





**JUDICIAL COUNCIL OF GUAM**

Suite 300 Guam Judicial Center  
120 West O'Brien Drive, Hagåtña, Guam 96910-5174  
Tel: (671) 475-3300 Fax: (671) 475-3140  
[www.guamcourts.org](http://www.guamcourts.org)

**NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION**

The Judicial Council of Guam will conduct its monthly meeting on Thursday, November 16, 2023, at 12p.m. in the Monessa G. Lujan Appellate Courtroom, Guam Judicial Center, 120 West O'Brien Drive, Hagåtña, and via Zoom videoconference. The meeting is a hybrid meeting.

The meeting will also be streamed live on the Judiciary of Guam YouTube <https://youtube.com/@TheJudiciaryofGuam>

The following agenda is available on the Judiciary of Guam website:  
<http://www.guamsupremecourt.com/Judicial-Council/Judicial-Council-of-Guam.asp>

- I. Call to Order
  - II. Proof of Due Notice of Meeting: November 8, 2023 & November 14, 2023
  - III. Determination of Quorum
  - IV. Reading and Disposal of Minutes:
    - September 22, 2023 Regular Meeting
    - September 22, 2023 Executive Session
    - October 19, 2023 Regular Meeting
    - October 19, 2023 Executive Session
  - V. Old Business
    - A. Judiciary FY 2024 Remittances Pursuant to Applicable Law
    - B. Update on Capital Improvement Projects
    - C. Update on Typhoon Damage and Restoration
  - VI. New Business
    - A. JC23- Relative to Ratifying JC Resolution No. 23-031 Memorializing the Passing of the Hon. John S. Unpingco, Former District Court of Guam Judge
    - B. JC23-Relative to Amending the Appointments of Members on the Committee on Judicial Discipline
    - C. JC23-Relative to Creating the Position of Payroll Supervisor
    - D. JC23- Relative to Creating the Position of Data Analyst
    - E. JC23- Relative to Creating the Position of Database Specialist
    - F. Notice of the Next Meeting (Thursday, December 21, 2023)
  - VII. Communications
  - VIII. Public Comment
    - A. Guam Bar Association - President's Report
    - B. Court Employees Association
  - IX. Executive Session
    - A. Ongoing Litigation
  - X. Adjournment
- Any person(s) needing special accommodations, auxiliary aids, or services, please contact the Administrator of the Courts at 671-475-3544 or Jessica Perez-Jackson at 671-475-3300.

This ad was paid for with Government of Guam funds.

**CHIEF JUSTICE ROBERT J. TORRES**  
Chairman



**GUAM NATIONAL OLYMPIC COMMITTEE**

**Raffle Draw Winners**

DRAW	PRIZE	TICKET No.	NAME
Grand	\$30,000	00724	Elizabeth Santos
2nd	\$ 5,000	16740	Hawes
3rd	\$ 1,000	03875	Javen Pangelinan
4th	\$ 100	00740	Elizabeth Santos
5th	\$ 100	30343	GML, INC.
6th	\$ 100	20679	David Fernandez
7th	\$ 100	28850	Joany San Juan
8th	\$ 100	31378	GML, INC.
9th	\$ 100	20465	Clifford M. Raphael
10th	\$ 100	33574	Jude Diaz
11th	\$ 100	09662	Kenneth R. Perez
12th	\$ 100	11419	Carmen Astorga
13th	\$ 100	17352	Ellen Mae Garcia

Congratulations to our Raffle Draw winners whose tickets were drawn on Saturday, October 21, 2023 at the GPO Food Court. Winners can contact the Guam National Olympic Committee (GNOC) office at 671-647-4882 to schedule an appointment to claim their prize starting Monday, October 30. The winning ticket and a valid picture ID must be presented when claiming your prize. Winners have six months from October 21, 2023 to claim. Thank you for your continued support of Guam's National athletes!

**FOR RENT**

**TAM 2BD/1BTH SEC 8 OK**  
**\$850 PER MONTH**  
**CALL 671-646-0510/11**

**JOB ANNOUNCEMENT**

**LEVIS/GUESS GUAM JOB OPENINGS:**  
SALES ASSISTANT, OFFICE ASSISTANT, BOOK-KEEPER,  
WAREHOUSE ASSISTANT, HANDYMAN, PLUMBER  
**CALL 671-646-0510/11**



**GUAM ELECTION COMMISSION**

**Kumision Ileksion Guåhan**

Thursday, November 16, 2023, at 5:30 p.m.  
Guam Election Commission Regular Meeting  
GEC Conference Room, Oka Building, Tamuning, GU

For meeting livestream, visit GEC's website at <https://gec.guam.gov/board>

**AGENDA**

- I. Call to Order - Certification of a Quorum Present
- II. Certification - Public Notice Requirements - Guam Daily Post and Guam Public Notice Website (11/8/2023 & 11/13/2023)
- III. Approval of Agenda
- IV. Approval of Minutes
  - a. October 26, 2023 Regular Meeting
- V. Correspondence
  - a. October 25, 2023: Senator Roy Quinata Re: Invitation Letter - Informational Briefing: Monday, November 6, 2023
- VI. Executive Director's Report
  - a. Timeline
  - b. Monthly Voter by Precinct Report
  - c. Online/Motor Voter Registration and Pre-Registration
  - d. Monthly Financial Report/U.S. Election Assistance Commission Grant
  - e. Office of the Inspector General - U.S. Election Assistance Commission Audit
- VII. Old Business - Other Items
  - a. Campaign Finance Committee
    - i. Statutory & Guam Administrative Rules and Regulations Updates
  - b. Democratic Party of Guam Re: Lamorena Order in Civil Case No. CV 1456-03
  - c. Bill No. 95-37 (LS): AN ACT TO REPEAL § 1107 OF THE CHAPTER 1, TITLE 3, GUAM CODE ANNOTATED; AND TO REPEAL ALL OF CHAPTER 15, TITLE 3, GUAM CODE ANNOTATED, RELATIVE TO REMOVING THE PRIMARY ELECTIONS OF ITS ENTIRETY
  - d. BILL No. 106-37 (LS): AN ACT TO PROVIDE A LEGISLATIVE SUBMISSION FOR CONSIDERATION BY GUAM VOTERS AT THE NEXT GENERAL ELECTION; AND TO PROVIDE GUAM VOTERS THE POWER TO DECIDE ON REPRODUCTIVE RIGHTS.
  - e. Guam HAVA State Plan
  - f. Election Manual Update
- VIII. New Business
  - a. Modernizing Election Process
- IX. Legal Counsel
  - a. Guam Society of Obstetricians and Gynecologists, Guam Nurses Association, et al. v. Douglas B. Moylan, et al.
- X. Public Comment
- XI. Next Meeting
- XII. Adjournment

For individuals requiring special accommodations, auxiliary aids, or services, please contact Christiana Ramirez at (671) 477-9791 or send an email to [vote@gec.guam.gov](mailto:vote@gec.guam.gov).

This advertisement is paid with Government funds.

671.477.9791 (tel.) • 671.477.1895 (fax)  
[vote@gec.guam.gov](mailto:vote@gec.guam.gov) (email) • <http://gce.guam.gov> (website)



**CHamoru Land Trust Commission**

(Kumision Inangokkon Tano' CHamoru)



**CHamoru Land Trust Commission Regular Board Meeting**

Thursday, November 16, 2023 at 1:00PM

CHamoru Land Trust Conference Room, 590 S. Marine Corp Drive ITC Building, Suite 223, 2nd Floor Tamuning, Guam. Public Comments may be made at [dlc.admin@cltc.guam.gov](mailto:dlc.admin@cltc.guam.gov) To view the meeting virtually, log on to GovGuam Live-YouTube or CLTC's Facebook page or Google Meet joining info Video call link: <https://meet.google.com/ddm-tfoc-ujz?hs=224>

Public Notice: The Guam Daily Post on 11/08/2023 and 11/14/2023; Government of Guam Public Notice Portal, CLTC's Facebook Page, and on CLTC's website at <https://dlm.guam.gov/chamoru-land-trust-commission/>

**AGENDA**

- I. Call to Order - Certification of a Quorum Present
- II. Certification - Public Notice Requirements
  - a. Guam Daily Post (11/08/2023 and 11/14/2023)
  - b. Guam Public Notice Website (<https://notices.guam.gov>)
- III. Approval of Minutes- September 21, 2023 Regular Board Meeting with 1st Resumption Meeting, September 26, 2023 and 2nd Resumption Meeting October 03, 2023
- IV. Administrative Director's Report
- V. Old Business
  - a. Continuation of Loan Guarantee Request for Board action from October 19, 2023.
    - 13. Joseph John Guzman Mendiola
    - 14. Genevieve L. Aldan (fka Genevieve Hernandez Chiguina)
    - 15. Breanna Beth Finona Sablan
    - 16. David Vincent Pangelinan
    - 17. Josie Lynn R. Camacho
    - 18. Nadine Roberto Domingo
    - 19. Carmen Diane Crisostomo
    - 20. Billy P. Cruz
    - 21. Tony Eloy Cruz
    - 22. Jose Navaro Bautista
    - 23. Emailina Chargualaf Mariano
- 24. Vicente J. Cruz
- 25. James Roland Mathis
- 26. Pauline Therese T. Acosta
- VI. New Business
  - a. Appointment of Acting Administrative Director, Mr. John T. Burch
  - b. Designation of Authorized Signatories (Chairperson or Acting Chairperson and Administrative Director or Acting Administrative Director) for Bank of Guam accounts
  - c. Null and Voids (102 leases)
- VII. Constituent Matters
  - a. Johnny Charfauros
- VIII. Public Comment(s)
- IX. Adjournment
- X. Next Meeting- Thursday, December 21, 2023 at 1:00PM CLTC Conference Room, Suite 223, 2nd Floor, Building, Tamuning, Guam

21 GCA Real Property, CH 75 Chamorro Land Trust Commission §75A 102 (c) The commission shall meet regularly on the third Thursday of every month at 1:00pm or more often as determined by the Chairperson of the Commission

In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or services should contact Dexter Tan, (671) 300-3296 x204

email; [dexter.tan@cltc.guam.gov](mailto:dexter.tan@cltc.guam.gov)

This ad is paid for by CLTC funds



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**CHIEF JUSTICE ROBERT J. TORRES**  
 Chairman



**SENATOR SABINA FLORES PEREZ**  
 Committee on Environment, Revenue and Taxation, Labor,  
 Procurement, and Statistics, Research, and Planning

**PUBLIC HEARING**  
**Thursday, November 16, 2023**  
**Guam Congress Building, Public Hearing Room**

1:00P.M.

