

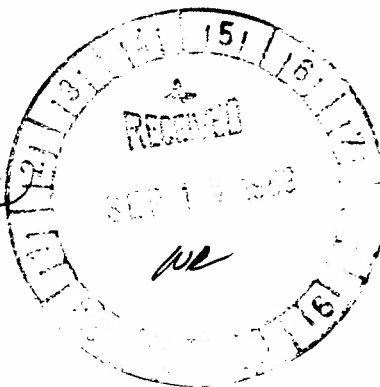


Territory of Guam
Territorio Guam

OFFICE OF THE GOVERNOR
UFISINAN I MAGA'LAHI
AGANA, GUAM 96910 U.S.A.

SEP 14 1989

Recondy Sany



The Honorable Joe T. San Agustin
Speaker, Twentieth Guam Legislature
Post Office Box CB-1
Agana, Guam 96910

Dear Mr. Speaker:

Transmitted herewith is Bill 803 which I have signed into law
this date as Public Law 20-79.

In order to end fiscal year 1989 with a balanced budget, I
request that the Legislature amend Section 1 to indicate that
the appropriation made in that section is from the fiscal
year 1990 revenues.

Sincerely yours,

Joseph F. Ada
JOSEPH F. ADA
Governor

Enclosure

200451

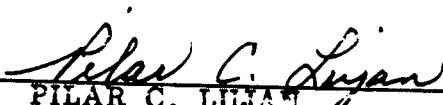
TWENTIETH GUAM LEGISLATURE
1989 (FIRST) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

This is to certify that Bill No. 803 (COR), "AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS TO THE AGENCY FOR HUMAN RESOURCES DEVELOPMENT FOR OPTIONS I AND II PURPOSES", was on the 29th day of August, 1989, duly and regularly passed.


JOE T. SAN AGUSTIN
Speaker

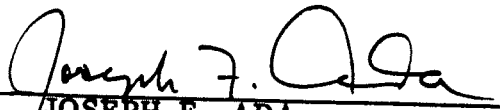
Attested:


PILAR C. LUJAN
Senator and Legislative Secretary

This Act was received by the Governor this 2 day of Sept, 1989,
at 1:35 o'clock p.m.


Assistant Staff Officer
Governor's Office

APPROVED:


JOSEPH F. ADA
Governor of Guam

Date: September 14, 1989

Public Law No. 20-79

TWENTIETH GUAM LEGISLATURE
1989 (FIRST) Regular Session

Bill No. 803 (COR)

Introduced by:

E. P. Arriola
C. T. C. Gutierrez
H. D. Dierking

D. Parkinson
T. S. Nelson
J. P. Aguon
J. T. San Agustin
F. J. A. Quitugua
E. D. Reyes
G. Mailloux
P. C. Lujan
M. D. A. Manibusan
M. C. Ruth
J. B. Bamba
M. Z. Borjaio
D. F. Brooks
E. R. Duenas
E. M. Espaldon
F. R. Santos
T. V. C. Tanaka
A. R. Unpingco

AN ACT TO APPROPRIATE SUPPLEMENTAL
FUNDS TO THE AGENCY FOR HUMAN
RESOURCES DEVELOPMENT FOR OPTIONS I
AND II PURPOSES.

1 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:
2 Section 1. One Hundred Forty-Four Thousand Two Hundred Thirteen
3 Dollars (\$144,213) are hereby appropriated from the General Fund to the
4 Agency for Human Resources Development to defray unanticipated costs
5 caused by the implementation of Option I and Option II.

TWENTIETH GUAM LEGISLATURE
1989 (FIRST) Regular Session

ROLL CALL SHEET

Bill No. 803

Date: 8/29/89

Resolution No. _____

QUESTION: _____

	<u>AYE</u>	<u>NAY</u>	<u>NOT VOTING</u>	<u>ABSENT</u>
J. P. Aguon	✓			
E. P. Arriola	✓			
J. G. Bamba	✓			
M. Z. Bordallo	✓			
D. F. Brooks	✓			
H. D. Dierking	✓			
E. R. Duenas				✓
E. M. Espaldon	✓			
C. T. C. Gutierrez	✓			
P. C. Lujan	✓			
G. Mailloux	✓			
M. D. A. Manibusan	✓			
T. S. Nelson	✓			
D. Parkinson	✓			
F. J. A. Quitugua	✓			
E. D. Reyes	✓			
M. C. Ruth	✓			
J. T. San Agustin	✓			
F. R. Santos	✓			
T. V. C. Tanaka	✓			
A. R. Unpingco	✓			

20

1

Introduced

**TWENTIETH GUAM LEGISLATURE
1989 (FIRST) Regular Session**

AUG 24 '89

Bill No. 803 (cor)

89 July 3 AM 10:59

Introduced by:

E. P. Arriola

H. D. Dierking

D. Parkinson

T. S. Nelson

J. P. Aguon

J. T. San Agustin

[Handwritten signatures and initials]

**AN ACT TO APPROPRIATE SUPPLEMENTAL
FUNDS TO THE AGENCY FOR HUMAN
RESOURCES DEVELOPMENT.**

whm

BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

- 1 Section 1. The sum of One Hundred Forty Four Thousand Two
- 2 Hundred Thirteen Dollars (\$144,213) is hereby appropriated from
- 3 the General Fund to the Agency for Human Resources Development to
- 4 supplement its personnel requirements for Fiscal Year 1990.

