SUPPLIES & MATERIALS:	4,190	1,500	3,900	0	0	0	0	0	0	4,190	1,500	3,900
250	EQUIPMENT:	22,217	0	2,500	0	0	0	0	0	0	22,217	0	2,500
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	80	0	0	0	0	0	0	0	0	80	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	17,568	16,030	20,984	0	0	0	0	0	0	17,568	16,030	20,984
	TOTAL OPERATIONS	\$234,184	\$154,341	\$183,974	\$0	\$0	\$0	\$0	\$0	\$0	\$234,184	\$154,341	\$183,974
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	4,116	9,070	5,640	0	0	0	0	0	0	4,116	9,070	5,640
	TOTAL UTILITIES	4,116	9,070	5,640	0	0	0	0	0	0	4,116	9,070	5,640
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$531,080	\$552,760	\$668,953	\$0	\$0	\$0	\$0	\$0	\$0	\$531,080	\$552,760	\$668,953
	1/ Specify Fund Source(s)												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	4	4	4	0	0	0	0	0	0	4	4	4
	TOTAL FTEs	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00



GUAM ETHICS COMMISSION

Kumision i Ginihan Areklamenton Guåhan

MEANING BEHIND DESIGN

Logo is designed at a perspective to give it more character. It has a unique look that isn't a flat balance scale, but is still recognizable. The logo has a "flowy" and simplified design for a modern, clean and abstract look.

Design looks similar to a person holding the scale, giving the logo a human element to it.



Latte stone holding up scale to have a Guam/local element to the logo.



Guam seal

Balance scale to symbolize "ethics".

GUAM ETHICS COMMISSION

Kumision i Ginihan Areklamenton Guåhan

Rounded edge font for a soft and approachable look.

VARIATIONS



GUAM ETHICS COMMISSION
Kumision i Ginihan Areklamenton Guåhan



GUAM ETHICS COMMISSION
Kumision i Ginihan Areklamenton Guåhan



GUAM ETHICS COMMISSION

Kumision i Ginihan Areklamenton Guåhan

134 West Soledad Avenue, Suite 406 BOH Building, Hagatna GU 96910
Tel: (671) 969-5625 | Fax: (671) 969-5626
Email: info@ethics.guam.gov





GUAM ETHICS COMMISSION

Kumisión i Ginihan Areklamenton Guåhan

Executive Director and Staff Travel Request

Traveler's Name & Title	Purpose and Location of Travel	Source of Funding	Travel Amount
Jesse J. Quenga Executive Director	Attend and Present at the 46th Annual COGEL Conference in Los Angeles, California December 7 th – December 12 th	General Fund	\$3,243.65
Pamela D. Mabazza EICO II	Attend 46th Annual COGEL Conference in Los Angeles, California December 7 th – December 12 th	General Fund	\$2,934.40
Reuben C. Bugarin EICO II	Attend 46th Annual COGEL Conference in Los Angeles, California December 7 th – December 12 th	General Fund	\$2,934.40


Education Program

Jesse J. Quenga



Agenda

- I. Procurement Law – Updates*
- II. Five Steps to Being a Better Board Member
- III. Parliamentary Procedure
- IV. Good & Bad Characteristics
- V. Working with the Governor & Building Partnerships with Legislature
- VI. Self-Evaluation

A photograph of the Guam Congress Building, a modern white structure with a flat roof and large windows. The building is set against a blue sky with white clouds. In the foreground, there are concrete steps leading up to the entrance, flanked by metal railings. A small planter with yellow flowers sits on the steps. To the right, a large white wall features the building's name in dark blue letters. A palm frond is visible on the far right.