**Bill No. 165-37 (COR) - Sabina Flores Perez / Chris Barnett / Therese M. Terlaje / Dwayne T.D. San Nicolas / Joe S. San Agustin - AN ACT TO ADD A NEW ARTICLE 10 TO CHAPTER 51A OF TITLE 10 GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING THE GUAM SOLID WASTE AUTHORITY'S UNIVERSAL GARBAGE COLLECTION PLAN.**

**Bill No. 171-37 (COR) - Sabina Flores Perez - AN ACT TO AMEND §§ 51202 (e); 51207(a), (b), and (c), ALL OF ARTICLE 2, CHAPTER 51, TITLE 10 GUAM CODE ANNOTATED RELATIVE TO INCREASING THE FINES FOR SUBSTANTIAL LITTERING VIOLATIONS.**

3:30P.M.

Executive Re-Appointment of Ms. Janalynn C. Damian to serve as a Member on the Guam Board of Equalization.

**Bill No. 169-37 (COR) -Therese M. Terlaje / Sabina Flores Perez / Chris Barnett / Frank Blas, Jr. / Jesse A. Lujan / William A. Parkinson / Roy A.B. Quinata / Telo T. Taitague - AN ACT TO AMEND §14101, §14102, AND §14103 OF CHAPTER 14, TITLE 18, GUAM CODE ANNOTATED RELATIVE TO THE PUBLICATION OF FINANCIAL INFORMATION BY NONPROFIT ORGANIZATIONS.**

**Bill No. 174-37 (COR) - Roy A. B. Quinata / Joe S. San Agustin / Sabina Flores Perez / Therese M. Terlaje / Chris Barnett /Dwayne T.D. San Nicolas / Amanda L. Shelton / Tina Rose Muña Barnes / William A. Parkinson / Thomas J. Fisher - AN ACT TO AMEND § 3101(m)(1) OF CHAPTER 3, TITLE 16, GUAM CODE ANNOTATED, RELATIVE TO EXTENDING THE VALIDITY OF DRIVER'S LICENSES ISSUED TO ALIGN WITH THE MAXIMUM RENEWAL PERIOD ALLOWED UNDER THE REAL ID ACT.**

Those interested in participating, please confirm your attendance by contacting the Office of Senator Sabina Flores Perez via email at [office@senatorperez.org](mailto:office@senatorperez.org) or via phone at (671) 989-2966, no later than Monday, November 13th, 2023, for further guidance.

Testimonies should be addressed to Senator Sabina Flores Perez, Chairperson, and will be accepted via hand delivery to our mailbox at the Guam Congress Building at 163 Chalan Santo Papa, Hagåtña, Guam 96910, or via email to [office@senatorperez.org](mailto:office@senatorperez.org), no later than 4:00pm, Friday, November 24th, 2023. In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or services should contact the Office of Senator Sabina Flores Perez at (671) 989-2968. The hearing will broadcast on local television, GTA Channel 21, Docomo Channel 117 and stream online via iLiheslaturan Guahan's live feed on YouTube. A recording of the hearing will be available online via Guam Legislature Media on YouTube after the hearing. We look forward to your participation!



**GUAM HOUSING CORPORATION**

**LOURDES A. LEON GUERRERO**  
 Governor (Maga'håga)

**JOSHUA F. TENORIO**  
 Lt. Governor

**INVITATION FOR BID**  
**GUAM HOUSING CORPORATION LADA GARDENS**  
**PHASE II RENOVATION PROJECT**

*The Honorable Lourdes A. Leon Guerrero, Governor of Guam through the Board of Directors and the President of Guam Housing Corporation Announces the solicitation of a sealed proposal for:*

**Project No. GHC 2024-03**

Bid Security must accompany bid -15% of the total amount and may be Bid Bond, Certified or Cashier's Check made payable to: Guam Housing Corporation

Non-Refundable Fee of \$50.00 (Fifty Dollars) required as Payment for each Bid Documents or Digital Copy.

Availability of Documents: -- November 14, 2023 8:00 a.m. to 4:00 p.m. at 590 S. Marine Corps Drive, Ste. 514 ITC Building, Tamuning, Guam

Pre-Bid Conference: -- November 28, 2023 11:00 a.m., 5th Floor, ITC Building, GEDA Conference room

Bid Submittal Deadline: -- December 20, 2023, 1:00 p.m. 590 S. Marine Corps Drive, Ste. 514 ITC Building, Tamuning, Guam

Guam Housing Corporation reserves the right to reject any or all proposal and to waive any imperfection in the proposals, which in its sole and absolute judgment will serve the Government of Guam. The Guam Housing Corporation will not be liable for failure to provide notice to any party who did not register current contact information after the purchase of forms/specification.

**/s/ EDITH C. PANGELINAN**  
 President

This Advertisement was paid by Government Funds

590 S. Marine Corps Drive, Ste. 514 ITC Building, Tamuning, Guam 96931  
 Telephone Number (671) 647-4143/46 • Fax Number (671) 649-4144

**SPEAKER THERESE M. TERLAJE**

*Committee on Health, Land, Justice & Culture*  
*I Mina'trentai Siette na Liheslaturan Guåhan*

**NOTICE OF PUBLIC HEARINGS**  
**Guam Congress Building, Public Hearing Room**

**THURSDAY, NOVEMBER 16, 2023 AGENDA**

**8:30AM-12:00PM and 5:30PM:**

- **Bill No. 184-37(COR)** - Committee on Rules by request of I Maga'hågan Guåhan, the Governor of Guam, in accordance with the Organic Act of Guam.- AN ACT TO AUTHORIZE THE GUAM ANCESTRAL LANDS COMMISSION TO SELL OR LEASE LOTS 2453, 2453-1, 2454, 2455, 2457, AND 2457-1, MUNICIPALITY OF BARRIGADA TO THE GOVERNMENT OF GUAM AT FAIR MARKET VALUE FOR USE AS THE SITE OF A NEW MEDICAL COMPLEX.

*This hearing is to continue the discussion on Bill No. 184-37(COR) from November 1, 2023 and November 3, 2023 with a focus on Agency Responses.*

**MONDAY, NOVEMBER 20, 2023 AGENDA**

**2:00 PM:**

- **Bill No. 185-37(LS)**- *Chris Barnett* - AN ACT TO ADD A NEW § 83117, CHAPTER 83, TITLE 12, GUAM CODE ANNOTATED RELATIVE TO REQUIRING ANY NEW HOSPITAL CONSTRUCTED PURSUANT TO THE GUAM TWENTY-FIRST (21ST) CENTURY HEALTHCARE CENTER ACT OF 2021 TO BE CONSTRUCTED IN THE VILLAGE OF TAMUNING.

Written testimony may be submitted to [senatorterlaje@guam@gmail.com](mailto:senatorterlaje@guam@gmail.com) or hand delivered to the Office of Speaker Therese M. Terlaje at the Guam Congress Building. In compliance with the Americans with Disabilities Act, individuals requiring special accommodations should contact the Office of Speaker Terlaje at (671) 472-3586 or [senatorterlaje@guam@gmail.com](mailto:senatorterlaje@guam@gmail.com). All hearings broadcast on GTA TV Channel 21, Docomo Channel 117 and livestreamed on the Guam Legislature YouTube: <https://www.youtube.com/c/GuamLegislatureMedia>. This Ad was paid with Legislature Funds.

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**JUDICIAL COUNCIL OF GUAM  
EXECUTIVE SESSION  
FRIDAY, September 22, 2023  
Justice Monessa G. Lujan Appellate Courtroom  
Guam Judicial Center  
Via Zoom Teleconference**

★★★★

Hon. Robert J. Torres  
Chairman

Hon. Katherine A. Maraman  
Member

Hon. F. Philip Carbullido  
Member

Hon. Alberto C. Lamorena, III.  
Member

Hon. Maria T. Cenzone  
Member

★★★★

Advisory Committee Members:

Hon. Arthur R. Barcinas

Hon. Vernon P. Perez

Hon. Elyze M. Iriarte

Hon. Dana A. Gutierrez

Hon. Alberto E. Tolentino

Atty. Jacqueline T. Terlaje

Atty. Frederick J. Horecky

★★★★

Administrator of the Courts:  
Danielle T. Rosete

Judicial Council Secretary:  
Jessica J. Perez-Jackson

Judicial Council Asst. Secretary:  
Petrina M. Ula

## MINUTES

### I. CALL TO ORDER

The Regular Meeting of the Judicial Council was recessed to Executive Session by the Chairman, Robert J. Torres, at the hour of 2:05 p.m.

### IN ATTENDANCE IN THE COURTROOM:

Chief Justice Robert J. Torres  
Justice F. Philip Carbullido  
Justice Katherine A. Maraman  
Presiding Judge Alberto C. Lamorena III  
Judge Maria T. Cenzone  
Ms. Suzane P. Santiago-Hinkle, Staff Attorney  
Ms. Priscilla Torres, Court Transcriber, C&M Division  
Ms. Jessica Perez-Jackson, Judicial Assistant, Executive Secretary  
Ms. Petrina Ula, Judicial Assistant, Assistant Executive Secretary  
Ms. Shelterihna T. Alokoa, Judicial Assistant & Supreme Court Technical Bailiff  
Mr. Andrew Jay M. Gimenez, Special Projects Coordinator

### IN ATTENDANCE VIA ZOOM MEETING BREAKOUT ROOM:

Ms. Danielle T. Rosete, Administrator of the Courts (AOC)

### II. PROOF OF DUE NOTICE OF EXECUTIVE SESSION

Due publication of the five-day Notices of Executive Session of the Judicial Council, as required under the Open Government Law, was published in the Guam Daily Post. Acknowledgments are on file.

