



GOVERNMENT OF GUAM  
 DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
 DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



EDDIE BAZA CALVO  
 GOVERNOR

RAY TENORIO  
 LIEUTENANT GOVERNOR

JAMES W. GILLAN  
 DIRECTOR

LEO G. CASIL  
 DEPUTY DIRECTOR

JUL 23 2014

Honorable Judith T. Won Pat  
 Speaker  
 32<sup>nd</sup> Guam Legislature  
 155 Hessler Place  
 Hagatna, Guam 96910

Office of the Speaker  
 Judith T. Won Pat, Ed.D.  
 Date 8-12-14  
 Time 2:52 PM  
 Received by [Signature]

Dear Madam Speaker:

Attached is the fiscal year 2014 third quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelters. This is in compliance with Public Law 32-068, Chapter VIII, Section 10, relative to reporting requirements for non-profit organizations.

Should you have any questions or need additional information, please contact Ms. Linda B. Rodriguez, Human Services Program Administrator for the Bureau of Social Services Administration at 475-2653/2672. We appreciate your continued support.

Sincerely,  
  
 JAMES W. GILLAN

Attachment

Cc: Office of Public Accountability



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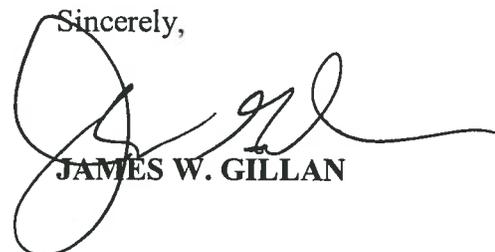
Doris Flores Brooks, CPA, CGFM  
 Public Auditor  
 Office of Public Accountability  
 Suite 401, DNA Building  
 238 Archbishop Flores Street  
 Hagatna, Guam 96910

**RECEIVED**  
 OFFICE OF PUBLIC ACCOUNTABILITY  
 BY: M.B.  
 DATE: 8/12/2014  
 TIME: 12:35  AM  PM

Dear Ms. Brooks:

Attached is a copy of the fiscal year 2014 third quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelters. This is in compliance with Public Law 32-068, Chapter VIII, Section 10, relative to reporting requirements for non-profit organizations.

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Sincerely,  
  
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Attachment



**Catholic  
Social  
Service**

*Catholic Charities Guam*

234 U.S. Army Juan C. Fejeran Street  
Barrigada, Guam 96913  
Tel: 671-635-1406 Fax: 671-635-1444  
Email: [css@guam.net](mailto:css@guam.net)  
Website: [www.catholicsocialserviceguam.org](http://www.catholicsocialserviceguam.org)

Archbishop Anthony S. Apuron  
OFM CAP D.D.  
President / Chairman  
Board of Trustees

Diana B. Calvo  
Executive Director

Jesse S. Catalay  
Deputy Director

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES  
PO BOX 2816  
HAGATNA, GUAM 96932

QUARTERLY REPORT

CONTRACTOR: CATHOLIC SOCIAL SERVICE

ADDRESS: 234 US ARMY JUAN C. FEJERAN STREET  
BARRIGADA, GUAM 96913

PROJECT TITLE: GUMA SAN JOSE

MONTH: APRIL - JUNE

FISCAL YEAR: 2014

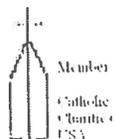
PREPARED BY:   
SIMION KIHLENG

TITLE: PROGRAM MANAGER

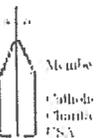
APPROVED BY:   
DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: \_\_\_\_\_



*"Respecting The Dignity Of The Human Person Through Service"*





**Catholic  
Social  
Service**

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234 U.S. Army Juan C. Fejeran Street  
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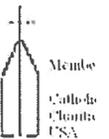
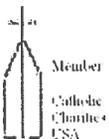
PREPARED BY:   
SIMION KIHLENG

TITLE: PROGRAM MANAGER

APPROVED BY: \_\_\_\_\_  
DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: \_\_\_\_\_





## Guma San Jose

*A 24-hour Homeless Emergency Shelter for 60 days for families and individuals*

234 U.S. Army Juan C. Fejeran St., Barrigada, Guam 96913

Telephone: (671) 633-2955 Fax: (671) 637-1307

### THIRD QUARTER REPORT

FY-2014 (April, May & June)

