

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Virtual Zoom Meeting

June 18, 2020

MEETING MINUTES

AGENDA	DISCUSSION/TOPIC		ACTION/ STATUS
In Attendance I. Call to Order II Review and Approval Minutes a. May 28, 2020 III. Old Business a GDOE Cash Report FY2020	Vince Duenas, OPA	Lou Perez, GDOE	
	Vanessa Valencia, OFB	Joy Bulatao, GDOE	
	William Taitingfong, BBMR	Justin Castro, GDOE	
	Grace Edrosa, DOA	Senator Telo Taitague	
	Carol Hinkle-Sanchez, Parent Representative	Senator Sabina Perez	
	Zenaida Asuncion, GDOE FAS Deputy	Adam Suharto, Vice-Speaker Telena Nelson Office	
	Meeting was called to order at 3:03pm on the Virtual Zoom platform.		
BBMR Item II of the agenda, approval of May 28, 2020 minutes. BBMR welcomed Senator Telo Taitague OFB motioned to approve the May 28, 2020 minutes, subject to corrections. Motion was seconded by OPA and without objection, motion passed.			
GDOE distributed FY20 Cash Update for June. As of June 17, 2020 GDOE total FY20 cash received GF Operations \$138,256,084 cash received, GF Chamorro Studies \$377,993 cash received; GF SSHS Procurement \$365,379; Textbook \$724,950.58 Cash received.			
TEFF Operations \$12,670,778.68 cash received; TEFF-ADRMS \$25,000, and TEFF School Grounds Maintenance \$196,772 cash received. Total cash received for PLRF \$645,822 cash received; HFF-Operations \$515,249, HFF-Sports \$400,966 cash received and HFF-HPA \$148,785 cash received; LG-Sports Facilities \$341,571 cash received. Simon Sanchez FY18 GF Continuing OEA & A & E \$0 cash received; and GF-GDOE CIP \$608,436.50 cash received. Overall grand total (excluding JFKHS FY20 \$1,568,000 Maint. & Insurance) \$155,277,786.76 GDOE cash received.			
Parent Representative asked on Limited Gaming Fund what is GDOE using the money for. BBMR stated the appropriation is for repair and renovation of sports facilities. Parent Representative stated every school that has a facility should be receiving a percentage of the appropriation and should be benefitting from			

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Virtual Zoom Meeting

June 18, 2020

MEETING MINUTES

b. Reconciliation of Cash Disbursements	<p>this and asked of the \$341,571 cash that GDOE received what was it used for and for what schools. BBMR and OFB asked GDOE to note the request and to provide the info at next meeting.</p>
c. BBMR Appropriation/Allotment Status	<p>Parent Representative stated at the last meeting for the period of 3 months (March to May) she had asked for any GDOE cost savings during that period. OFB stated on behalf of the EFSC she had sent out a request via email requesting for the information and asked GDOE to follow up on the request(s).</p> <p>DOA distributed the Disbursement Report and noted the report balances with the GDOE cash received report. BBMR noted in last meeting there was a discrepancy between the two reports and GDOE affirmed it was a timing issue – a deposit in transit.</p> <p>BBMR stated let's move to the BBMR Appropriation/Allotment Status Reports item III. BBMR distributed the BBMR Appropriation/Allotment Status Report FY2020 as of June 17, 2020: GF Operations appropriation \$189,192,568, YTD allotment release \$141,894,402, YTD expended \$138,256,084, available \$3,638,318, unalloted \$47,298,166; Simon Sanchez appropriation \$500K, allotment fully released, YTD expended \$365,379, and available \$134,621; Chamorro Studies appropriation \$540,545, YTD allotment release \$414,298, YTD expended \$377,993, available \$36,305, unalloted \$126,247; Advanced Textbooks appropriation \$1.5M, allotment fully released, YTD expended \$724,950.58, available \$775,049.42; GDOE CIP appropriation \$885K, YTD allotment release \$663,750, YTD expended \$608,436.50, available \$55,313.50 unalloted \$221,250. Total GF appropriation \$192,618,113, YTD allotment release \$144,972,450, YTD expended \$140,332,843.08, Available \$4,639,606.92, unalloted \$47,645,663.</p> <p>TEFF Operations appropriation \$14,381,558, YTD allotment release \$13,429,831, YTD expended \$12,670,778.68, available \$759,052.32, unalloted \$951,727; ADRMS appropriation \$50K, YTD allotment release \$40,625, YTD expended \$25K, available \$15,625, unalloted \$9,375; School Grounds Maintenance appropriation \$393,545, YTD allotment release \$294,993, YTD expended \$196,772, available \$98,221, unalloted \$98,552. Total TEFF appropriations \$14,825,103, YTD allotment release \$13,765,449, YTD expense \$12,892,550.68, available \$872,898.32, unalloted \$1,059,654.</p> <p>PLRF appropriation \$891,575, YTD allotment release \$668,682, YTD expense \$645,822, available \$22,860, unalloted \$222,893. HFF-Operations appropriation \$891,754, YTD allotment release \$683,653 YTD expended \$515,249, available \$168,404, unalloted \$208,101; HFF-Interscholastic Sports</p>