Twentieth Guam Legislature

163 Chalan Santo Papa St.
Agana, Guam U.S.A. 96910
(671) 472-3407/8/9/10



Chairman, Committee
on Ways & Means
Vice-Chairman, Committee
on Tourism & Transportation

CARL T. C. GUTIERREZ
Senator

August 11, 1989

Honorable Joe T. San Agustin
Speaker, Twentieth Guam Legislature
163 Chalan Santo Papa
Agana, Guam 96910

Dear Mr. Speaker:

The Committee on Ways & Means wishes to report out its findings on Bill No. 803 AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS TO THE AGENCY FOR HUMAN RESOURCE DEVELOPMENT.

TO PASS:	<u>8</u>
NOT TO PASS:	_____
ABSTENTIONS:	_____
REPORT OUT ONLY:	_____
OFF ISLAND:	<u>3</u>

A copy of the Committee Report and all pertinent documents are attached for your information.

Sincerely,


Senator Carl Gutierrez
Chairman, Committee on
Ways & Means

Twentieth Guam Legislature
Committee on Ways & Means
Voting Sheet

BILL NO: 803

AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS
TO THE AGENCY FOR HUMAN RESOURCE DEVELOPMENT.

	<u>TO PASS</u>	<u>NOT TO PASS</u>	<u>TO REPORT OUT ONLY</u>	<u>TO PLACE IN INACTIVE FILE</u>
<i>[Signature]</i> Senator Carl T. C. GUTIERREZ Chairman	✓			
<i>[Signature]</i> Senator Herminia D. DIERKING Vice-Chairman <i>off - Island</i>	✓			
Senator John P. AGUON Member <i>[Signature]</i>	✓			
Senator George BAMBA Member <i>off - Island</i>				
Senator Doris BROOKS Member <i>[Signature]</i>	✓			
Senator Ernesto ESPALDON Member <i>[Signature]</i>	✓ 8/10/89 mem			
Senator Marilyn MANIBUSAN Member <i>[Signature]</i>				
Senator Ted S. NELSON Member <i>off - Island</i>	✓			
Senator Don PARKINSON Member <i>[Signature]</i>	✓			
Senator Franklin J. A. QUITUGUA Member <i>[Signature]</i>				
Senator Martha C. RUTH Member <i>[Signature]</i>	8/10/89			

TWENTIETH GUAM LEGISLATURE
1989 (FIRST) Regular Session

Bill No. 803

89 July 3 AM 10:59

Introduced by:

- E.P. ARRIOLA
- C.T.C. GUTIERREZ
- H. D. Dierking
- D. Parkinson
- T. S. Nelson
- J. P. Aguon
- J. T. San Agustin

J. T. San Agustin
J. P. Aguon
T. S. Nelson

AN ACT TO APPROPRIATE SUPPLEMENTAL
FUNDS TO THE AGENCY FOR HUMAN
RESOURCES DEVELOPMENT.

M. D. Manibusan
M. C. Ruiz
 +c

BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

- 1 Section 1. The sum of One Hundred Forty Four Thousand Two
- 2 Hundred Thirteen Dollars (\$144,213) is hereby appropriated from
- 3 the General Fund to the Agency for Human Resources Development to
- 4 supplement its personnel requirements for Fiscal Year 1990.

JGB

10-2-1
W. L. Ruiz
Anticipated
policy review
in option I and
 II

**COMMITTEE REPORT
OF THE
COMMITTEE ON WAYS AND MEANS
ON BILL NO. 803**

**AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS TO THE
AGENCY FOR HUMAN RESOURCES DEVELOPMENT.**

PREFACE

A public hearing on Bill No. 803 was held by the Committee on Ways and Means on Wednesday, July 19, 1989, at the Legislative session hall.

Present at the hearing were Chairman Senator Carl Gutierrez , Vice-Chairman Senator Ted Nelson, and Senator Don Parkinson.

BACKGROUND

Bill No. 803 is an act appropriating the sum of One Hundred Forty Four Thousand Two Hundred Thirteen Dollars (\$144,213) from the General Fund to the Agency for Human Resources Development to supplement its personnel requirements for Fiscal Year 1990. This sum will assist the Agency for Human Development in meeting its personnel salary requirements for the upcoming year's budget.

