

From: Committee on Rules 36GL <cor@guamlegislature.org>
Sent: Monday, March 22, 2021 9:19 AM
To: Clerks; Rennae Meno
Subject: Re: Messages and Communications for 36GL-21-0302
Attachments: 36GL-21-0302.pdf

Hafa Adai Clerks,
Please see the attached M&C Doc. No. 36GL-21-0302.

36GL-21-0302	Guam Ethics Commission formal transmittal in compliance with Board and Commission Reporting Requirements for March 2021.* Guam Ethics Commission Board Meeting held on March 18, 2021	Guam Ethics Commission
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Si Yu'os Ma'åse',



COMMITTEE ON RULES

Vice Speaker Tina Rose Muña Barnes
36th Guam Legislature
I Mina'trentai Sais Na Liheslaturan Guåhan
163 Chalan Santo Papa Hågatña Guam 96910
Email: cor@guamlegislature.org

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On Sat, Mar 20, 2021 at 1:06 PM Speaker Therese M. Terlaje <speaker@guamlegislature.org> wrote:
Please see the attached M&C Doc. No. 36GL-21-0302.

36GL-21-0302	Guam Ethics Commission formal transmittal in compliance with Board and Commission Reporting Requirements for March 2021.*	Guam Ethics Commission
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Si Yu'os Ma'ase,

Maria Abante
Legislative Assistant

Office of Speaker Therese M. Terlaje
Committee on Health, Land, Justice and Culture
I Mina'trentai Sais na Liheslaturan Guåhan
36th Guam Legislature
Office Location: Ada Plaza Center, Suite 207, 173 Aspinall Avenue, Hagåtña, Guam 96910

Address: Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
T: (671) 472-3586 F: (671) 989-3590 Email: speaker@guamlegislature.org
website: www.senatorterlaje.com

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

From: **Jesse Quenga** <Jesse.Quenga@ethics.guam.gov>

Date: Fri, Mar 19, 2021 at 3:23 PM

Subject: Guam Ethics Commission: Reporting Requirements for March 2021

To: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>

Cc: shannonjm@gmail.com <shannonjm@gmail.com>

Hafa Adai Madame Speaker,

Attached is the Guam Ethics Commission's formal transmittal in compliance with Board and Commission Reporting Requirements for March 2021. If I can provide further assistance please feel free to contact me.

JESSE J. QUENGA, CM[®]

Executive Director

Guam Ethics Commission

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Speaker Therese M. Terlaje <speaker@guamlegislature.org>

Guam Ethics Commission: Reporting Requirements for March 2021

Jesse Quenga <Jesse.Quenga@ethics.guam.gov>
To: "Speaker Therese M. Terlaje" <speaker@guamlegislature.org>
Cc: "shannonjm@gmail.com" <shannonjm@gmail.com>

Fri, Mar 19, 2021 at 3:22 PM

Hafa Adai Madame Speaker,

Attached is the Guam Ethics Commission's formal transmittal in compliance with Board and Commission Reporting Requirements for March 2021. If I can provide further assistance please feel free to contact me.

JESSE J. QUENGA, CM[®]
Executive Director
Guam Ethics Commission

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Guam Ethics Commission Reporting Requirements 03.2021 36thGL.pdf
1394K

Doc Type: 36GL-21-0302
OFFICE OF THE SPEAKER
THERESE M. TERLAJE

-03-19-2021
Time: 3:22 pm
Received: JAA

COMMITTEE ON RULES
RECEIVED:
MARCH 22, 2021
8:00 A.M.



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Transmitted Via Electronic Mail

March 19, 2021

Hon. Therese M. Terlaje
Speaker
I Mina Trentai'sais Na Liheslaturan Guåhan
36th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hågatña, Guam 96910

Re: Reporting Requirements for Boards and Commissions – March 2021

Håfa Adai Madame Speaker,

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 March 18, 2021.

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®
Executive Director

Enclosure: Guam Ethics Commission March 18, 2021 Meeting Packet

Cc: Shannon J. Murphy, Chairwoman – Guam Ethics Commission



GUAM ETHICS COMMISSION

Kumision Dinisiplina I Guåhan

Regular Meeting

Thursday, March 18, 2021

12:30 p.m.

AGENDA

COMMISSIONERS

Shannon J. Murphy

Chairwoman

Marilyn R. Borja

Vice-Chairwoman

Christopher A. Cruz

Robert S. Jack, MD

Margaret E.R. Tyquiengco

COMMISSION STAFF

Jesse J. Quenga

Executive Director

- I. Call to Order / Roll Call of Members**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. February 12, 2021 – Regular Meeting
- IV. Reports**
 - A. Executive Director
- V. Old Business**
- VI. New Business**
 - A. FY2022 Budget Request
 - B. Ethics Rule Promulgation
- VII. Announcements**
- VIII. Executive Session**
- IX. Adjournment**

Guam Ethics Commission Board Meeting—Minutes

Date: February 12, 2021

Time: 12:30 p.m.

Location: Zoom Meeting

I. Call to Order / Roll Call of Members

- a. Commissioners Present: Chairperson Shannon Murphy, Vice-Chairperson Marilyn Borja, Christopher Cruz, Robert Jack, and Margaret Tyquiengco
- b. Staff: Jesse Quenga, Executive Director and Camille Quinata, Administrative Assistant
- c. Others present: Local Media Representatives

II. Approval of Agenda

MOTION: M. Tyquiengco moved to approve agenda.