#### A. PROGRAM OPERATIONS:

##### PERSONNEL: (Full time positions)

- (1) Program Manager
- (2) Shelter Managers
- (1) Caseworker - vacant
- (11) Shelter Workers

##### NUMBER OF INDIVIDUAL CLIENTS & FAMILIES:

Guma San Jose Emergency Homeless Shelter provides housing for individual clients and families for up to 60 days. There are two (2) Emergency Homeless Shelters. The men's shelter located in Ordot has five (5) beds and one (1) for emergencies. The single women and family shelter located in Dededo has sixteen (16) rooms and one (1) room is utilized for emergencies (ER). The following are the stats for **April, May and June 2014**.

<b>1. TOTAL NUMBER OF CASES:</b>	<b>108</b>
<b>TOTAL NUMBER OF CLIENTS SERVED:</b>	<b>320</b>

<b>2. ORDOT SHELTER:</b>	<b>NUMBER OF CASES:</b>	<b>ADULTS:</b>
SINGLE MEN	36	36
TOTAL	36	36

<b>3. DEDEDO SHELTER:</b>	<b>NUMBER OF CASES:</b>	<b>ADULTS:</b>
SINGLE WOMEN	11	11
TOTAL	11	11

<b>4. DEDEDO SHELTER:</b>	<b>NO. OF CASES:</b>	<b>ADULTS:</b>	<b>CHILDREN:</b>
SINGLE MOTHERS	15	16	47
TOTAL	15	16	47

5. DEDEDO SHELTER:	NO. OF CASES:	ADULTS:	CHILDREN:
SINGLE FATHERS	3	3	3
TOTAL	3	3	3

6. DEDEDO SHELTER:	NO. OF CASES:	ADULTS:	CHILDREN:
COUPLES/FAMILIES	43	88	116
TOTAL	43	88	116

7. BOTH SHELTERS:	NO. OF CASES	ADULTS:	CHILDREN:
TOTAL	108	154	166

8. PHYSICAL/HEALTH CONDITIONS:	NO. OF INDIVIDUALS
TOTAL ELDERLY (60 & ABOVE)	5
1. PHYSICAL DISABILITY	5
2. MENTAL DISABILITY	0
3. BOTH	0

9. WAITLIST	NO. OF CASES	ADULTS:	CHILDREN:
ORDOT	21	21	0
DEDEDO	57	87	113
TOTAL	78	108	113

### **DEDEDO SHELTER**

#### **Placement:**

Four (4) cases or fifteen (14) individuals had income when they moved into the shelter and their goals were to find a home and they did before their 60 days were up. Two (2) cases or six (6) individuals were accepted into GHURA. One (1) case or individual was able to find a place to stay.

Twenty (21) cases or (21) individuals were able to move in with family members when they exited.

#### **Emergency Room:**

Twelve (12) cases or sixty three (63) individuals were housed overnight. They had to check out the following day because there were no available rooms/beds.

**Walk In Assistance:**

Fifteen (15) cases or thirty four (34) individuals came to Guma San Jose for food. They were all provided a meal and some personal hygiene products.

**Resignation:** A single female resigned because her caregiver got evicted. She didn't want to stay at the shelter and left with her caregiver.

**Eviction:** In April – Two (2) cases or seven (7) individuals were evicted for no call, no show for more than two consecutive nights. In June - A family of four (4) got evicted because they did not want to follow the rules. They violated so many rules and also broke a contract that was given to them. They went back to their shack Mangilao.

**Pending Work:**

1. Repair AC in Intake Office.
2. Replace and install a soap dish in one (1) of the showers.
3. Do some touch up paint in some of the rooms and needed areas.
4. Repair the 20% of the leaking ceiling/roof.
5. Repair the electric ceiling fan switch by the back door at the left wing that was damaged by Arvin Builders. They buried the wires during the repair of the roof in 2013.