TESTIMONIES

Present to testify in favor of Bill No. 803 was Mr. Michael Reidy, Director for the Bureau of Budget and Management Research. Mr. Reidy gave an oral testimony in support of Bill No. 803 and stated that the supplemental request is included in the Governor's Fiscal Budget for 1990.

In addition to Mr. Reidy's testimony for Bill No. 803, Ms. Julie M. Perez, Director of the Agency for Human Resources Development, presented written testimony in which she explained the necessary increase in the agencies budget for the upcoming fiscal year. The supplemental appropriation of funds are needed to cover the costs of the Option I and Option II increases within the agency for 1990. Ms. Perez stressed the need for the additional funds and stated that the agency is in full support of Bill No. 803.

FINDINGS

It has been brought to the attention of the Committee on Ways and Means that the requested appropriation sum of One Hundred Forty Four Thousand Two Hundred Thirteen Dollars (\$144,213) from the General Fund to the Agency for Human Resources Development is included in the Governor's 1990 Fiscal Budget. The Additional Appropriation is necessary to (defray costs which result from the unanticipated salary increases in Option I and Option II.)

COMMITTEE RECOMMENDATIONS

The Committee on Ways and Means to which was referred Bill No. 803 "AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS TO THE AGENCY FOR HUMAN RESOURCES DEVELOPMENT" has had the same under consideration, and now wishes to report back with the recommendation TO DO PASS.

ATTACHMENTS

1. Written testimony from Julie M. Perez, Director of the Agency for Human Resources Development.
2. Fiscal Note from Bureau of Budget and Management Research.

TESTIMONY ON BILL NO. 803

"AN ACT TO APPROPRIATE SUPPLEMENTAL FUNDS TO THE
AGENCY FOR HUMAN RESOURCES DEVELOPMENT."

GOOD MORNING MR. CHAIRMAN AND MEMBERS OF THE COMMITTEE ON
WAYS AND MEANS:

I am Julie M. Perez, Director of the Agency for Human Resources Development. Before I begin my testimony on Bill No. 803, I would like to thank you and the members of your Committee for allowing me the opportunity of appearing here today to provide some insights on this measure.

Bill 803, "An Act to Appropriate Supplemental Funds to the Agency for Human Resources Development," is a measure which is vitally needed by the Agency to defray costs incurred as a result of unanticipated Option II and Option I salary increases.

Under the Job Training Partnership Act (JTPA), there are three (3) cost categories in which salaries for personnel and other operational costs are to be charged. These cost categories are: Administrative, Support Services and Training. Included also is a separate cost category of State Administration. Along with these cost categories are cost limitations which are mandated by the Job Training Partnership Act and the Governor-Secretary Agreement. A breakdown of the cost categories and assigned cost limitations are:

- > **State Administration: 5% of the total allotment;**
- > **Administrative Cost Pool: 15% of the 95% of the total allotment;**
- > **Support Services: 15% of the 95% of the total allotment; and**
- > **Training: Balance of the total allotment.**

It should be noted that these cost limitations must be complied with and no waivers from the Federal Government to increase or decrease these limitations will be granted.

Since the inception of JTPA in October of 1983, annually thereafter a minimum of 10 to 12% of the total allocation is reduced. Although funding levels continue to be decreased, operational costs -- including those of personnel -- continue to rise. In the early years of JTPA, we have been able to absorb all costs of personnel and operations, however, with the unanticipated salary increases under Option I and II, the effects have taken its toll on our financial posture, and most heavily in the Administrative Cost area. As it stands, there are 30 full-time staff in the Agency. Of the 30 staff members, 17 personnel salaries are charged or prorated 20-100% to Admin Cost while the remainder are charged 100% to

Testimony on Bill No. 803
Page 2
July 19, 1989

Training. Personnel cost-wise this may not seem like much, however, when you take into consideration all other operational costs, such as office rental, supplies, off-island travel, printing/copying services, maintenance agreements for equipment, local mileage, etc., also prorated to the Admin Cost Category, you can then begin to see why we need to seek local appropriation. Therefore, in an attempt to alleviate some of these costs on the grant, the Agency has no alternative but to seek supplemental funding from the Local Government.

AHRD has requested supplemental funding through the Bureau of Budget & Management Research (BBMR) and the approval for the ceiling amount of \$144,213 was granted. Although this ceiling amount is slightly insufficient to cover personnel costs from Option I and II, we will be more than happy to secure any amount to help defray some of these costs.

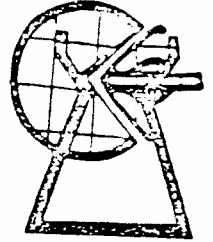
Mr. Chairman and members of the Committee on Ways & Means, your favorable consideration in approving this supplemental request is greatly appreciated.