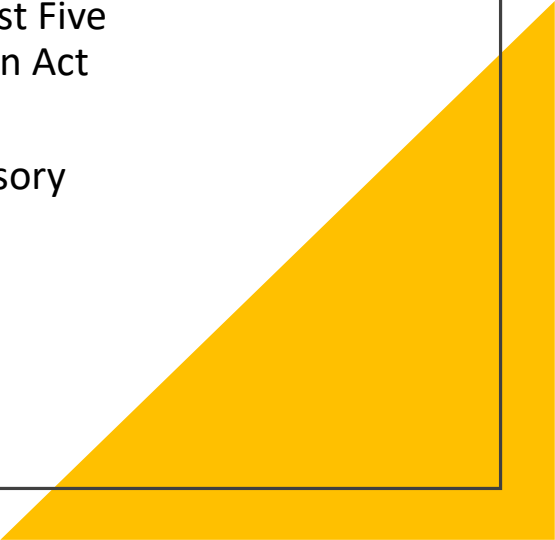
GUAM CONGRESS BUILDING

I Liheslaturan Guåhan
The Guam Legislature

PROCUREMENT LAW

UPDATES IN THE 37TH
GUAM LEGISLATURE

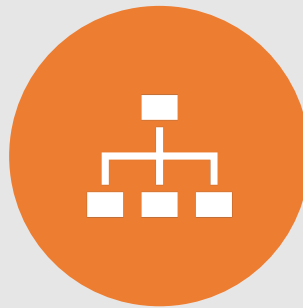
NEW LAWS

- P.L. 36-37: Relative To The Administrative Review Of Government Of Guam Critical Procurement Contract Decisions Reasonably Expected To Cost Five Million Dollars Or More Using Funds From The American Rescue Plan Act And Or The Infrastructure Investment And Jobs Act.
 - P.L. 37-88: Relative To The Revitalizing The Guam Procurement Advisory Council To Modernize Procurement In Order To Promote Public Confidence And Achieve Best Value In Service To Our Community.
- 
- A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.



Five Steps to Being a Better Commissioner

1. Focus on organizational achievement



BOARD SERVICE MAKES A
DIFFERENCE:



POINTS TO BE DISCUSSED CORRELATE
TO IMPROVED ORGANIZATIONAL
ACHIEVEMENT

2. Devote the Time

How do you perceive the time commitment is for a member of the Commission?

- Commission Meetings
- Board Policy Review / Development
- Ethics Investigations & Hearings?

No one board member is an expert in all topics

- Divide the workload by assigning topics to committees

3. Do Your Homework



Are you prepared
for board
meetings?

Are you familiar with
an agenda item, issue,
history, and possible
solutions.



Are the staff
prepared for board
meetings?

Do you receive the
materials in a timely
manner.

Does the staff
understand what is
expected from them
to prepare for a
meeting?



Chair's responsibility to address

4. Question

- Does the Commission have a strategic plan or board policy to address the issue?
- How can the Commission measure the implementation or effectiveness of their policy?
- What are the ground rules for determining what is Commission work and what are staff responsibilities?
- What can I do to foster a positive working relationship among all members?



5. Make Decisions



Effective Commission Members Make Decisions.



Don't be tempted to set aside controversial topics.



A member's responsibility does not end after a vote, a member must work with colleagues to ensure the adopted policy is carried out effectively.



Robert's Rules of Order

Majority Right to Decide =
Minorities Right to be
Heard



Parliamentary
Procedure

Overview

- Parliamentary procedure regulates how the board conducts its business during official meetings
- Most boards operate utilizing Robert's Rules of Order (Guam Legislature uses Mason's Rule of Order)
- A basic understanding of parliamentary procedure ensures:
 - Rights of all participants are protected
 - Debate is balanced
 - Business of the board is done in a fair and orderly manner

Robert's Rules of Order

- Important points to know when participating in board/commission meetings:
 - The Agenda
 - The Chairperson
 - Making a motion
 - Making Amendments
 - Making Special Amendments

Robert's Rules of Order

Key terms:

- -Point of Privilege
- -Parliamentary Inquiry
- -Point of Information
- -Orders of the Day
- -Point of Order
- -Main Motion
- -Divide the Question
- -Consider by Paragraph
- -Amend
- -Withdraw/Modify Motion
- --Extend Debate
- Commit/Refer/Recommit to Committee
- -Limit Debate
- -Postpone to a Certain Time
- - Object to Consideration
- -Lay on the Table
- -Take from the Table
- -Reconsider
- -Postpone Indefinitely
- -Previous Question
- -Informal Consideration
- -Appeal Decision of the Chair
- -Suspend the Rules

Robert's Rules of Order

5 biggest mistakes made using Robert's Rules of Order

- 1) Using Robert's Rules of Order as a weapon
- 2) Not teaching members the basics
- 3) Relying on just institutional knowledge
- 4) Not restating the motion, both chair and members
- 5) Going too fast through meetings (slow down, so you can speed up)

Robert's Rules of Order

Tip Sheet

- **Types of Motions**
- **Main Motion:**
 - Introduces items to the membership for their consideration.
 - Cannot be made when any other motion is on the floor.
- **Subsidiary Motion:**
 - Change or affect how a main motion is handled, and is voted on before a main motion.
- **Privileged Motion**
 - Bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motion:**
 - Provide a means of questioning procedure concerning other motions and must be considered before the other motion

Robert's Rules of Order

Tip Sheet

Types of Motions Continued...