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Virtual Zoom Meeting

June 18, 2020

MEETING MINUTES

d. Accounts Payable Aging	<p>appropriation \$607,263, YTD allotment release \$502,174, YTD expended \$400,966, available \$101,208, unallotted \$105,089; HFF-HPA appropriation \$277,589, YTD allotment release \$210,691, YTD expended \$148,785, available \$61,906, unallotted \$66,898. Total HFF appropriation \$1,776,606, YTD allotment release \$1,396,518, YTD expended \$1,065,000 available \$331,518, unallotted \$380,088. LG-Sports Facilities appropriation \$558,692, YTD allotment release \$419,019, YTD expended \$341,571, available \$77,448, unallotted \$139,673. Grand total appropriation (excluding \$1,568,000 JFKHS add'l rents maintenance and insurance) \$210,670,089, YTD allotment release \$161,222,118, YTD expended \$155,277,786.76, available \$5,944,331.24, unallotted \$49,447,971.</p> <p>BBMR moving onto Item 3d the Accounts Payables Aging reports: as of May 28, 2020 total AP Aging Balance of \$7,420,527.26: \$65,364.26 current; \$980,376.45 is 30-60 days; \$2,144,304.01 is 60 to 90 days; \$4,227,370.13 is 90 days and over. BBMR asked what are the big ticket items in the 90 days and over. OFB stated these are Sodexo at \$1.8M and GPA for power at \$1M. OFB referred members to the reports which have been downloaded onto the GOOGLE Shared Drive.</p> <p>Parent Representative asked whether the \$1.8M in the aging report represents the local share. GDOE affirmed. Parent Representative stated she wanted to do a comparison of the outstanding balances over the past 3 months. Parent Representative stated she would reserve her comments on the report for next meeting as the reason why she had asked for cost savings generated (between March and May) because she would hope that the monies saved would be utilized to pay down vendor payables in the aging. Discussion ensued between Parent Representative and GDOE regarding GDOE's payment plans with some vendors and Parent Representative concerns that increasing payments with whatever costs savings would reduce the amounts owed in the aging report.</p> <p>BBMR asked to move onto the GDOE June Aging. As of June 18, 2020 total AP Aging Balance of \$9,774,109.49: \$2,549,703.02 current; \$366,393.28 30 to 60 days; \$1,871,465.70 is 60 to 90 days; \$4,986,547.49 is 90 days and over. BBMR stated so in the May aging 90 days and over it was \$4.2M slightly increased in June to \$4.9M. Parent Representative stated that's because GDOE is focused on the 90 days and over and sometimes GDOE is not even paying the current (past due). So what happens is the current becomes 60 days and over, your 60 days and over becomes 90 days and over – so that amount is going to keep climbing. GDOE responded they are trying to do their best with the cash available to address the aging. Parent Representative stated she understood but asked GDOE to try to figure out what</p>
---------------------------	--

MEETING MINUTES

could be done with the COVID-19 funding, GDOE's cost savings monies from the 3 months (March to May) and start dropping these numbers (past due vendor payments in the aging) down. OFB stated so the hot (high) ticket vendors are also Sodexo and GPA. Parent Representative stated that's why she wants to see what kind of cost savings was done (generated due to the shut-down) because – if you really think about it March, April, May GDOE's current balances (in vendor payables) should be a lower amount because GDOE didn't utilize most of those services if there was no school. OFB stated they already requested for the information (cost savings) so we'll just have to wait for GDOE to provide the information.

BBMR asked how much of GDOE's payables does GDOE make payments on. GDOE responded on a non-payroll (payday week), GDOE pays it payroll vendors which is retirement and employee deductions; whatever is left, GDOE uses the money to pay vendors and those with payment plans. BBMR asked how much funding does GDOE set aside. Based on the timing, when GDOE gets its reimbursements – those (monies) are what GDOE uses to pay its vendors. BBMR asked for a number; how much money does GDOE pay out in payables per month – GDOE responded about \$3M plus.

Parent Representative asked GDOE to provide the payment agreements. DOA suggested GDOE prepare a monthly revenue and expenditure report may provide members a better picture of what is happening: how much is GDOE collecting and how much the expenditures are; maybe with that it would be possible to see how much it compares to the actual revenues that GDOE is receiving and all the expenditures that GDOE is incurring on a monthly basis. DOA stated they know some of these balances (in the aging) are from prior year fiscal year. GDOE affirmed adding GDOE is practically caught up with those (prior year).