Thank you for your time and consideration. Si Yu'os Ma'ase'.

I will now entertain any questions you may have regarding my testimony.



BUREAU OF BUDGET & MANAGEMENT RESEARCH
 OFFICE OF THE GOVERNOR, Post Office Box 2950, Agaña, Guam 96910



MICHAEL J. REIDY
 Director

MAR 13 1989

Memorandum

To: Director, Agency for Human Resources Development
 From: Director, Bureau of Budget and Management Research
 Subject: FY 1990 Revised Budget Ceiling

Budget meetings with the Governor concerning additional funding resulted in a revised budget ceiling for FY 1990 which is as follows:

GENERAL FUND*

SPECIAL FUND

\$144,213

-0-

The FY1990 Budget Document is still to be submitted to the Bureau of Budget and Management Research no later than Monday, March 20, 1989. Strict adherence to the deadline is mandatory as budgets submitted after this date will be promptly returned to the respective department. Please refer to the 1990 Budget Call for details.

For *Joseph E. Rivera*
 MICHAEL J. REIDY

*Inclusive of General Fund Match

CONCURRED:

[Signature]

FRANK F. BLAS
 Lieutenant Governor

RECEIVED
 3/13/89 *[initials]*

"Na chilong i minalagota yan i guinahata"

BREAKDOWN OF ANALYSIS
OPTION II VS. OPTION I

REPRODUCED AT GOVERNMENT EXPENSE

Position Title/Name	PR/S	Salary	Benefits	Total	Name	PR/S	Salary	Benefits	Total	
Mayor's Office										
Director Delfio M. Perez	Unc.	34840	4218	39058	Same	Unc.	40000	5261	45261	6203
City Director A.E. Manibusan	Unc.	30840	4243	35083	Same	Unc.	36000	5977	41977	6894
Public Secretary Ann Techaira	Unc.	13000	2162	15162	Same	Unc.	21000	3455	24455	9293
Total	-3-	78680	10623	89303			97000	14693	111693	22390
Administration										
Administrative Officer Cepeda-Yutig	30-2	16617	2600	19217	Same	35-4	20517	3894	24411	5194
Typist III Mafnas	16-10*	14407	2332	16739	Same	24-10*	18177	3104	21281	4542
Typist I Meno	10-2	10617	1873	12490	Same	15-4	12009	2362	14371	1881
Typist I McDonald	10-2	10617	1873	12490	Vacant	15-1	11353	1488	12841	351
Senior Clerk and Fileman	13-3	11353	1989	13342	Same	15-5	12245	2522	14767	1425
Total	-5-	63611	10667	74278		-5-	74301	13370	87671	13393
Accountant II (Vacant)										
Accountant II (Vacant)	38-1	20517	2484	23001	ASO (To Be Recruited)	40-1	21817	2859	24676	1675
Accounting Technician III (Vacant)										
Accounting Technician III Mendiola	28-4	16617	2039	18656	Same	31-6	19217	2537	21754	3098

**BREAKDOWN OF ANALYSIS
OPTION II VS. OPTION I**

Position Title/Name	PR/S	Salary	Benefits	Total	Name	PR/S	Salary	Benefits	Total	
Technician III Doris	28-3	16097	2564	18661	Vacant	31-1	16617	2178	18795	134
Clerk II Mary Mantanona	19-3	12717	2155	14872	Same	22-5	14407	2084	16491	1619
Total	-4-	65948	9242	75190		-4-	72058	9658	81716	6526
Program Examiner I Dolores	40-2	22597	3351	25948	Same	40-9	28057	3696	31753	5805
Coordinator I Doris	30-3	17137	2690	19827	Same	34-4	19867	3588	23455	3628
Total	-2-	39734	6041	45775		-2-	47924	7284	55208	9433
Analyst I Dolores	30-4	17657	2753	20410	Same	34-5	20517	3391	23908	3498
Clerk Doris	15-3	11721	2034	13755	Same	20-5	13705	2585	16290	2535
Total	-2-	29378	4787	34165		-2-	34222	5976	40198	6033
Manager III Doris	38-1	20517	3099	23616	Lynda Aguon	46-3	28057	4399	32456	8840
	30-1	16097	2564	18661	Jeanne Burke	34-2	18697	3172	21869	3208
Total	-2-	36614	5663	42277		-2-	46754	7571	54325	12048