### III. DETERMINATION OF QUORUM

Chief Justice Robert J. Torres, Justice F. Philip Carbullido, Justice Katherine A. Maraman, Judge Maria T. Cenzone, Presiding Judge Alberto C. Lamorena III, along with Staff Attorney Suzane P. Santiago-Hinkle, Court Transcriber Priscilla Torres, Judicial Council Executive Secretary Jessica Perez-Jackson, Judicial Council Assistant Executive Secretary Petrina Ula, Judicial Assistant & Supreme Court Technical Bailiff

Shelterihna T. Alokoa, and Special Projects Coordinator Andrew Jay M. Gimenez were present in the courtroom. AOC Danielle T. Rosette joined via Zoom.

**IV. STAFF ATTORNEY'S REQUEST FOR EXECUTIVE SESSION AND SUBJECT MATTER**

Staff Attorney Suzane Santiago-Hinkle requested, in an amended memo addressed to the Judicial Council dated September 15, 2023, to hold an Executive Session to discuss two (2) ongoing litigation matters:

- CV0342-22, *Gumataotao v. Judicial Branch*: Complaint filed by Gary W.F. Gumataotao in the Superior Court of Guam on June 10, 2022, seeking damages for an alleged slip and fall.
- *Ninth Circuit Case No. 22-16919, Philips v. Guam Courts*: Notice of appeal filed by Dr. Sherif Philips in the U.S. Court of Appeals for the Ninth Circuit, appealing the District Court of Guam's order dismissing his request to review several cases filed in the Superior and Supreme Courts of Guam.

Judge Cenzone motioned to move to Executive Session; Presiding Judge Lamorena seconded the motion. Chief Justice Torres called an oral vote. All Council members voted in favor.

**V. TRANSCRIPTS**

Transcripts of this executive session are being prepared and will be sealed for six (6) months from the date of the executive session unless further sealed by a court order.

**VI. ADJOURNMENT**

At 2:21 p.m., Chief Justice Torres entertained a motion to rise to Regular Session. Justice Carbullido made the motion; Judge Cenzone seconded. The public meeting of the Judicial Council resumed. Chief Justice Torres stated that no decision needs to be made in the Regular Session due to convening in Executive Session.

Respectfully submitted this 16th day of November 2023.

  
\_\_\_\_\_  
JESSICA PEREZ JACKSON  
Executive Secretary,  
Judicial Council of Guam

  
\_\_\_\_\_  
ROBERT J. TORRES  
Chairman  
Dated: 11/16/23



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## \*JUDICIAL COUNCIL OF GUAM REGULAR MEETING

THURSDAY, October 19, 2023

Justice Monessa G. Lujan Appellate Courtroom  
Guam Judicial Center  
ZOOM MEETING

★★★★

Hon. Robert J. Torres  
Chairman

Hon. Katherine A. Maraman  
Member

Hon. F. Philip Carbullido  
Member

Hon. Alberto C. Lamorena, III.  
Member

Hon. Maria T. Cenzone  
Member

★★★★

Advisory Committee Members:

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Hon. Vernon P. Perez

Hon. Elyze M. Iriarte

Hon. Dana A. Gutierrez

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Atty. Jacqueline T. Terlaje

Atty. Frederick J. Horecky

★★★★

Administrator of the Courts:  
Danielle T. Rosete

Judicial Council Secretary:  
Jessica J. Perez-Jackson

Judicial Council Asst. Secretary:  
Petrina M. Ula

## MINUTES

### I. CALL TO ORDER

The Regular Meeting of the Judicial Council was called to order by the Chairman, Chief Justice Robert J. Torres, at the hour of 12:00 p.m.

### ROLL CALL:

Chief Justice Robert J. Torres  
Justice F. Philip Carbullido  
Presiding Judge Alberto C. Lamorena III  
Judge Maria T. Cenzone

Advisory Committee Members:  
Administrative Hearings Officer Kristina L. Baird  
Attorney Jacqueline Taitano Terlaje, President, Guam Bar Association

#### Also present:

Ms. Danielle T. Rosete, Administrator of the Courts (AOC)  
Ms. Hannah Gutierrez Arroyo, Clerk of Court, Supreme Court  
Ms. Sophia Santos Diaz, Esq., Clerk of Court, Superior Court of Guam  
Mr. Robert S. Rabago, Administrator, Management Information Systems  
Ms. Trisha Suzuki, Deputy Chief Probation Officer, Probation Services Division  
Mr. Andrew S. Quenga, Esq., Executive Director, Criminal Law Review Commission  
Ms. Dianne O. Gudmalin, Finance Administrator, Financial Management Division  
Ms. Marcelene C. Santos, Public Guardian, Office of the Public Guardian  
Ms. Sarah Elmore-Hernandez, Director of Policy, Planning, & Community Relations  
Ms. M. Erica R. Eschbach, Staff Attorney, Supreme Court  
Ms. Rossanna Villagomez-Aguon, Chief Probation Officer  
Ms. M. Grace Lapid Rosadino, Acting Court Programs Administrator  
Ms. Suzane Santiago-Hinkle, Staff Attorney  
Ms. Melissa M. Casil, Administrator, Client Services & Family Counseling

Ms. Suzane Santiago-Hinkle, Staff Attorney  
Ms. Melissa M. Casil, Administrator, Client Services & Family Counseling  
Mr. Andrew T. Perez, Staff Attorney  
Dr. Lisa V. Baza, Senior Judicial Therapist, Client Services and Family Counseling Division  
Ms. Geraldine A. Cepeda, Compiler of Laws  
Ms. Barbara Jean T. Perez, Human Resources Administrator, Human Resources Division  
Mr. Carl V. Dominguez, Procurement and Facilities Management Administrator  
Mr. Joseph Leon Guerrero, Deputy Chief Marshal, Marshals Division  
Ms. Dawn Blas, Judicial Educator, Human Resources Division  
Ms. Carmelita G. Tenorio, Court Reporter Supervisor, Courts & Ministerial Division  
Mr. Kevin J. Fowler, Attorney  
Ms. Crystal Apiag, Court Information Systems Analyst I, Management Information Systems  
Ms. Jessica Perez-Jackson, Administrative Services Officer, Judicial Council Executive Secretary  
Ms. Petrina M. Ula, Judicial Assistant, Judicial Council Assistant Secretary  
Ms. Shelterihna T. Alokoa, Judicial Assistant & Supreme Court Technical Bailiff  
Public Access in the Atrium

\*All appeared virtually via Zoom meeting conference.

## **II. PROOF OF DUE NOTICE OF MEETING**

Due publication of the five-day Notices of Meeting of the Judicial Council, as required under the Open Government Law, was published in the Guam Daily Post. Acknowledgments are on file.

## **III. DETERMINATION OF QUORUM**

**Chief Justice Torres began the roll call. Chief Justice Robert J. Torres, Associate Justice F. Philip Carbullido, Presiding Judge Alberto C. Lamorena III, and Judge Maria T. Cenon identified themselves and their location. This meeting determined a quorum with four (4) Judicial Council members present.**

## **IV. READING AND DISPOSAL OF MINUTES: September 22, 2023 Regular Meeting and September 22, 2023 Executive Session**

**The reading and disposal of the minutes of the September 22, 2023 Regular Meeting and September 22, 2023 Executive Session was deferred to the next meeting.**

**V. OLD BUSINESS**

**A. Judiciary FY23 Remittances Pursuant to Applicable Law**

Ms. Dianne Gudmalin, the Financial Management Division (FMD) Administrator, reported that the Judiciary received the full appropriations for FY 2023. She added that two of the FY 2024 scheduled bi-weekly allotments of \$1,553,000 for General Operations from the General Fund, per P.L. 37-42. She stated that from the total appropriated amount of \$40,392,000, the Judiciary has two (2) allotments of \$1,553,000. Ms. Gudmalin added that the last allotment was received on October 18, and the next is scheduled to be received on October 31, 2023. She further reported that allotments for the Electronic Monitoring Program, the Criminal Law Review Commission, and the Family Visitation Center were received in full on October 3, 2023.

**B. Update on Capital Improvement Projects**

Ms. Danielle T. Rosete, Administrator of the Courts (AOC), provided an update on the Guam Historic Courthouse renovation. She reported that the renovations are progressing, with the contractor pending completion of the air conditioning system, with the air handlers fully installed and ducting to begin in the next week. She stated that interior doors, tiling, and electrical lighting for the first and second floor will begin soon, and work towards installing carpet and cubicles to start after the building's air conditioning is fully complete. Ms. Rosete reports that she meets regularly with the architects and is scheduled to meet in the next week in preparation for pre-final inspection and a timeline for the building's permit process.

**C. Update On Typhoon Damage and Restoration**

Ms. Rosete reported that the recent tropical storm left no damage to the Judiciary, and that she meets regularly with FEMA officials on recovery efforts, with a recent meeting held on October 18<sup>th</sup> and the next to be held on November 1<sup>st</sup>. She added that the final site inspection for the Guam Judicial Center will be held on October 31<sup>st</sup>.

On the topic of the Guam Judicial Center's permanent generator, Ms. Rosete reports that the architects and engineers have begun assessment of electrical and structural design work for a new permanent generator, and that she expects a full report to be submitted two weeks hence. The building's current generator has been repaired and is currently operable, though it is only a temporary fix while waiting for the assessment and procurement of a replacement. Chief Justice Torres voiced his concerns of the age of the generator and its fragile state but is glad that progress is being made on finding a replacement.

