



GHC 2024 BOARD MINUTES

<p>GUAM HOUSING CORPORATION BOARD OF DIRECTORS REGULAR MEETING Guam Economic Development Authority Conference Room Friday, May 31, 2024</p> <p>Commenced: 12:02 p.m. Roll call / quorum present: Quorum exists Adjourned: 12:38 p.m.</p> <p>Note: Notice of Meeting and the topics to be discussed on the Agenda were published in the Guam Daily Post; the Government of Guam Public Notice Meeting Portal; GHC's Facebook Page and GHC's website to allow members of the public to attend the meeting via Zoom, Facebook.</p>	<p>ATTENDANCE</p> <p><u>Directors present:</u></p> <p>All Present at the time Quorum established;</p> <p>Francisco A. Florig, Chairman (in person) Sandra F. Bordallo, Director (via Zoom) Lillian Guerrero, Director (via Zoom) Mark Anthony Duarte (via Zoom)</p> <p><u>Legal Counsel:</u> Jacques G. Bronze, Esq. (via Zoom)</p> <p><u>Members of the Public:</u></p> <p>None</p>	<p><u>Management present in person and via Zoom:</u></p> <p>Edith Pangelinan, President (in person) Angela Camacho, Manager (in person) Patricia M.Q. Kier, Special Assist. (in person) Alysia Leon Guerrero, Controller (in person) Cassandra Santos, Asst. Supply Mgmt. Supv. (in person) John Potter, Senior Tenant Relations Adv. (via Zoom) Randy Barcinas, Maintenance Supv. (in person) Athena Tenorio, Admin. Asst. (in person)</p>
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AGENDA ITEM	DISCUSSION	ACTION / PLAN	FOLLOW UP	RESPONSIBLE PARTY	STATUS
I.	Call to Order	12:02 p.m.			
II.	Roll Call	Quorum established			
III.	Approval of Minutes:	Minutes of the April 29, 2024, Board Meeting reviewed and discussed by the Board. Director Bordallo requested minutes at least one week before the meeting.	Upon motion made by Director Bordallo and seconded by Director Duarte, and without any further discussions, the Board unanimously approved Minutes of April 29, 2024.	GHC AA	GHC AA APPROVED

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IV.	<p>President's Report / Remarks:</p>	<p>Phase II of the Lada Gardens Renovation Project continues to be on hold. In order to move forward with the project, a meeting with DPW management has been requested to discuss remedies with regard to construction delegation and legal counsel concerns.</p> <p>On May 10, 2024, Senators Joe San Agustin and Roy Quinata facilitated a meeting with Guam Housing Corporation (GHC) and the Guam Department of Education (GDOE) regarding the possible use of GHC property in Yigo as the site for the temporary campus of Simon Sanchez Senior High School. Information was exchanged and both parties were requested to direct legal counsels to develop an MOU between GHC and GDOE. A further meeting was held with GHC and the Department of Land Management (DLM) on May 23, 2024 to determine steps needed to allow for the use of the property as a school campus. DLM Director Joe Borja advised that some amendment to the original legislation transferring the property to GHC would be needed in order to move forward. The verbiage was shared with Senator San Agustin for further action.</p> <p>Maintenance Supervisor Randy Barcinas attended OSHA10 Standards for the Construction Industry training on May 13-16, 2024. The course was offered by the University of California San Diego OSHA Training Institute Education Center with the Guam Contractors Association serving as a host training organization. The course covered OSHA standards, policies, and procedures in the construction industry. Topics included scope and</p>		Admin / Maintenance / Rental	Admin / Maintenance / Rental	On-Going

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	<p>application of OSHA Construction Standards, construction safety and health principles, and special emphasis on those areas in construction which are most hazardous. We congratulate Mr. Barcinas in completing the training and are sure that he will utilize the knowledge gained to ensure that GHC continues to operate in compliance with OSHA Safety and Health Standards.</p> <p>The Rental Division has made great strides in digitizing and streamlining Rental Division operations with the creation of a database utilizing MS Access. Tenant records, including lease information, rental payments, and scanned files have been inputted to ensure quick and easy access to tenant information. Applications have also been inputted to assist with tracking and maintaining of the waiting list. A shared drive has also been activated which houses documents, the current SOP, location maps, and other references for the Rental Division. Rental Division staff are also currently working on incorporating the information on monthly rental payments and arrears to better track payment activity and assist with collection efforts. Division Staff and Management took part in an internal training on April 19, 2024 which covered components of and instruction on how to navigate the Access Database and Rental Office Google Calendar as well as basic Customer Service skills and techniques. Kudos to the Rental Division on making such great progress towards their goal of providing the best service to their internal and external customers alike.</p>				

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	<p>Furthermore, an additional eight (8) employees completed the Ethics in Government Program training on May 17, 2024. GHC has only two (2) employees remaining to be scheduled. Once they have completed the training, all employees will be in compliance with the mandatory training.</p> <p>An additional \$15, 715.00 in Emergency Rental Assistance (ERA) payments has been received, inclusive of payments received in May 2024. To date, the total payments received beginning May 2021 is \$502,021.65</p> <p>Five (5) pre-qualification inquiries were received by the Loan Department for April with an average loan amount of \$177,735.00.</p> <p>The Loan Division had nineteen (19) prospective loan applications for April. The average loan amount was \$189,136.00 with a total required funding of \$3,165,000.00. The number of loans was three (3) for the Direct Loan Program, nine (9) for the 6% Loan Program, and seven (7) for CAHAT.</p> <p>One (1) CAHAT loan was pre-approved for \$29,585.00, one (1) CAHAT loan of \$40,000.00 was approved, and another CAHAT loan was closed for \$40,000.00 in April.</p>				
V.	<p>Legal Report</p> <p>Status of Foreclosure Cases:</p> <p>See, separate Foreclosure Report.</p> <p>Murphy Claim</p> <p>Counsel was authorized to make an offer of settlement in letter to Surety. Claims counsel for</p>		Legal Counsel	Legal Counsel	On-Going/ Pending

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	<p>Surety is very sick and spoke with claims counsel's partner and was told that matter will take a little bit more time to sort out this matter. Was also informed that Dongbu has a new claims manager as the former claims manager is no longer involved. Advised claims counsel's partner that we don't have 3 more months to wait around because counsel has been waiting for the past 5 or 6 months to advise that the matter has been given to a new claims counsel. Advised GHC that need to give new claims counsel reasonable amount of time to get familiar with this matter.</p> <p><u>Penny Miner</u></p> <p>Demand letter prepared and was given to process server for service on tenant. Copy of letter sent to GHC for their records.</p>				
VI.	<p>Old Business:</p> <p>A. <u>Lada Gardens Phase II</u></p> <p>Covered by President's Report.</p>				
VII.	<p>New Business:</p> <p>NONE</p>				
VIII.	<p>Public Participation</p> <p>NONE</p>				
IX.	<p>Adjournment</p>	<p>The Board scheduled their next Board meeting for June 28, 2024, at 12:00 p.m. Upon motion duly made by Director Guerrero, and seconded by Director Bordallo, and without any objections, the meeting was adjourned at 12:38 p.m.</p>			

APPROVED AND ACCEPTED
AS TO FORM AND CONTENT:

GUAM HOUSING CORPORATION

By: _____

FRANCISCO FLORIG, Chairman

Date: 8/30/2024

APPROVED AND ACCEPTED
AS TO FORM AND CONTENT:

GUAM HOUSING CORPORATION

By: _____

JACQUES G. BRONZE, ESQ, Legal Counsel

Date: 8/30/24