BREAKDOWN OF ANALYSIS
OPTION II VS. OPTION I

Job Title/Name	PR/S	Salary	Benefits	Total	Name	PR/S	Salary	Benefits	Total	
Prog. Admin.	40-1	21817	3256	25073	Joseph Salas	49-10	38967	6366	45333	20260
Dev. Worker I	31-5	18697	2851	21548	Same	38-8	25717	4073	29790	8242
Dev. Worker I	28-4	17137	2689	19826	Same	34-8	22597	4220	26817	6991
Dev. Worker II	28-3	16097	1901	17998	Same	34-6	21167	2774	23941	5943
Dev. Worker I	28-4	16617	2600	19217	Same	34-7	21817	3562	25379	6162
Dev. Worker I	25-4	15577	1913	17490	Same	30-6	18697	2469	21166	3676
Dev. Worker I	25-2	14407	2332	16739	Same	30-4	17657	3277	20934	4195
Dev. Worker III	31-7	19867	2432	22299	Same	38-9	26497	3491	29988	7689
Dev. Worker I	25-2	14407	1849	16256	Same	30-3	17137	2441	19578	3322
Dev. Worker I	25-4	15187	2376	17563	Same	30-6	18697	3043	21740	4177
Dev. Worker I	25-4	15187	1866	17053	Charles Arceo	30-3	17137	3053	20190	3137
Worker I	25-7	16617	2039	18656	Same	30-9	20517	2707	23224	4568

BREAKDOWN OF ANALYSIS
OPTION II VS. OPTION I

Post	Title/Name	PR/S	Salary	Benefits	Total	Name	PR/S	Salary	Benefits	Total	
Employment Cym	Devt. Worker I	25-3	14797	1869	16666	Same	30-5	18177	2559	20736	4070
Employment Cym	Devt. Worker I	25-4	15187	2376	17563	Same	30-6	18697	3258	21955	4392
Employment Cym	Devt. Worker I	25-1	14017	2234	16251	Nora Sicad	30-2	16617	2988	19605	3354
	Total	-15-	245,615	34,583	280,198		-15-	320,095	50,281	370,376	90,178
	GRAND TOTAL		559,580	81,606	641,186			692,354	108,833	801,187	160,001

H U N R F R	Position Title B	Name of Incumbent Indicate Vacant Position C	Range and Step D	Salary per Annum E	Increment Date (1) F	Increment Amount (2)	B E N E F I T S					Total E+F(2)
							1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4	
D-01	Director	Julie M. Perez	Unc.	34,840			4218	0			4218	39,0
D-01	Deputy Director	Jose A.E. Manibusan	Unc.	30,840			3733	0	510	0	4243	35,0
D-01	Private Secretary	Rose Ann Techaira	Unc.	13,000			1574		510	78	2162	15,1
TOTAL							9525	0	1020	78	10,623	89,303

Position Title B	Name of Incumbent Indicate Vacant Position C	Range and Step D	Salary per Annum E	Increment Date (1) Amount (2) F		B E N E F I T S G					Total E+F(2)
				Ret.	Life	Hosp.	Dental	Total 1+2+3+4			
Administrative Officer	Zina Marie Cepeda-Yutigi	30-1	16,097	11/4/87	520	2012	0	510	78	2600	1921
Clerk Typist III	Nancy P. Mafnas	16-10	14,017	3/88	390	1744	0	510	78	2332	16,700
Clerk Typist I	Rosanne R. Meno	10-1	10,433	4/3/88	184	1285	0	510	78	1873	12,400
Clerk Typist I	Claire A. McDonald	10-1	10,433	6/1/88	184	1285	0	510	78	1873	12,400
Messenger Clerk	Edward S. Fejaran	13-2	11,169	2/25/88	184	1374	27	510	78	1989	13,340
TOTAL			62,149		1462	7700	27	2550	390	10,667	74,278

STAFFING PATTERN
 As of Pay Period Ending 10/1/87

CLASS	POSITION TITLE	NAME OF INCUMBENT INDICATE VACANT POSITION	RANGE AND STEP	SALARY PER ANNUM	INCREMENT		BENEFITS					TOTAL E+F(2)	
					DATE (1)	AMOUNT (2)	1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4		
F-13	Accountant II	Vacant	38-1	20,517		0	2484	0	0	0	0	2484	23,017
F-13	Accounting Tech. III	Patrocinia T. Mendiola	28-3	16,097	4/26/88	520	2012	27	0	0	0	2039	18,616
F-13	Accounting Tech. III	Jaime M. Celis	28-2	15,577	8/16/88	520	1949	27	510	78	78	2564	18,661
F-13	Payroll Clerk II	Marcy A. Mantanona	19-2	12,481	8/18/88	236	1540	27	510	78	78	2155	14,871
TOTAL				64,672		1276	7985	81	1020	156	9242	75,190	