## VI. NEW BUSINESS

### A. Resolution, JC 23- Relative to Approving Additional Funds for Litigation

Chief Justice Torres reports that the Resolution approving additional funds for litigation in the matter of *Gary F. Gumataotao vs. Judicial Branch of Guam*, CV0342-22, was discussed during the last meeting's Executive Session and voted on in the Regular Meeting; however, this line item did not appear on the September 22, 2023 Judicial Council Regular Meeting agenda; out of an abundance of caution, a resolution to approve the actions of the body in regards to last month's resolution was entertained by the body. **Presiding Judge Alberto C. Lamorena moved to approve the resolution; Judge Maria T. Cenzone seconded. Chief Justice Torres called for an oral vote. The four (4) Council members present voted in favor of the Resolution Relative to Approving Additional Funds for Litigation.**

### B. Resolution, JC 23- Relative to Approving Settlement in CV0342-22, *Gumataotao v. Judicial Branch*

**Chief Justice Torres requested that discussions towards a settlement agreement to be deferred until the Council is placed in Executive Session and come back to vote in Regular Session. There was no objection. See page 6.**

### C. Notice of the Next Meeting (Thursday, November 16, 2023)

Chief Justice Torres stated that the next Judicial Council meeting will be held on Thursday, November 16, 2023. There was no objection from the Council.

## VII. COMMUNICATIONS

\*\*At 12:17, Chief Justice Torres asked Ms. Grace Lapid-Rosadino, Acting Court Programs Administrator, to report on new grants the Judiciary was awarded, which he says was the largest number of grants awarded in recent times.

Ms. Rosadino reported that the Judiciary has received the following grants: the State Justice Institute grant in the amount of \$75,000 for the Judiciary Strategic Planning Initiative; the National Criminal History Improvement Program grant in the amount of \$703,000 to continue upgrades for criminal justice information systems; a combined amount of \$896,000 from two grants from the Office of Juvenile Justice and Delinquency Prevention towards the Guam Family Recovery Program for use until September 30, 2026; Substance Abuse and Mental Health Services Administration grant in annual allotments of \$395,000 up to September 29, 2028; Office on Violence against Women grant in

the amount of \$549,000 to improve criminal justice responses to domestic violence, dating violence, sexual assault, and stalking; and lastly a Department of Justice award for the Guam Adult Reentry Program in the amount of \$1.1m for four years until September 2027.

Chief Justice Torres said he is excited for the grants and that the real work starts now.

## VIII. PUBLIC COMMENT

### A. Guam Bar Association Board (GBA) – President’s Report

Attorney Jacqueline T. Terlaje, Guam Bar Association President, reports that the 2024 Guam Bar Association registration period is anticipated to open on Monday, October 23, 2023 alongside the CLE registration period, with a 90-day window to ensure compliance with CLE rules.

Ms. Terlaje stated that the Guam Bar expects to finalize the details for the Lawyer Assistance Program (LAP) by January 1, 2024, which will include referral services for drug abuse, substance abuse, and grieving programs.

Ms. Terlaje said the Guam Bar is working towards signing a Memorandum of Understanding with the Northern Marianas Islands Bar Association to include a certain number of NMI association members in the Guam Bar LAP program.

Ms. Terlaje reports that work has begun on a Guam Bar repository of territorial law and an associated territorial law journal spearheaded by non-member Attorney Neil Weir.

Ms. Terlaje reports that the Guam Bar holiday party will be held on December 14, 2023.

Chief Justice Torres thanked Attorney Terlaje for being present at the National Judicial College award ceremony in New York City where he was honored.

### B. Court Employees Association

No report presented; Chief Justice Torres reminded everyone of the Labor Day Picnic to be held on Saturday, October 21, 2023, at Ypao Beach. He also reminded the judicial officers and managers of plans to meet at the Cathedral at 10:00 a.m. on the same day to pay respects to Judge Arthur R. Barcinas and his family on his mother’s passing.

**\*\*\*At 12:21 p.m., Chief Justice Torres called for a recess to begin Executive Session to discuss ongoing litigation matters, as requested in an October 4, 2023 memo to the Judicial Council from Staff Attorney Suzane Santiago-Hinkel. Presiding Judge Lamorena motioned to move to Executive Session; Judge Cenzone seconded the motion.**

**X. EXECUTIVE SESSION**

Chief Justice Robert J. Torres, Justice F. Philip Carbullido, Presiding Judge Alberto C. Lamorena III, Judge Maria T. Cenzone, Administrator of the Courts Danielle T. Rosete, Attorney Suzane Santiago-Hinkle, Attorney Andrew T. Perez, Attorney Kevin J. Fowler, Court Transcriber Carmelita Tenorio, Council Secretary Jessica Perez-Jackson, and Council Assistant Secretary Petrina M. Ula were present during the Executive Session in a Zoom Breakout Room.

\*\*\*\*At 12:56 p.m., Justice F. Philip Carbullido moved to rise to the regular session; Judge Cenzone seconded the motion. The public meeting of the Judicial Council resumed. Chief Justice Torres asked the Council to return to New Business Item B., asking for a motion to approve the Resolution Relative to Approving Settlement in CV0342-22, *Gumataotao v. Judicial Branch*. Justice Carbullido made the motion to adopt the Resolution as presented subject to the acceptance of the settlement; Judge Cenzone seconded the motion. Chief Justice Torres called for an oral vote. The four (4) Council members present voted in favor of the Resolution.

**XI. ADJOURNMENT**

Judge Cenzone moved to adjourn. Justice Carbullido seconded the motion, adjourning the meeting at 12:58 p.m.

Respectfully submitted this 16<sup>th</sup> day of November 2023.



\_\_\_\_\_  
PETRINA ULA  
Assistant Executive Secretary,  
Judicial Council of Guam

As set out above, the Minutes of the October 19, 2023 Regular Meeting were approved by the Judicial Council at the November 16, 2023 Regular meeting.

  
\_\_\_\_\_  
ROBERT J. TORRES  
Chair

Dated: 11/16/23



# JUDICIAL COUNCIL OF GUAM

Suite 300 Guam Judicial Center  
120 West O'Brien Drive  
Hagåtña, Guam 96910-5174  
Tel: (671) 475-3300 Fax: (671) 475-3140

**JUDICIAL COUNCIL OF GUAM  
EXECUTIVE SESSION  
THURSDAY, October 19, 2023  
Justice Monessa G. Lujan Appellate Courtroom  
Guam Judicial Center  
Via Zoom Teleconference**

★★★★

Hon. Robert J. Torres  
Chairman

Hon. Katherine A. Maraman  
Member

Hon. F. Philip Carbullido  
Member

Hon. Alberto C. Lamorena, III  
Member

Hon. Maria T. Cenzone  
Member

★★★★

Advisory Committee Members:

Hon. Arthur R. Barcinas

Hon. Vernon P. Perez

Hon. Elyze M. Iriarte

Hon. Dana A. Gutierrez

Hon. Alberto E. Tolentino

Atty. Jacqueline T. Terlaje

Atty. Frederick J. Horecky

★★★★

Administrator of the Courts:  
Danielle T. Rosete

Judicial Council Secretary:  
Jessica J. Perez-Jackson

Judicial Council Asst. Secretary:  
Petrina M. Ula

## MINUTES

### I. CALL TO ORDER

The Regular Meeting of the Judicial Council was recessed to Executive Session by the Chairman, Robert J. Torres, at the hour of 12:22 p.m.

### IN ATTENDANCE VIA ZOOM MEETING BREAKOUT ROOM:

Chief Justice Robert J. Torres calling in from off island  
Justice F. Philip Carbullido calling in from Pit  
Presiding Judge Alberto C. Lamorena III calling in from off island  
Judge Maria T. Cenzone calling in from the Judicial Center

#### Also, Present:

Ms. Danielle T. Rosete, Administrator of the Courts (AOC)  
Ms. Suzane P. Santiago-Hinkle, Staff Attorney  
Mr. Andrew T. Perez, Staff Attorney  
Mr. Kevin J. Fowler, Attorney  
Ms. Carmelita G. Tenorio, Court Transcriber, C&M Division  
Ms. Jessica Perez-Jackson, Judicial Assistant, Executive Secretary  
Ms. Petrina Ula, Judicial Assistant, Assistant Executive Secretary

### II. PROOF OF DUE NOTICE OF EXECUTIVE SESSION

Due publication of the five-day Notices of Executive Session of the Judicial Council, as required under the Open Government Law, was published in the Guam Daily Post. Acknowledgments are on file.

### III. DETERMINATION OF QUORUM

Chief Justice Robert J. Torres, Justice F. Philip Carbullido, Presiding Judge Alberto C. Lamorena, and Judge Maria T. Cenzone attended. AOC Danielle T. Rosete joined them, along with Staff Attorney Suzane P. Santiago-Hinkle, Staff Attorney Andrew T. Perez, Attorney Kevin J. Fowler, Court Transcriber Carmelita G. Tenorio, Judicial Council

Executive Secretary Jessica Perez-Jackson, and Judicial Council Assistant Secretary Petrina M. Ula.

**IV. STAFF ATTORNEY'S REQUEST FOR EXECUTIVE SESSION AND SUBJECT MATTER**

Staff Attorney Suzane Santiago-Hinkle requested, in a memo addressed to the Judicial Council dated October 4, 2023, to hold an Executive Session to discuss two (2) ongoing litigation matters:

- *Gumataotao v. Judicial Branch*, Superior Court Civil Case No. CV0342-22;
- *Ninth Circuit Case No. 22-16919, Philips v. Guam Courts*: Notice of appeal filed by Dr. Sherif Philips in the U.S. Court of Appeals for the Ninth Circuit, appealing the District Court of Guam's order dismissing his request to review several cases filed in the Superior and Supreme Courts of Guam.

Presiding Judge Lamorena motioned to move to Executive Session; Judge Cenzone seconded the motion. Chief Justice Torres called an oral vote. The four (4) Council members present voted in favor.

**V. TRANSCRIPTS**

Transcripts of this executive session are being prepared and will be sealed for six (6) months from the date of the executive session unless further sealed by a court order.

**VI. ADJOURNMENT**

At 12:56 p.m., Chief Justice Torres entertained a motion to rise to Regular Session. Justice Carbullido made the motion; Judge Cenzone seconded. The public meeting of the Judicial Council resumed. Chief Justice Torres asked the Council to return to New Business Item B., asking for a motion to approve the Resolution Relative to Approving Settlement in CV0342-22, *Gumataotao v. Judicial Branch*. Justice Carbullido made the motion to adopt the Resolution as presented subject to the acceptance of the settlement; Judge Cenzone seconded the motion. Chief Justice Torres called for an oral vote. The four (4) Council members present voted in favor of the Resolution.