Seconded by: Vice-Chair M. Borja;

Discussion: None

Decision: Motion Carries

III. Approval of Minutes

- a. January 26, 2021 – Regular Meeting

MOTION: M. Tyquiengco moved to approve the minutes of January 26, 2021.

Seconded by: C. Cruz;

Discussion: None

Decision: Motion Carries

IV. Reports

- a. Chairperson
 - The Vigilance Committee is stating that it is not necessary to go through the Governor's Office for certain matters. However, the Chairperson states that she is following guidance by DOA
- b. Executive Director
 - Completed GG-1 Personnel Action Request for Executive Director. Jesse Quenga serving as Acting Executive Director effective February 1, 2021.
 - Access into GovGuam Universe
 - AS400 approved for Executive Director
 - Payroll, GSA Procurement, and OTECH Email pending
 - FY2021 Budget Act and FY2022 Budget Request
 - ED met with the BBMR Analyst to obtain current year budget report
 - To seek information on deadline to submit FY22' Budget Request to OFB

- Suggestion to form a Finance Committee of the Commission if desired
- Training and Development
 - Ethics in Government Training – completed on 02/03/21
 - Practical Ethics for Government Employees – completed on 02/03/21
- Staffing
 - Recruitment Updates: Opportunity to secure a part-time Attorney through an MOU with the Office of the Attorney General
 - Discussion on staffing beyond February 27th.
- Office Space Lease
 - Finalizing Lease Specifications for Publication

V. Old Business

- a. None.

VI. New Business

- a. Resolution 2021-001

- Executive Director read the text of Resolution 2021-001 and discussed its intent.

MOTION: C. Cruz moved to approve Resolution 2021-001 as presented.

Seconded by: Vice-Chair M. Borja;

Discussion: None

Decision: Motion Carries

- b. Policy 2021-001 “Hiring & Dismissal of the Executive Director”

- Board & Executive Director discuss and confirm that a 90-day notice for resignation of Executive Director is preferred.

MOTION: M. Tyquiengco moved to approve Policy No. 2021-001 with the resignation notice requirement at 90 days reflected.

Seconded by: Vice-Chair M. Borja;

Discussion: None

Decision: Motion Carries

VII. Announcements

VIII. Executive Session

IX. Adjournment

MOTION: Chairperson Murphy moved to adjourn meeting at 1:35pm.

Seconded by: M. Tyquiengco;

Discussion: None

Decision: Motion Carries

**Government of Guam
Fiscal Year 2020
Agency Staffing Pattern
(CURRENT)**

A: GENERAL GOVERNMENT

AGENCY: GUAM ETHICS COMMISSION

SUMMARY

GENERAL FUND

(B) Position Title	(C) Name of Incumbent	(D) Grade/ Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) (E+F+G+I) Subtotal	(K) Retirement (J * 26.28%)	(L) Retire (DD) (\$19.01*26PP)	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life I/	Input by Department		(R) Total Benefits (K thru Q)
						(I) Date	(I) Amt.							(P) Medical (Premium)	(Q) Dental (Premium)	
Ethics Commission			\$107,264	\$0	\$0			\$107,264	\$28,929	\$989	\$0	\$1,556	\$374	\$9,346	\$496	\$41,690
	Grand Total:		\$107,264	\$0	\$0			\$107,264	\$28,929	\$989	\$0	\$1,556	\$374	\$9,346	\$496	\$41,690

* Hazardous / Worker's Compensation / etc. contribution for Life Insurance is \$187 per annum

Purpose / Justification for Travel

TO ATTEND THE COUNCIL ON GOVERNMENTAL ETHICS LAW (COGEL) ANNUAL CONFERENCE

Travel Date: DECEMBER 5 -8, 2021

No. of Travelers: 2 1/

Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Traveler Appointed by Ethics Commissio	\$ 2,000.00	\$ 901.00	\$ 1,400.00	\$ 4,301.00
Traveler Appointed by Ethics Commissio	\$ 2,000.00	\$ 901.00	\$ 1,400.00	\$ 4,301.00

Purpose / Justification for Travel

NO OTHER TRAVEL ANTICIPATED

Travel Date: _____

No. of Travelers: _____ 1/

Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
N/A	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel

NO OTHER TRAVEL ANTICIPATED

Travel Date: _____

No. of Travelers: _____ 1/

Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
N/A	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -



Ethics Commission

Administrative Rules – Promulgation & Adoption Schedule

Mar. – 2 Apr.

Develop Proposed Rules & Analyze Economic Impact
Interim

22 Apr.

Commission Review of Public Feedback and Proposed Resolution Adopting Rules

May 2021

Upon the Approval by the Governor & OAG, file records with Guam Legislature

8 Sep.

Rules Adopted by Default

Publish Notice of Rule Adoption & Hearing – April 20

5 Apr. and 19 Apr.

Transmit Complete Rule Change Packet to Office of the Governor and OAG for Approval

23 Apr.

Rules forwarded to Oversight Committee for Scheduling of Public Hearing within 75 days

June 2021