Agency for Human Resources Development
 Independent Monitoring Unit (IMU)
 ACP

STAFFING PATTERN

As of Pay Period Ending 10/30/87

DBHR-F13

Position	Position Title	Name of Incumbent Indicate Vacant Position	Range and Step	Salary per Annum	Date (1)	Increment Amount (2)	B E N E F I T S					Totals E+F (2)
							1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4	
I-19	Federal Program Examiner I	Juanita A. Mafnas	40-1	21,817	7/01/88	780	2736	27	510	78	3351	25,9
I-11	Program Coordinator I	Ofelia Muniz	30-2	16,617	3/20/88	520	2075	27	510	78	2690	19,8
TOTAL				38,434		1300	4811	54	1020	156	6041	45,775

Agency for Human Resources Development
 Operations
 Training Cost Pool

STAFFING PATTERN
 As of Pay Period Ending 10/1/87

Position Title B	Name of Incumbent Indicate Vacant Position C	Range and Step D	Salary per Annum E	Increment		B E N E F I T S					Tot E+F		
				Date (1) F	Amount (2)	1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4			
Employment Program Administrator	Vacant	40-1	21,817										
Employment Development Worker III	Cynthia S. Agbulos	31-4	18,177	12/27/87	520	2263	27	510	78	2851	2507	21,5	
Employment Development Worker II	Enrico V. Pegarido	28-4	16,617		520	2074	27	510	78	2689	19,8:		
Employment Development Worker II	Sister Rosalind Santos	28-2	15,577	4/16/88	520	1901	27	0	0	1901	17,9:		
Employment Development Worker I	June R. San Nicolas	25-4	15,187	4/22/88	390	1886	27	0	0	1913	17,4:		
Employment Development Worker II	Antonnette U. Blas	28-3	16,097	4/16/88	520	2012	0	510	78	2600	19,21		
Employment Development Worker I	Sophia Santos	25-1	14,017	9/16/88	390	1744	0	510	78	2332	16,73		
TOTAL			117,489		2860	14,521	81	2550	390	17,542	137,891		

UNIT: Agency for Human Resources Development
 Operations
 Training

STAFFING PATTERN
 As of Pay Period Ending 10/1/87

BOHR-F13

	Position Title B	Name of Incumbent Indicate Vacant Position C	Range and Step D	Salary per Annum E	Date (1) F	Increment Amount (2) F	B E N E F I T S					Total E+F(2)+5	
							1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4		
0-38	Employment Development Worker III	Anita T. Lamb	31-6	19,217	10/88	650	2405	27			2432	22,299	
0-37	Employment Development Worker I	Marilyn A. James	25-1	14,017	9/16/88	390	1744	27		78	1849	16,256	
0-29	Employment Development Worker I	Olympia P. Cruz	25-3	14,797	4/22/88	390	1839	27			1866	17,053	
0-44	Employment Development Worker I	Maria I. Muna	25-6	16,097	10/88	520	2012	27			2039	18,656	
0-46	Employment Development Worker I	Tina M.C. Cruz	25-2	14,407	12/31/87	390	1791	0		78	1869	16,666	
0-41	Employment Development Worker I	Annie Cruz	25-3	14,797	4/22/88	390	1839	27			2376	17,563	
0-19	Employment Development Worker I	Florencia G. Crisostomo	25-3	14,797	4/22/88	390	1839	27			2376	17,563	
		Vacant	25-1	14,017			1697	27			2234	16,251	
				122,146		3120	15,166	189		1530	156	17,041	142,307

Agency for Human Resources Development
 Management Information System (MIS)
 ACP

STAFFING PATTERN

As of Pay Period Ending 10/1/87

DMR-F13

Position Title	Name of Incumbent Indicate Vacant Position	Range and Step D	Salary per Annum E	Date (1) F	Increment Amount (2) F	BENEFITS					Total E+F(2)+	
						1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4		
0-25 Statistical Clerk	Oliva J. Lujan	15-2	11,537	8/19/88	184	1419	27	510	78	2034	13,755	
P-29 Management Analyst I	Frank J. Lizama	30-3	17,137	7/17/88	520	2138	27	510	78	2753	20,410	
TOTAL						704	3557	54	1020	156	4787	34,165

STAFFING PATTERN
 As of Pay Period Ending 10/1/87

Position Number	Position Title	Name of Incumbent Indicate Vacant Position	Range and Step	Salary per Annum	Increment Date (1)	Increment Amount (2)	BENEFITS					Total E+F (2)	
							1 Ret.	2 Life	3 Hosp.	4 Dental	5 Total 1+2+3+4		
P-20	Planner III	Vacant	38-1	20,517		0	2484	27	510	78	3099	23,616	
P-31	Planner I	Vacant	30-1	16,097		0	1949	27	510	78	2564	18,661	
TOTAL							0	4433	54	1020	156	5663	42,277

II. DETERMINATION OF ALLOWABLE COSTS

A. ADMINISTRATIVE COST CATEGORY

The salaries, benefits, and travel costs of positions identified below shall be charged to the Administrative Cost Category:

- | | |
|---------------|-------------------|
| - Director | - Deputy Director |
| - Secretary | - Clerical |
| - Supervisors | - Fiscal |
| - Legal | - Audit |
| - Maintenance | - Planning |
| - Monitoring | - Oversight |
| - Follow-up | |

All materials, supplies, equipment, office space, utilities, and telephone costs related to the above positions shall be charged to the Administrative Cost Category.