Respectfully submitted this 16th day of November 2023.



PETRINA ULA  
Assistant Executive Secretary,  
Judicial Council of Guam



**ROBERT J. TORRES**  
Chairman

Dated: 11/16/23



**BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. 23-031**

**RELATIVE TO MEMORIALIZING THE PASSING OF THE  
HONORABLE JOHN S. UNPINGCO, FORMER DISTRICT COURT OF GUAM JUDGE**

**WHEREAS,** the Judicial Council of Guam recognizes with great sadness the passing of the Honorable John S. Unpingco on October 11, 2023; and

**WHEREAS,** the Honorable John S. Unpingco led a distinguished career in the service of our nation and our island; and

**WHEREAS,** the Honorable John S. Unpingco earned his Bachelor's degree from St. Louis University, his Juris Doctor from New York University Law School, and his Masters of Law from Georgetown University; in addition to his Guam Bar Association membership, he held bar association affiliations in California and Washington, D.C.; and

**WHEREAS,** the Honorable John S. Unpingco's exemplary legal career extended into his service within the U.S. Armed Forces, where he shone as a practitioner of the law; and

**WHEREAS,** in 1992, President George H.W. Bush nominated the Honorable John S. Unpingco to serve as a District Court Judge; his qualifications and the resonance of his character were underscored by the endorsement of then-Guam Delegate to Congress Ben Blaz, who emphasized that "as proud as we are of John's professional and personal accomplishments, we are equally proud that he is a native-born son of Guam who possesses all the necessary legal credentials. He is eminently qualified to harmonize our people's unique cultural sensitivities with the American principles of justice, fairness, and impartiality." Unpingco was subsequently confirmed by the U.S. Senate on October 8, 1992; and

**WHEREAS,** on December 22, 1992, the Honorable John S. Unpingco assumed the role of Judge at the U.S. District Court of Guam, presiding over countless hearings and presciently adjudicating numerous criminal and civil trials; his tenure culminated in the esteemed position of Chief Judge, a role he honorably fulfilled until his retirement on April 30, 2004; and

**WHEREAS,** the Honorable John S. Unpingco championed the cause of mediation as a means of alternative dispute resolution. Additionally, his advocacy for the island facilitated the admission of the District Court of Guam as a voting member of the Pacific Judicial Council; and

**WHEREAS,** the Honorable John S. Unpingco later assumed the vital role of administrator for the Guam Office of Veterans Affairs, dedicating his efforts toward the enhancement of services dedicated for Guam's veterans; and

**WHEREAS,** throughout his illustrious career, the Honorable John S. Unpingco was a significant partner in the Judiciary's mission to ensure fair, efficient, and effective administration of justice; and

**NOW THEREFORE, BE IT RESOLVED** that the Judicial Council, on behalf of the entire Judiciary of Guam, expresses our heartfelt condolences and profound gratitude to the family of the late the Honorable John S. Unpingco, for his dedicated service, insightful leadership, and his singular contributions to the cause of justice for the People of Guam.

**DULY ADOPTED** this 25th day of October 2023.

**ROBERT J. TORRES**  
Chief Justice of Guam &  
Chairman, Judicial Council of Guam

**F. PHILIP CARBULLIDO**  
Member  
Justice, Supreme Court of Guam

**ALBERTO C. LAMORENA III**  
Member  
Presiding Judge, Superior Court of Guam

**KATHERINE A. MARAMAN**  
Member  
Justice, Supreme Court of Guam

**MARIA T. CENZON**  
Member  
Judge, Superior Court of Guam



**BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. JC23-032**

**RELATIVE TO RATIFYING JC RESOLUTION NO. 23-031  
MEMORIALIZING THE PASSING OF THE HON. JOHN. S. UNPINGCO,  
FORMER DISTRICT COURT OF GUAM JUDGE**

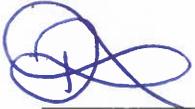
**WHEREAS**, Judicial Council Resolution No. JC23-031 memorializing the passing of the Honorable John S. Unpingco, Former District Court of Guam Judge was signed by all members of the Judicial Council and presented to his family at the memorial service honoring him on October 27, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that Resolution No. 23-031 is hereby **RATIFIED**.

**DULY ADOPTED** this 16<sup>th</sup> day of November 2023 at a duly noticed meeting of the Judicial Council of Guam

  
\_\_\_\_\_  
**ROBERT J. TORRES**, Chairman  
Dated: 11/16/23

ATTEST:

  
\_\_\_\_\_  
Petrina M. Ula, Assistant Secretary  
Dated: 11/16/23



BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC23-033

RELATIVE TO AMENDING THE APPOINTMENTS OF MEMBERS  
ON THE COMMITTEE ON JUDICIAL DISCIPLINE

- WHEREAS,** the Supreme Court of Guam first adopted its rules for Judicial Disciplinary Enforcement (the “Rules”) on March 27, 2006, memorialized through its adoption of Promulgation Order 06-002-001 on September 5, 2006 and
- WHEREAS,** the Supreme Court of Guam then amended its Rules for Judicial Disciplinary Enforcement on April 13, 2007 through its adoption of Promulgation Order 06-002-002, again on December 23, 2011 through its Promulgation Order 06-002-003; and again, on December 28, 2012 through Promulgation Order 06-0202-004; and
- WHEREAS,** Rule 2.1(E) of the Rules allows a member of the Committee to be reappointed.
- WHEREAS,** pursuant to Resolution No. JC21-020, the Council reappointed the Honorable Joseph N. Camacho, Associate Judge of the Superior Court of the Judiciary of the CNMI, CNMI Attorney Michael L. Ernest, and Ms. Nadine Leon Guerrero to each serve a two-year term on the Committee on Judicial Discipline commencing December 16, 2021 and would have expired on December 16, 2023; and
- WHEREAS,** pursuant to Resolution No. JC23-013, the Council reappointed Presiding Judge for the Superior Court of Guam Alberto C. Lamorena, III, Attorney Sean Frink, and Dr. Marilyn Salas to each serve a four-year term on the Committee on Judicial Discipline commencing on April 25, 2023 and expiring on April 27, 2027.
- WHEREAS,** in order to establish staggered terms on the Committee on Judicial Discipline, the Council wishes to amend the reappointments of the Honorable Joseph N. Camacho, Associate Judge of the Superior Court of the Judiciary of the CNMI, CNMI Attorney Michael L. Ernest, and Ms. Nadine Leon Guerrero to reflect a four-year term rather than a two-year term.

**NOW, THEREFORE, BE IT RESOLVED** that the appointments of the Honorable Joseph N. Camacho, Associate Judge of the Superior Court of the Judiciary of the CNMI, CNMI Attorney Michael L. Ernest, and Ms. Nadine Leon Guerrero shall be amended to reflect a four-year term on the Committee on Judicial Discipline commencing on December 16, 2021 and expiring on December 16, 2025 pursuant to Rule 2.1 of the Rules for Judicial Disciplinary Enforcement.

**DULY ADOPTED** this 16<sup>th</sup> day of November 2023 at a duly noticed meeting of the Judicial Council of Guam



ROBERT J. TORRES, Chairman

Dated: \_\_\_\_\_

11/16/23

ATTEST:



Petrina M. Ula, Assistant Secretary

Dated: \_\_\_\_\_

11/16/23



# JUDICIARY OF GUAM

Administrative Office of the Courts  
Human Resources Office

Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Telephone: (671) 475-3399/3239/3329/3422/3583 • Fax: (671) 475-8520



Hon. Robert J. Torres  
Chief Justice

Hon. Alberto C. Lamorena III  
Presiding Judge

Danielle T. Rosete, Esq.  
Administrator of the Courts

Barbara Jean T. Perez  
Human Resources Administrator

November 14, 2023

## MEMORANDUM

To: Chief Justice  
Members, Judicial Council of Guam

From: Administrator of the Courts

Subject: **Creation of Positions:**  
**Ref: 1. Database Specialist (Management Information Systems);**  
**2. Data Analyst (Administrative Office of the Courts); and**  
**3. Payroll Supervisor (Financial Management)**

Dear Chief Justice and Members of the Judicial Council of Guam:

In compliance with Title 4 GCA subsection 6303(a), I hereby request the Judicial Council's approval to create three (3) new positions, one (1) for Management Information Systems, one (1) for the Administrative Office of the Courts and one (1) for Financial Management.

The following proposed positions were assigned pay grades and salaries as a result of the evaluation of the duties and responsibilities utilizing the Hay Guide Chart Method of Evaluation. The three (3) components of the Hay Method of Job Evaluation are Know-How, Problem Solving and Accountability. Proposed positions are as follows:

### **1. Database Specialist – Management Information Systems (MIS) Division**

This position is responsible for overseeing, monitoring and managing the Judiciary of Guam's databases. Under the direction of the MIS Administrator, this position will serve as the liaison between MIS, Project Managers, developers and vendors.

An employee in this class provides specialized database designs, and recommends solutions to include action planning. The level of expertise required for the position is a seasoned professional whose freedom to think and accountability is clearly defined and directed as it relates to the MIS field.

The Hay Points are as follows:

#### **Hay Evaluation Points & Pay Grade:**

**Know-How:** F- II 2 = 304

**Problem Solving:** E 3+ (38) = 115

**Accountability:** E 3 C = 152

**Total Points:** 571

**Pay Grade:** P

**Salary Range:** \$67,695.36 - \$119,313.56

*"The Judiciary of Guam is an equal opportunity provider and employer."*

**Subject: Creation of Positions**

- Re: 1. Database Specialist (Management Information Systems);  
2. Data Analyst (Administrative Office of the Courts); and  
3. Payroll Supervisor (Financial Management)**

**2. Data Analyst – Administrative Office of the Courts**

This position performs complex professional work involving data collection, researching, and the management of statistical studies. Under the direction of the Administrator of the Courts, this position is also responsible for the preparation and presentation of reports which may include recommendations regarding future courses of action and the development of programs or services.

