



GOVERNMENT OF GUAM  
 DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
 DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



EDDIE BAZA CALVO  
 GOVERNOR

JAMES W. GILLAN  
 DIRECTOR

RAY TENORIO  
 LIEUTENANT GOVERNOR

LEO G. CASIL  
 DEPUTY DIRECTOR

July 23, 2013

**Honorable Judith T. Won Pat, Ed.D.**  
**Speaker**

I Mina'trentai Dos na Liheslaturan Guahan  
 155 Hesler Street  
 Hagatna, Guam 96910

32.13.705  
 Date: 8.21.13  
 Time: 8:46am  
 Received by: [Signature]  
 2013 AUG 21 AM 9:29

Dear Madam Speaker,

**Hafa Adai!** Pursuant to Public Law 32-031, Article 1 of Chapter 43, Division 4 of Title 5, Guam Code Annotated, Relative to Providing for Educational Programs for Members of Boards and Commissions, I am providing the following educational program and curriculum to be implemented for following boards and commissions under the Department of Public Health and Social Services:

1. Guam Board of Medical Examiners
2. Guam Board of Nurse Examiners
3. Guam Board of Dental Examiners
4. Guam Board of Pharmacy
5. Guam Board of Optometry
6. Guam Board of Allied Health
7. Guam Board of Barbering and Cosmetology
8. Guam Board of Social Work
9. Emergency Medical Services Commission
10. Board of Community Health Clinics

For more information, I am available at [james.gillan@dphss.guam.gov](mailto:james.gillan@dphss.guam.gov). **Si Yu'us Ma'ase.**

James W. Gillan  
 Director

**Department of Public Health and Social Services**  
**Health Professional Licensing Office, Emergency Medical Services Office**  
**194 Hernan Cortez Avenue, Suite 213 Hagatna, Guam 96910**

**Education Program for Boards and Commissions**

- I. Introduction**

Pursuant to Public Law 32-031, "An Act to add a new Subsection 43116 to Article I of Chapter 43, Division 4 of Title 5, Guam Code Annotated, Relative to Providing for Educational Programs for Members of Board and Commissions" signed into law on May 10, 2013 by Governor Eddie B. Calvo;
- II. Educational Program Goals**

The establishment of this educational program is to educate Board and Commission members on the various statutes, rules and regulations which they must follow and of which they must be aware to accomplish the purposes for which each board and commission is established.
- III. Rationale**

This program will optimize Board and Commission members to be prepared for the duties of the board and commission to which they are appointed.
- IV. Program Requirements**
  - A. **Orientation Session**-Mandatory attendance, at least 4 hours, for all Board and Commission Members upon initial appointment to the specific Board/Commission.
  - B. **Trainings, Conferences**-Mandatory as scheduled yearly for all Board and Commission Members.
- V. Resource Requirements and Costs**
  - A. Educational Equipment and Supplies
    - 1. Projector
    - 2. Laptop
    - 3. Internet Connectivity Devices
    - 4. Training Manual
    - 5. Rules and Regulations
    - 6. Statues, Executive Orders
  - B. Personnel Requirements
    - 1. Honorarium Fees for Educational Presenters
    - 2. DPHSS Staff
  - C. Other Fees
    - 1. Meeting Room Rental Fee
    - 2. Power, utilities
    - 3. Continuing Education Credits
- VI. Implementation Schedule**
  - A. Projection Budget Year 2014
  - B. Course Offering: Spring 2014
- VII. Educational Program Content**

- A. Ethics
- B. Order of Business-Agenda, Minutes, Bylaws
- C. Procurement Laws
- D. Federal and Local Statutes
- E. Executive Orders
- F. Rules and Regulations
- G. Practice Acts

**VIII. Educational Program Design**

- A. Lecture
- B. Online Classes

**IX. Educational Presenters**

- A. DPHSS Staff
- B. Attorney General Staff
- C. Department of Administration, Government of Guam Staff
- D. Bureau of Budget and Management Research, Government of Guam Staff

**X. References**

- A. Statutes
- B. Rules and Regulations
- C. Government of Guam Procurement Policies and Procedures
- D. Professional Practice Acts
- E. Attorney General's Opinions
- F. Executive Orders
- G. Budget Laws