Other Administrative Costs include:

- | | |
|---|--|
| - Staff Training | - Indirect Costs |
| - Solicitation of Bids | - Publishing of Local Plans |
| - Printing of Forms | - Membership in Organizations |
| - Personal Liability Insurance for PIC Members | - Staff Bonding |
| - Advertising for Personnel | - Public Notices |
| - Storage costs associated with records, equipment, and materials | - Subscriptions |
| | - Printing, reproduction of materials not used in providing training to participants |

B. PARTICIPANTS SUPPORT COST CATEGORY

Participants support costs include:

- Needs-Based Payments
- Employment generating activities to increase job opportunities for eligible individuals.
- Child Care, Health Care, transportation, counseling, residential (lodging), meals, personal property, relocation expenses and other miscellaneous participant services.
- Fifty percent (50%) of any work experience activity which:
 1. Is not more than six (6) months in length.

- ~~CONFIDENTIAL - GOVERNMENT EXPENSE~~
2. Is combined with classroom or other training activities.
 3. Participant does not enter another work experience activity; and
 4. Wages do not exceed the prevailing entry-level for the same occupation.
- One Hundred percent (100%) of any work experience activity which does not meet the above requirements.

C. TRAINING COST CATEGORY

The salaries, benefits, and travel costs of personnel directly engaged in providing the following shall be charged to the Training Cost Category:

- Training
- Remedial Education
- Job-Related Counseling
- Employability Assessment
- Enrollment and Selection Process
- Job Search Assistance
- Outreach
- Employer Outreach necessary to obtain job listings or job training opportunities

All materials, supplies, equipment, office space, utilities, and telephone costs related to the above functions shall be charged to the Training Category.

The following activities are chargeable to Training:

- Institutional Skill Training
- Job Search
- Training Services
- On-the-Job Training
- Pre-Employment Training
- Remedial and Basic Skill Training
- Retraining
- Tryout Employment
- Upgrading
- Fifty percent (50%) limited work experience (As described in the Participant Support Cost Category.)

Other training costs shall include:

- Books and other teaching aids.
- Equipment and materials used in providing training.
- Classroom space and related utility and telephone.
- Tuition and entrance fees that represent instructional costs

which have a direct and immediate impact on participants.

- Construction costs when the funds are used to purchase equipment, materials, and supplies for use by the participants while on the job and for use in the training of the participants. This will be limited to handtools, workclothes, uniforms, and safety equipment.
- Costs of training program in a construction occupation including costs such as instructor's salaries, training tools and books.

Costs which are billed as a single unit charge do not have to be allocated or prorated among the several cost categories, but may be charged entirely to training when the agreement:

- Is for training.
- Is a fixed-unit price.
- Stipulates that full payment for the full unit price will be made only upon completion of training by the participant and placement of the participant into unsubsidized employment in the occupation trained for and at not less than the wage specified in the agreement.
- Stipulates that full payment for the full unit price will be made only upon completion of training by the participant and the occupation trained for and at not less than the wage specified in the agreement.

FISCAL NOTE
BUREAU OF BUDGET & MANAGEMENT RESEARCH

BBMR-F7

Bill No. _____ Date Received JULY 17, 1989
 Mandatory Bill Yes No Date Reviewed JULY 18, 1989

Department/Agency Affected: _____

Department/Agency Head: _____

Total Fiscal Year Appropriation: _____

Bill Title (concise): BILL 758, 759, 760, 800, 824, 802, 803, 804, 805, 806, 807, 808, 809, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 727, 778, 821, 822, 823, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836 & 847

Change in Law: _____

Bill Attempts to: Increase Program Funding
 Decrease Program Funding
 Reallocate Present Program Funding

Bill is for: Operations
 Capital Improvement
 Other

FINANCIAL/PROGRAM IMPACT

PROGRAM CATEGORIES	Minimum Estimated Required Funds (For Five Years)		
	GENERAL FUND	FEDERAL	OTHER
GRAND TOTAL			

ESTIMATED MULTI-YEAR FUND REQUIREMENTS

SOURCES	1st	2nd	3rd	4th	5th
General Fund					
Federal Fund					
Other Fund					
GRAND TOTAL					