Data Analyst is a seasoned professional position with broad knowledge in specific fields typically combined with academic and professional qualifications. This position is critical in providing a level whose freedom to think and accountability is standardized and generally regulated.

The Hay Points are as follows:

**Hay Evaluation Points & Pay Grade:**

**Know-How:** F- I 3 = 264

**Problem Solving:** E 3 (33) = 87

**Accountability:** E 2 C = 115

**Total Points:** 466

**Pay Grade:** O

**Salary Range:** \$60,874.34 - \$107,290.46

**3. Payroll Supervisor – Financial Management Division**

This position is critical for overseeing and supervising the day-to-day operations to ensure that pay is processed in accordance with established accounting principles, directives, and Judiciary policies and procedures. With the increase in personnel, constant updates to rules and tax policies, along with the implementation of a new automated web-based timekeeping system; the creation of this position provides a level of expertise requiring a seasoned professional to ensure a seamless transition into the new timekeeping system.

The Hay Points are as follows:

**Hay Evaluation Points & Pay Grade:**

**Know-How:** E II- 2 = 230

**Problem Solving:** D 3+ (33) = 76

**Accountability:** D 3 C = 100

**Total Points:** 406

**Pay Grade:** N

**Salary Range:** \$54,917.08 - \$96,792.36

The Judicial Council's approval of the three (3) new positions will address the need for more specialized resources to meet the evolving technological demands for higher skill sets to enhance Judiciary operations. The new positions will also provide continuity of operations and succession planning, which includes the retention of highly trained and skilled employees.

*Senseramente,*



**DANIELLE T. ROSETE**

**Attachments**

*"The Judiciary of Guam is an equal opportunity provider and employer."*

		<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>DATABASE SPECIALIST</b>		ESTABLISHED DATE: November 2023	
PAY GRADE:  <b>P</b>	TOTAL HAY EVALUATION POINTS:  <b>571</b>	POSITION STATUS:  <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO:  MIS Administrator		<b>APPROVED BY:</b>  <b>DANIELLE T. ROSETE, Esq.</b> <b>Administrator of the Courts</b>	

**NATURE OF WORK:**

This position performs complex professional work involving the development, installation, integration, administration, maintenance, protection, and upgrade of databases that support judicial operations.

An employee in this class serves as the lead for all data analysis and provides technical assistance and reporting needs to all database users.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Analyzes storage resource capacity and growth requirements and recommends hardware or upgrades to meet judiciary needs.

Performs database restoration and system backup and recovery functions via Veeam Backup and Replication or another database and server backup software.

Oversees monitoring and management of judiciary databases.

Develops specifications for database management hardware and software upgrades and enhancements.

Performs tuning of indexes of database to reduce query processing time.

Performs software testing and promptly conducts troubleshooting to resolve technical and/or operational database problems in a timely manner to meet deadlines.

Creates queries, user accounts and permissions, reports, including on-demand customized reports.

Provides specialized database design, evaluates and recommends solutions on diagnoses to include action planning.

Monitors hardware and operating systems of database servers to mitigate issues proactively.

Maintains data files and monitors systems configuration to ensure data integrity.

Presents reports of findings on metrics regarding usage and performance for the SQL server.

Oversees the work of assigned staff to include conducting team meetings to ensure deliverables are met.

Serves as the liaison between MIS, Business and Data owners, Project Manager, developers and vendors.

Researches new technologies and its applicability to the courts database environment.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of planning, design, installation, security & protection, maintenance, and support of stand-alone, redundant and high-availability Microsoft SQL servers.

Knowledge of supporting databases running in virtual (VMware, Hyper-V, etc.) and cloud (Microsoft Azure, AWS, etc.) environments.

Knowledge of Domain Name Service (DNS), network protocols, and services needed to operate database servers on private and public clouds.

Knowledge of SQL log shipping and backup, restoration, and disaster recovery.

Knowledge of web design and implementation.

Knowledge of Microsoft Office Suite and Microsoft Windows Desktop and Server Operating Systems.

Ability to apply principles, practices and theory of database administration and management.

Ability to troubleshoot, diagnose, and resolve complex database server problems.

Ability to work with complex datasets.

Ability to conduct research and prepare technical written reports.

Ability to explain technical information to non-technical users.

Ability to work effectively with judiciary personnel and the public.

Ability to communicate effectively and delegate work assignments to technical personnel.

Skills in the administration of computer database systems.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Information Science or closely related field plus five (5) years of experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in networking, desktop, and server support; or
- (B) Graduation from a recognized college or university with an Associate's degree in Computer Science, Information Science or closely related field, plus six (6) years and six (6) months of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in networking, desktop, and server support; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.

		<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>DATA ANALYST</b>		ESTABLISHED DATE: November 2023	
PAY GRADE:  <b>O</b>	TOTAL HAY EVALUATION POINTS:  <b>466</b>	POSITION STATUS:  <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO:  Administrator of the Courts		<b>APPROVED BY:</b>  <b>DANIELLE T. ROSETE, Esq.</b> <b>Administrator of the Courts</b>	

**NATURE OF WORK:**

This position performs complex professional work involving data collection and analysis, data management, information dissemination; and preparation of reports which may include recommendations to enhance judicial operations.

An employee in this class also prepares various statistical reports and oversees special projects involving the collection, classification, verification, and summarization of court data relative to division programs and/or operations.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Researches, develops and/or conducts a variety of complex statistical studies; prepares and presents reports and submits recommendations regarding future courses of action and the development of programs or services.

Develops complex data analysis, methodologies, and predictive data models.

Develops and leads advanced qualitative and quantitative analytic projects related to case management or judicial operations.

Analyzes data using statistical techniques, formulas and calculations.

Performs statistical tests to determine the reliability and soundness of results to ensure data integrity.

Presents reports on statistical findings to include executive summaries, charts, tables, and graphs for decision making, action planning and continuous improvement.

Coordinates data collection with other divisions and internally manages datasets.

Audits case management system entries for accuracy and recommends corrective action of discrepancies.

Restructures and manages large datasets, files, and systems.

Prepares memorandums that document data processing decisions and summarizes the quality of data.

Streamlines data collection methods; and analyzes collected data and places into a format that others can easily interpret.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of database languages, query tools and processes.

Knowledge of database storage, log, tables and indexes.

Knowledge of standard statistical and research principles, methods, and techniques.

Knowledge of methods and techniques used in the analysis of managerial and operational problems.

Knowledge of statistics and its use as an analytical and evaluative tool.

Ability to work with complex datasets.

Ability to conduct research studies and prepare written reports.

Ability to use statistical programming software to create statistical, regression, and econometric models.

Ability to apply logic and critically evaluate information gathered from multiple sources, decompose high-level information into details, abstract up from low-level information, and distinguish user requests from underlying needs.

Ability to perform analysis of managerial systems and operations.

Ability to document specifications and parameters for report programming.

Ability to communicate effectively, both orally and in writing.

Skills in the administration of computer database systems.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Data Science, Statistics or closely related field, plus four (4) years of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in statistics;  
or
- (B) Graduation from a recognized college or university with an Associate's degree in Data Science or related field, plus five (5) years and six (6) months of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in statistics;  
or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.

		<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>PAYROLL SUPERVISOR</b>		ESTABLISHED DATE: November 2023	
PAY GRADE:  <b>N</b>	TOTAL HAY EVALUATION POINTS:  <b>406</b>	POSITION STATUS:  [X] Classified [ ] Unclassified [X] FT [ ]PT	
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: Professional	
REPORTS TO:  Finance Administrator or Designee		<b>APPROVED BY:</b>  <b>DANIELLE T. ROSETE, Esq.</b> <b>Administrator of the Courts</b>	

**NATURE OF WORK:**

This position performs complex supervisory fiscal management work responsible for planning, organizing, and managing the payroll processing operations for the Judiciary of Guam.

An employee in this class oversees the day-to-day operations of the Payroll Section, and assures the operations are carried out in accordance with established accounting principles, directives, and payroll policies and procedures.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Oversees the accurate accounting of compensation, benefits, taxes, retirement and leave records of all employees.

Plans, organizes, and manages the payroll operations of subordinate staff.

Prepares and reconciles quarterly and annual payroll tax reports.

Reviews and analyzes changes in legislation, ordinances, and other regulatory instruments.

Recommends changes and effectuates policies and procedures required to maintain compliance with regulatory requirements and adequate control of the disbursement of funds.

Oversees the maintenance of payroll records, leave records, tax documents and other related information.

Coordinates payroll data and reporting.

Provides information to employees, division managers or judicial officers relative to payroll policies and procedures.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of generally accepted payroll principles and practices.

Knowledge of accounting -related computer applications both standard and court developed.

Knowledge of principles and practices of financial administration including financial reporting.

Knowledge of mathematical techniques involved in collecting, organizing, interpreting, summarizing, analyzing and presenting numerical data.

Ability to work effectively with management officials, the public and employees.

Ability to plan, organize, evaluate and direct the work of others.

Ability to prepare, examine, and verify financial documents and reports.

Ability to communicate, establish, and maintain working relationships with staff at all levels in the organization.

Ability to learn and apply existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations governing the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the compensation of employees.

Ability to make work decisions in accordance with laws, rules and regulations.

Ability to operate a computer terminal and maintain payroll systems.

Ability to communicate effectively, both orally and in writing.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Accounting or related field, including twenty-four (24) semester credit hours of accounting/auditing courses, plus three (3) years of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity; or
- (B) Graduation from a recognized college or university with an Associate's degree in Accounting or related field, including twenty-four (24) semester credit hours of accounting/auditing courses, plus four (4) years and six (6) months of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity.