- **Motion to Table:**
 - Used in the attempt to “kill” a motion.
- **Motion to Postpone:**
 - This is often used as a means of parliamentary strategy and allows opponents of a motion to test their strength without an actual vote being taken.
 - Also, debate is once again open on the main motion.
 - Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.

The background of the slide is a collage of overlapping brown sticky notes. Each sticky note has a simple smiley face drawn on it with two small green dots for eyes and a curved line for a mouth. The sticky notes are arranged in a way that they appear to be stuck to a surface, with some overlapping others.

Good & Bad Characteristics

BAD Characteristics of a Board Member

Uncooperative/Interruptive

Not Prepared

Non-participatory (absent)

Micromanager

Disruptive

Controlling/Imposing

Conforming/Group think

Lacks Integrity

Non Communicative

Sinister

Narcissistic/Hubris/Arrogance

GOOD Characteristics of a Board Member

Team player/Brings people together

Active listener

Supportive of department

Cordial

Fair

Accessible/Transparent

Representative of Shareholders

Adherent and knowledgeable of rules and governing laws

Role Model for each other and community

Forward thinking

Politically skilled

Prepared for meetings/Roles

Problem Solver

Passionate

Working with the
Governor &
Building
Partnerships with
Legislature



Stephen Parker's : 4 G's for a Good Relationship



Governance

Understand the Structure



Goals

Common Cause = Greater support to achieving goals



Glory

Compile your work and accomplishments so that all elected officials and the public understand what you have done and why



Gotcha

Do not do this! Surprising elected officials will never advance Commission policies.

The Commission & The Guam Legislature



Build Relationships



Learn the Fundamentals of the Legislative Process



Consider Creating a Legislative Committee



Involve Organizational Stakeholders in Developing
Legislative Priorities



Communicate Clearly and Concisely



Avoid Burning Bridges

Legislative Do's and Don'ts

DO

- Communicate regularly. Don't wait for the legislators to contact the Commission. Promote transparency and openness
- Avoid Misunderstanding. Clearly communicate "Why" those policies and "how" legislators can help
- Using your priorities, communicate clearly how the Commission hopes to accomplish these priorities
- Avoid partisan politics.


DON'T

- Rely solely on the Commission staff. The board chair or all members should be familiar with legislators.
- Depend on the relationship of certain board members with specific Senators. This will pull the Commission back if either a Commissioner or a Senator leaves their position
- Promote an individual position not aligned with goals established by the Commission.

Self-Evaluation

Preface

The Commission must govern and discipline itself in a way that ensures a steadfast commitment to its mission and goals

An illustration of a person with dark hair, wearing a white shirt and grey pants, climbing a red ladder. The ladder is positioned on the left side of the frame. The person is reaching out with their right hand towards a row of five stars. The stars are arranged horizontally in the upper right quadrant. The first star is yellow, the second is blue, and the remaining three are yellow. The background is a solid teal color with several white, stylized clouds of varying sizes. A large, light blue circular area is overlaid on the left side of the image, containing the text.

How do we measure effectiveness in leadership?

Take time to reflect on the Commission's actions over a specified period.

- Evaluate the Commission on:
 - Roles and responsibilities of Commissioners
 - Commission operations
 - Progress toward achieving board goals

Roles and Responsibilities of Commissioners Revisited

01

Delineate their roles and responsibilities as Commissioners

02

Identify and assess individual and Commission activities addressed within that role

03

Measure effectiveness and appropriateness of Commission activities in advancing and achieving its goals

04

Identify voids in island leadership that are areas into which the Commission can move



"NEXT ITEM - CARRYING OUT OUR OBJECTIVE SELF-ASSESSMENT"

Think about
it...

Evaluating the Commission's operating procedures motivates the board to critically examine its structure and proceedings and to decide if they are moving the board toward its desired outcomes

Consider these evaluation topics:



Agenda development and administration



Policymaking procedures



Alignment of the Commission's operations with its strategic plan, mission and goals



Opportunities for Commissioner development

Progress Toward Achieving Commission Goals



Use Data

Use data to drive both long- and short-term goals



Approve Goals

Approve three to five annual short-term goals that are subsets of their long-term objectives.



Measure Satisfaction

Measure Commission satisfaction with the achievement of the goals as well as appropriateness of the goals with respect to the Commission's mission