ESTIMATED MULTI-YEAR REALIZED REVENUES

SOURCES	1st	2nd	3rd	4th	5th
General Fund					
Federal Fund					
Other Fund					
GRAND TOTAL					

Paul D Leon Guerrero
 PAUL D LEON GUERRERO
 PROGRAM ANALYST
Michael J. Reidy
 MICHAEL J. REIDY

Date Review Terminated: JULY 18, 1989

BUDGETARY FISCAL IMPACT ON THE FOLLWING BILLS

ADOPTED GENERAL FUND REVENUES P.L. 20-3	\$ 309,993,010
LESS: APPROPRIATIONS TO DATE: P.L. 19-10 P.L. 19-24 TO 20-31	
GENERAL OPERATION-EXECUTIVE	\$ 224,681,503
GENERAL OPERATION-JUDICIAL	7,527,190
GENERAL OPERATION-LEGISLATIVE	10,063,581
SPECIAL APPROPRIATIONS	59,775,910
CAPITAL IMPROVEMENT PROJECTS	24,040,138
	<u>326,083,322</u>
TOTAL APPROPRIATION	<u>326,083,322</u>
TOTAL SURPLUS/(DEFICIT)	\$ (16,095,312)

BILL	ITEM	AMOUNT
	758 PUAG SEWER LINES CRDOT-CHALAN PAGO SCH	906,150
	759 PUAG SEWER LINES BARRIGADA	785,000
	760 PUAG SEWER LINES CRDOT-CHALAN PAGO	1,370,000
	800 LAND COMPENSATION NAPUTI MERIZO	57,800
	824 LAND COMPENSATION NAPUTI MERIZO	57,800
*802	IMPROVEMENT FACILITIES IN AGAT	260,000
*803	AIRD PERSONNEL REQUIREMENTS FY90	144,213
	804 GMH OPERATING BUDGET FY90	6,635,059
*805	RETIREES COLA (\$419)	1,201,970
*806	MENTAL HEALTH BLDG AND EQUIPMENT	1,625,000
*807	R&T TAX COLLECTION FORCE	300,000
*808	COMMISSIONER'S COMMUNITY DEVELOPMENT FUND	855,000
809	PH&SS CATASTROPHIC ILLNESS	500,000
*810	WORKMEN'S COMPENSATION FUND	400,000
811	BARRIGADA MULTI-PURPOSE COURT	115,000
	812 SCHOOL BUSES	550,000
813	SPORTS & RECREATIONAL COMPLEX HARMON	1,570,000
	814 SANCTUARY INC. FY90	197,000
815	SPORTS FACILITIES IN YONA & BAZA GARDENS	315,000
816	TOTO MULIT-PURPOSE COURT	9,000
*817	MEDICALLY INDIGENT PROGRAM	6,270,000
	818 YOUTH SPORTS TRAVEL	50,000
	*819 IMPROVEMENTS TO PASEO & YPAO PARK	1,785,000
*820	CHALAN PAGO BASEBALL FIELD	200,000
	727 PRINTING REVOLVING FUND	70,000
	778 GUAM FIRE CAPITAL OUTLAY AMBULANCE	29,000
*821	GCC FACILITY RENOVATION	512,000
*822	GUMA MANHOBEN PROGRAM FY90	232,000
*823	MULTI-PURPOSE COURT UMATAc	150,000
*825	RECREATIONAL FACILITIES INARAJAN	330,000
*826	RECREATIONAL FACILITIES MERIZO	180,000
*827	RETIREMENT FUND ANNUITIES	9,400,800
*828	RECREATIONAL FACILITIES AGANA	200,000
*829	RECREATIONAL FACILITES DEDEDO	780,000
*830	GUAM CLAIMS FUND	500,000
*831	IMPROVEMENTS TO YPAO BEACH PARK	125,000
*832	RECONSTRUCTION CAMP WATKINS & FARENHOLT AV	2,000,000
*833	SCHOOL RENOVATIONS & IMPROVEMENTS	3,000,000
*834	MAINTENANCE & UPKEEP OF THE FIELD HOUSE	100,000
*835	TEXTBOOKS ADVANCE APPROPRIATION \$5,611,791	
	847 GUAM POLICE RADIO COMMUNICATION	215,000
	TOTAL	44,482,792

* ASTERISK DENOTES PART OF GOVERNORS EXECUTIVE BUDGET REQUEST FOR FISCAL YEAR 1990.

TOTAL PROPOSED APPROPRIATIONS AMOUNT TO \$44.5 MILLION WHICH FURTHER EXACERBATE THE DEFICIT OF APPROPRIATION VS REVENUES THIS FISCAL YEAR. APPROPRIATIONS FOR FOR THE ITEMS SHOULD BE MADE AGAINST THE FISCAL YEAR 1990 REVENUES.

Michael J. Reidy
 MICHAEL J REIDY