# Judiciary of Guam

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3544 • Fax: (671) 475-3184



HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

## PRESS RELEASE CREATION OF POSITIONS PURSUANT TO 4GCA § 6303 (a) & 6303.1

The Judiciary of Guam is creating new positions, **DATABASE SPECIALIST** in the **UNCLASSIFIED SERVICE**, at pay grade P, with a salary range from \$67,695.36 to \$119,313.56; **DATA ANALYST** in the **UNCLASSIFIED SERVICE**, at pay grade O, with a salary range from \$60,874.34 to \$107,290.46; and **PAYROLL SUPERVISOR** in the **CLASSIFIED SERVICE**, at pay grade N, with a salary range from \$54,917.08 to \$96,792.36. A copy of the position descriptions are available on the **Judiciary of Guam's website** at [www.guamcourts.org](http://www.guamcourts.org). This notice is made in order to comply with 4GCA § 6303.1.

For more information regarding this release, contact **BARBARA JEAN T. PEREZ**, Human Resources Administrator at 475-3422.

**DANIELLE T. ROSETE, ESQ.**  
**Administrator of the Courts**

classification and pay, shall be administered by the Director of Administration and by the Judicial Council for the Judicial Branch.

(b) The Director of Administration and the Judicial Council may reassign pay grades as they deem necessary. Reassignment shall be based upon the calculation of Hay points or points established by other experts and shall be performed by technical staff trained in the classification and compensation evaluation system for the sake of consistency and uniformity of results. The technical staffs of the Human Resources Division in the Executive Branch, and the Judiciary Human Resources Office, shall coordinate their efforts in implementing the Hay methodology or any other classification and pay system.

(c) The Director of Administration and the Judicial Council shall establish appropriate policies and procedures for implementing the provisions of this Article for their respective jurisdictions.

**SOURCE:** GC § 4113. Repealed and reenacted by P.L. 21-59:7. Amended by P.L. 28-68:IV:45 (Sept. 30, 2005). Repealed and reenacted by P.L. 28-112:6 (April 14, 2006).

### **§ 6303. Creation of Positions.**

(a) Creation of Positions in the Judiciary. New positions may be created by the Administrator of the Courts for the Judicial Branch, when necessary for the efficient performance of the duties and functions of the Judiciary. The Administrator of the Courts shall submit to the Judicial Council the position descriptions for the positions within thirty (30) calendar days after creation and post the position descriptions on the Judiciary website. The positions shall be terminated unless approved by the Judicial Council within ninety (90) days after submission. No newly created position shall be filled in the absence of appropriations to pay the salary of the proposed position.

(b) This Section shall *not* apply to positions required by law to be filled by persons confirmed by *I Liheslaturan Guðhan*.

(c) (1) The petition of the head (Department Head) of a line agency or department to create a position shall include:

(A) the justification for the new position;

(B) the essential details concerning the creation of the position;

(C) an analysis of the similarities and differences between the position to be created and positions listed pursuant to 4 GCA § 4101.1(d);

(D) the position description;

(E) the proposed pay range and demonstration of compliance with § 6301 of this Title;

(3) No new position may be filled until after compliance with the provisions of this Section and thirty (30) days have elapsed from the date of filing with the Legislative Secretary.

**SOURCE:** GC § 4114. Repealed and reenacted by P.L. 21-59:7. Amended by P.L. 22-144:5 (12/27/94), P.L. 24-327:16, P.L. 28-68:IV:45 (Sept. 30, 2005). Subsection (a) amended by P.L. 28-112:7 (April 14, 2006). Subsections (c) added by P.L. 28-112:8 (April 14, 2006). Subsection (d) added by P.L. 28-112:9 (April 14, 2006).

### **§ 6303.1. Transparency and Disclosure.**

(a) Prompt notice of the postings required by 4 GCA §§ 6205 and 6303 shall be provided to each newspaper of general circulation and broadcasting station which airs a regular local news program within Guam.

(b) The petitions required by 4 GCA §§ 6205 and 6303 are public documents for the purposes of 5 GCA, Ch.10, Art 1. (The Sunshine Law.)

(c) Any attempted creation of a position or above-step recruitment not in compliance with the provisions of 4 GCA §§ 6205, 6303, and 6303.1(a) is void.

**SOURCE:** Added by P.L. 28-112:10 (April 14, 2006).

### **4 GCA § 6304. Differential Pay.**

The Director of Administration and the Judicial Council shall establish and implement uniform differential pay policies. All statutes, rules, regulations, and policies which are not covered by or inconsistent with the policies set forth herein, are hereby repealed upon establishment of uniform pay policies.

**SOURCE:** GC § 4115; Repealed and reenacted by P.L. 21-59:7. Effective January 1, 2006, reference to the “Civil Service Commission,” amended to “Director of Administration” pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).

### **4 GCA § 6504. Prohibition.**

No contract for the hiring of officers or employees for the government of Guam from the continental United States or elsewhere, pursuant to § 6213 of this Chapter, may be executed after March 1, 1964, with any person who does not have either unique skills or other qualifications not available among the residents of Guam. Prior to the execution of any such contract after March 1, 1964, the Director of the Department of Administration or the Board of Directors of the Guam Telephone Authority or the Board of Directors of Guam Power Authority must certify to the Director of Administration that the person to be employed by the respective agency or department within its jurisdiction by such contract possesses either skills or qualifications not possessed by any resident of Guam available for hire for the position to be filled by said contract.

**SOURCE:** GC § 4110.3, as amended by P.L. 13-81. Effective January 1, 2006, reference to the “Civil Service Commission,” amended to “Director of Administration” pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).



**BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. JC23-034**

**RELATIVE TO CREATING THE POSITION OF PAYROLL SUPERVISOR**

**WHEREAS,** due to the organic growth of personnel employed at the Judiciary of Guam it is now appropriate to create a position solely dedicated to the supervision and coordination of payroll processing operations;

**WHEREAS,** said position shall be dedicated to perform complex supervisory fiscal management work responsible for planning, organizing, and managing the payroll processing operations for the Judiciary of Guam;

**WHEREAS,** a study was undertaken by the Human Resources Division which is reported herewith to the Judicial Council to the effect that the position of PAYROLL SUPERVISOR should be filled as provided by the Attached Exhibit A; and

**WHEREAS,** the provision of 4 GCA § 6303 requires that the position description for the requested position of Payroll Supervisor is posted on the Judiciary's Website.

**NOW THEREFORE, BE IT RESOLVED** that the position of PAYROLL SUPERVISOR is hereby approved as a position at the Judiciary of Guam, which duties are reflected in the job description shown in the Attached Exhibit A.

BE IT FURTHER RESOLVED that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

DULY ADOPTED this 16<sup>th</sup> day of November 2023 at a duly noticed meeting of the Judicial Council of Guam.

  
\_\_\_\_\_  
**ROBERT J. TORRES, Chairman**

Dated: 11/16/23

ATTEST:

  
\_\_\_\_\_  
Petrina M. Ula, Assistant Secretary

Dated: 11/16/23

**Exhibit A**  
**Resolution No. JC23-034 Relative to Creating the Position of Payroll Supervisor**

	<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>PAYROLL SUPERVISOR</b>		ESTABLISHED DATE: November 2023
PAY GRADE:	TOTAL HAY EVALUATION POINTS:	POSITION STATUS: [X] Classified [ ] Unclassified [X] FT [ ] PT
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: Professionals
REPORTS TO:  Finance Administrator or Designee		<b>APPROVED BY:</b>  <b>DANIELLE T. ROSETE, Esq.</b> <b>Administrator of the Courts</b>

**NATURE OF WORK:**

This position performs complex supervisory fiscal management work responsible for planning, organizing, and managing the payroll processing operations for the Judiciary of Guam.

An employee in this class oversees the day-to-day operations of the Payroll Section, and assures the operations are carried out in accordance with established accounting principles, directives, and payroll policies and procedures.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Oversees the accurate accounting of compensation, benefits, taxes, retirement and leave records of all employees.

Plans, organizes, and manages the payroll operations of subordinate staff.

Prepares and reconciles quarterly and annual payroll tax reports.

Reviews and analyzes changes in legislation, ordinances, and other regulatory instruments.

Recommends changes and effectuates policies and procedures required to maintain compliance with regulatory requirements and adequate control of the disbursement of funds.

Oversees the maintenance of payroll records, leave records, tax documents and other related information.

Coordinates payroll data and reporting.

Provides information to employees, division managers or judicial officers relative to payroll policies and procedures.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of generally accepted payroll principles and practices.

Knowledge of accounting -related computer applications both standard and court developed.

Knowledge of principles and practices of financial administration including financial reporting.

Knowledge of mathematical techniques involved in collecting, organizing, interpreting, summarizing, analyzing and presenting numerical data.

Ability to work effectively with management officials, the public and employees.

Ability to plan, organize, evaluate and direct the work of others.

Ability to prepare, examine, and verify financial documents and reports.

Ability to communicate, establish, and maintain working relationships with staff at all levels in the organization.

Ability to learn and apply existing compensation plan, withholding tax procedures, payroll accounting procedures, laws and regulations governing the legality of payroll actions, policies and procedures in accomplishing payroll work, and all types of actions affecting the compensation of employees.

Ability to make work decisions in accordance with laws, rules and regulations.

Ability to operate a computer terminal and maintain payroll systems.

Ability to communicate effectively, both orally and in writing.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Accounting, plus three (3) years of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity; or
- (B) Graduation from a recognized college or university with an Associate's degree in Accounting or related field, including twenty-four (24) semester credit hours of accounting/auditing courses plus four (4) years and six (6) months of experience in accounting or payroll processing, inclusive of one (1) year in a supervisory capacity.



**BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. JC23-035**

**RELATIVE TO CREATING THE POSITION OF DATA ANALYST**

**WHEREAS,** courts across the nation rely more heavily on data for case management, strategic planning, budgeting, and improving court performance;

**WHEREAS,** to enhance judicial operations and court performance, the Judiciary has determined it is appropriate to create a position to perform professional complex work involving data collection and analysis, data management, and information dissemination;

**WHEREAS,** said position shall be dedicated to providing the Judicial Council, Administrative Offices of the Courts, and other stakeholders evidence-based research and analysis on matters such as policy and court operations;

**WHEREAS,** a study was undertaken by the Human Resources Division which is reported herewith to the Judicial Council to the effect that the position of DATA ANALYST should be filled as provided by the Attached Exhibit A; and

**WHEREAS,** the provision of 4 GCA § 6303 requires that the position description for the requested position of Data Analyst is posted on the Judiciary's Website.