Senator Sabina Perez asked whether these vendors (in the aging) are under contract and so are the costs fixed costs or are the costs do they vary on usage. GDOE stated Sodexo (is a contract) is based on a fixed meal cost and GPA is of course utilities (based on consumption) and water is, as well (consumption). GDOE tries its best to pay out based on what cash is available. Senator Perez asked if GDOE has an analysis on how GDOE may be able to adjust costs based on usages: how much money could have been saved during COVID. GDOE stated they would take a look at what they have and put together something. Senator Perez can you explain Express Financial – what kind of services do they provide (this is in the June aging report). GDOE responded those are payroll deductions – those in the 7000 numbering series in the aging reports are all payroll vendors. Senator Perez asked what about JohnDel International – what services do they provide. BBMR suggested that is an a/c vendor and GDOE affirmed.

GUAM DEPARTMENT OF EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Virtual Zoom Meeting

June 18, 2020

MEETING MINUTES

IV. Financial Status Designation for FY20 Month Ended a. December 2019	<p>Parent Representative stated she would reserve additional questions on the reports for next meeting when she does a comparison of the numbers – and would probably compare it with the current month reporting, as well. She stated she wants to go back to the March, April, May, and now June – utilities should go down as well as copying services should also go down because GDOE schools are not functioning at 100%. BBMR suggested some of those vendors are encumbered (fixed costs); they will still charge (whether school is in session or not). GDOE affirmed there are other vendors similar to that – they still charge. Parent Representative stated but that’s for maintenance – what about others for like copies; she wants to do a comparison of the line items.</p> <p>Parent Representative asked members if they saw the message from the Vice-Speaker Telena Nelson’s office. Parent Representative stated the Vice-Speaker wants GDOE to also forward all the documents to her office.</p> <p>[INSERTED HERE FOR THE RECORD IS THE ZOOM CHAT STREAM</p> <p>15:50:27 From Adam Suharto : Hafa Adai everyone, Would someone please forward these documents to the Office of the Vice Speaker for review.</p> <p>15:50:54 From Adam Suharto : senatortcnelson@guamlegislature.org</p> <p>15:51:12 From Adam Suharto : Thank you</p> <p>15:51:18 From Senator Sabina : Could you also send a copy to sabina@senatorperez.org?</p> <p>OPA asked isn’t there already a link to access the documents. OFB stated it’s only for EFSC members access; OFB stated they would just send a link to the Vice-Speaker, Senator Sabina Perez, and Senator Telo Taitague offices.</p> <p>BBMR moving onto Item IV. a. FY2020 Financial Status Designation reports for the month ending December 2019. OFB stated they just got the Modifications for the period from GDOE and so there is no FSD report ready today. OFB asked GDOE the status for the January Financials and suggested for next month’s meeting they could place several FSD reports on the agenda. BBMR asked why are the reports behind – is it still because of issues with the template. OFB stated no that’s not the reason. OPA asked for an explanation why are the GDOE Financials submissions are so far behind being transmitted to OFB and BBMR added they should already have received financials up to May. GDOE stated they would need to check what the issue in preparing the memorandum for the GEB to approve the responses to the monthly FSDs. BBMR clarified its GDOE’s monthly financial reports – December, January, February, March, April – and pressed the GDOE month end financials should be available. GDOE stated they would get back to the EFSC and submit the outstanding monthly financials. OFB affirmed they would update the</p>	
---	---	--

Virtual Zoom Meeting

MEETING MINUTES

V. New Business

- Next Meeting Date
and Time

draft December 2019 with the Modifications for the period it just received for next meeting. OFB motioned to table December 2019 monthly FSD report and approval for next meeting. Motion was seconded by Parent Representative and without objection motion passed.

Next item V. New Business and Next meeting. Parent Representative referenced COVID-19 requests from last meeting: cost savings during COVID-19 shut down; truancy officers currently providing support to COVID-19 quarantine sites whom are incurring added pay – whether DPHSS and/or other agencies, will be assuming the payments and/or will COVID-19 grant received by GDOE will cover truancy officers pay. In previous meeting GDOE FAS Deputy Superintendent indicated the \$41M (USED CARES Act funding) GDOE will be receiving will be used for distance learning program. Parent Representative stated she had also asked for the breakdown; would portions of the money would also be used for students with special needs and services whom are supposed to have year-round services.

BMMR informed Parent Representative – on page 6(1) and 6(2) of the certified document provided, it does provide a description of what GDOE plans to use the funds. Parent Representative stated she wants a breakdown: if funds provide technology equipment; whether they are going to consider kids at home and children with disabilities, whether they will have working computers/workable tablets that will allow them home access. GDOE responded Deputy Superintendent had advised and referred Parent Representative to Deputy Superintendent Joe Sanchez and Ignacio Santos. [Next few minutes in the recording are inaudible]

BBMR asked OFB to reach out to FAS Deputy Superintendent to following up on status of requests for information.

VI. Adjournment

Members agreed EFSC July Meeting be scheduled for July 23, 2020. With no further business, OFB motioned to adjourn, seconded by Parent Representative and without objection meeting was adjourned at 4:08 pm.