**NOW THEREFORE, BE IT RESOLVED** that the position of DATA ANALYST is hereby approved as a position at the Judiciary of Guam, which duties are reflected in the job description shown in the Attached Exhibit A.

**BE IT FURTHER RESOLVED** that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

DULY ADOPTED this 16<sup>th</sup> day of November 2023 at a duly noticed meeting of the Judicial Council of Guam.

  
\_\_\_\_\_  
**ROBERT J. TORRES, Chairman**

Dated: 11/16/23

ATTEST:

  
\_\_\_\_\_  
Petrina M. Ula, Assistant Secretary

Dated: 11/16/23

**Exhibit A**  
**Resolution No. JC23-035 Relative to Creating the Position of Data Analyst**

	<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>DATA ANALYST</b>		ESTABLISHED DATE: November 2023
PAY GRADE:	TOTAL HAY EVALUATION POINTS:	POSITION STATUS:  <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional
REPORTS TO:  Administrator of the Courts		<b>APPROVED BY:</b>  DANIELLE T. ROSETE, Esq. Administrator of the Courts

**NATURE OF WORK:**

This position performs complex professional work involving data collection and analysis, data management, information dissemination; and preparation of reports which may include recommendations to enhance judicial operations.

An employee in this class also prepares various statistical reports and oversees special projects involving the collection, classification, verification, and summarization of court data relative to division programs and/or operations.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Researches, develops and/or conducts a variety of complex statistical studies; prepares and presents reports and submits recommendations regarding future courses of action and the development of programs or services.

Develops complex data analysis, methodologies, and predictive data models.

Develops and leads advanced qualitative and quantitative analytic projects related to case management or judicial operations.

Analyzing data using statistical techniques, formulas and calculations.

Performs statistical tests to determine the reliability and soundness of results to ensure data integrity.

Presents reports on statistical findings to include executive summaries, charts, tables, and graphs for decision making, action planning and continuous improvement.

Coordinates data collection with other divisions and internally manages datasets.

Audits case management system entries for accuracy and recommends corrective action of discrepancies.

Restructures and manages large datasets, files, and systems.

Prepares memorandums that document data processing decisions and summarizes the quality of data.

Streamlines data collection methods; and analyzes collected data and places into a format that others can easily interpret.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of database languages, query tools and processes.

Knowledge of database storage, log, tables and indexes.

Knowledge of standard statistical and research principles, methods, and techniques.

Knowledge of methods and techniques used in the analysis of managerial and operational problems.

Knowledge of the principles, practices and theory of administration and management.

Knowledge of statistics and its use as an analytical and evaluative tool.

Ability to work with complex datasets.

Ability to conduct research studies and prepare written reports.

Ability to use statistical programming software to create statistical, regression, and econometric models.

Ability to apply logic and critically evaluate information gathered from multiple sources, decompose high-level information into details, abstract up from low-level information, and distinguish user requests from underlying needs.

Ability to perform analysis of managerial systems and operations.

Ability to document specifications and parameters for report programming.

Ability to make work decisions in accordance with laws, rules, and regulations.

Ability to communicate effectively, both orally and in writing.

Skill in the administration of computer database systems.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Data Science, Statistics or closely related field, plus five (5) years of work experience in the administration and maintenance of database systems, including one (1) year of work experience in statistics;  
or
- (B) Graduation from a recognized college or university with an Associate's degree in Data Science or related field, plus six (6) years and six (6) months of work experience in the administration and maintenance of database systems, including one (1) year of work experience in statistics;  
or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.



**BEFORE THE 2023 JUDICIAL COUNCIL OF GUAM**

**RESOLUTION NO. JC23-036**

**RELATIVE TO CREATING THE POSITION OF DATABASE SPECIALIST**

**WHEREAS,** the Judiciary of Guam must be prepared to embrace technology at unprecedented speed and scale especially with multiple court hearings held via Zoom, the anticipated transition to an electronic case management and filing system, incoming electronic timekeeping system, and a new software for digital evidence;

**WHEREAS,** said position shall be dedicated to perform professional work involving the development, installation, integration, administration, maintenance, protection, and upgrade of databases that support judicial operations;

**WHEREAS,** a study was undertaken by the Human Resources Division which is reported herewith to the Judicial Council to the effect that the position of DATABASE SPECIALIST should be filled as provided by the Attached Exhibit A; and

**WHEREAS,** the provision of 4 GCA § 6303 requires that the position description for the requested position of Database Specialist is posted on the Judiciary's Website.

**NOW THEREFORE, BE IT RESOLVED** that the position of DATABASE SPECIALIST is hereby approved as a position at the Judiciary of Guam, which duties are reflected in the job description shown in the Attached Exhibit A.

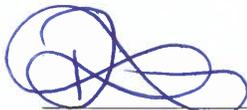
**BE IT FURTHER RESOLVED** that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

DULY ADOPTED this 16<sup>th</sup> day of November 2023 at a duly noticed meeting of the Judicial Council of Guam.

  
\_\_\_\_\_  
**ROBERT J. TORRES, Chairman**

Dated: 11/16/23

ATTEST:



\_\_\_\_\_  
Petrina M. Ula, Assistant Secretary

Dated: 11/16/23

**Exhibit A**  
**Resolution No. JC23-036 Relative to Creating the Position of Database Specialist**

	<b>JUDICIARY OF GUAM</b>	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: <b>DATABASE SPECIALIST</b>		ESTABLISHED DATE: November 2023
PAY GRADE:	TOTAL HAY EVALUATION POINTS:	POSITION STATUS:  <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: Professional
REPORTS TO:  MIS Administrator		<b>APPROVED BY:</b>  DANIELLE T. ROSETE, Esq. Administrator of the Courts

**NATURE OF WORK:**

This position performs complex professional work involving the development, installation, integration, administration, maintenance, protection, and upgrade of databases that support judicial operations.

An employee in this class serves as the lead for all data analysis and provides technical assistance and reporting needs to all database users.

**ESSENTIAL FUNCTIONS:** (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Analyzes storage resource capacity and growth requirements and recommends hardware or upgrades to meet judiciary needs.

Performs database restoration and system backup and recovery functions via Veeam Backup and Replication or another database and server backup software.

Oversees monitoring and management of judiciary databases.

Develops specifications for database management hardware and software upgrades and enhancements.

Performs tuning of indexes of database to reduce query processing time.

Performs software testing and promptly conducts troubleshooting to resolve technical and/or operational database problems in a timely manner to meet deadlines.

Creates queries, user accounts and permissions, reports, including on-demand customized reports.

Provides specialized database design, evaluates and recommends solutions on diagnoses to include action planning.

Monitors hardware and operating systems of database servers to mitigate issues proactively.

Maintains data files and monitors systems configuration to ensure data integrity.

Presents reports of findings on metrics regarding usage and performance for the SQL server.

Oversees the work of assigned staff to include conducting team meetings to ensure deliverables are met.

Serves as the liaison between MIS, Business and Data owners, Project Manager, developers and vendors.

Researches new technologies and its applicability to the courts database environment.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge of planning, design, installation, security & protection, maintenance, and support of stand-alone, redundant and high-availability Microsoft SQL servers.

Knowledge of supporting databases running in virtual (VMware, Hyper-V, etc.) and cloud (Microsoft Azure, AWS, etc.) environments.

Knowledge of Domain Name Service (DNS), network protocols, and services needed to operate database servers on private and public clouds.

Knowledge of SQL log shipping and backup, restoration, and disaster recovery.

Knowledge of web design and implementation.

Knowledge of Microsoft Office Suite and Microsoft Windows Desktop and Server Operating Systems.

Ability to apply principles, practices and theory of database administration and management.

Ability to troubleshoot, diagnose, and resolve complex database server problems.

Ability to work with complex datasets.

Ability to conduct research and prepare technical written reports.

Ability to explain technical information to non-technical users.

Ability to work effectively with judiciary personnel and the public.

Ability to communicate effectively and delegate work assignments to technical personnel.

Skill in the administration of computer database systems.

**MINIMUM EDUCATION, EXPERIENCE & TRAINING:**

- (A) Graduation from a recognized college or university with a Bachelor's degree in Computer Science, Information Science or closely related field plus five (5) years of experience in the administration and maintenance of database systems, including one (1) year of work experience in networking, desktop, and server support; or
- (B) Graduation from a recognized college or university with an Associate's degree in Data Science or related field, plus six (6) years and six (6) months of work experience in the administration and maintenance of database systems, including one (1) year of work experience in networking, desktop, and server support; or
- (C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.



# Judiciary of Guam

Administrative Office of the Courts  
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3544 • Fax: (671) 475-3184



HON. ROBERT J. TORRES  
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.  
ADMINISTRATOR OF THE COURTS

November 7, 2023

**TO:** Judicial Council Members

**FROM:** Suzane Santiago-Hinkle, Staff Attorney

**SUBJECT:** Recommendation for Executive Session to Discuss Pending Litigation at the Judicial Council Regular Meeting of November 16, 2023

Pursuant to 5 GCA § 8111(c)(1), I recommend that the Judicial Council hold an executive session at its regular meeting scheduled for November 16, 2023, for the limited purpose of discussing the following ongoing legal matter:

- *Ninth Circuit Case No. 22-16919, Philips v. Guam Courts*: Notice of appeal filed by Dr. Sherif Philips in the U.S. Court of Appeals for the Ninth Circuit, appealing the District Court of Guam's order dismissing his request to review several cases filed in the Superior and Supreme Courts of Guam.

Further pursuant to Section 8111(c)(1), an affirmative vote of the Judicial Council will be necessary to hold this executive session.

Submitted for your consideration.

  
\_\_\_\_\_  
Suzane Santiago-Hinkle, Staff Attorney

CC: Danielle T. Rosete, Administrator of the Courts