**Completed Work:**

1. Repaired two ACs (staff lounge and staff office) and serviced three others.
2. Sink faucet in staff bathroom was replaced.
3. Replace three ADA door knobs.
4. Replace two emergency lights.
5. Caulked all sinks.
6. Replaced burned out florescent light bulbs and one balsa.
7. Replaced all burned out light bulbs.
8. Replaced a light switch in one of the rooms.
9. Completed electrical assessment by a certified electrician for GHURA inspection.

**Shelter Needs:**

1. Freezer – need is HIGH for clients that buy their meat in bulk.
2. Copy machine – need is HIGH to make needed copies for the clients.
3. Washer and dryer – need to replace old ones.
4. Computer/printer for Shelter Workers – need to replace old ones.
5. Repair of the leaking roof – need is HIGH because the rainy season here.
6. Water tank.
7. Brush cutter – to keep grass cut and train clients on how to use it.

**ORDOT SHELTER**

**Stayed 60 Days & in Transit:**

In April – Two cases (2) or two (2) individuals exited and had no place to go. One Defected from Russia and could not be employed until U.S. Immigration gives him a work

visa. One had a criminal record and could not find a job. Both could only find fast cash jobs. Both clients were provided case management, counseling, food, transportation, meals and activities.

**Placement:**

One (1) case or a client was referred to the Salvation Army and was assisted with the Emergency Solutions Grant with rental. Client was employed and also purchased a vehicle.

Three (3) cases or clients were able to find employment and secured homes for themselves. One (1) got a GHURA housing, one (1) moved back with family and one (1) was given an apartment by his employer.

**Community Service:** There was not outside community service done during this quarter.

**Emergency Room:**

Twelve (12) cases or clients were housed overnight. There were no available beds, so they had to check out the following day.

**Walk In Assistance:** No one came in for the walk-in assistance during the quarter.

**Resignation:** No one resigned from the program during the quarter.

**Eviction:** One (1) case or individual was evicted for no call, no show for more than two consecutive nights.

**Pending Work:**

1. Exit lights
2. Two (2) wall light fixtures.
3. Two (2) ceiling light fixtures.
4. Certification of electricity by a certified electrician.
5. For safety, replace or repair tin roof for front, back and right side of building.
6. Install one (1) smoke detector.
7. Install two (2) back flow valves.
8. Install AC from the Barrigada House.

**Shelter Needs:**

1. Small Copy Machine – need is High
2. Brush Cutter
3. Washer and Dryer
4. Internet
5. Refrigerator
6. Paint the entire building
7. One computer and printer
8. Yard tools
9. T for clothes lines
10. Renovate bathrooms (replace bathtubs)

**B. SERVICES PROVIDED:**

Transportation services were provided to and from both shelters; to job sites, job searches, job interviews, Catholic Social Service Office, home searches, workshops, sponsored dinners, The Salvation Army, Mayor's Offices, Superior Court, Guam Public Guardian, DPHSS, GMHA, GBHWC, AHRD, DOL, DOE, DISID, GHURA, super markets, etc.

Follow ups were made with GHURA and The Salvation Army regarding applications for housing assistance. Follow ups were also made on applications that were submitted to various employers for employment via phone calls and transporting clients to and from the work sites.

- Sixty five (65) individuals were provided three (3) meals a day for sixty (60) days. That's a total of 11,700 meals.

- Sixty nine (69) cases or two hundred thirteen (213) individuals were provided with six hundred ninety five (695) transportation services. The clients made a total of five hundred five (505) phone calls.

**C. PROGRAM ACTIVITIES:**

**SCHEDULED ACTIVITIES FOR THE REPORTING MONTH**

In collaboration with the staff, other agencies and organizations, monthly activities and plans are ongoing throughout the Guma San Jose Homeless Shelter Program.

University of Guam Expanded Food & Nutrition Education Program (EFNEP) classes is ongoing at the Dededo shelter. Completion of class is scheduled on May 1, 2014.

April 2, 2014 – PM attended a GRTA Advisory Committee meeting in Hagatna.

April 3, 2014 – PM represented GSJCSS at the White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) meeting at the Lagu Youth Resource Center in Dededo.

April 5, 2014 - Dolores Taitingfong, along with family and friends sponsored a dinner served at the Dededo Shelter.

April 7, 2014 – PM Purchased parts for 2 washers in Dededo and repaired them.

April 8, 2014 - Santa Barbara Catholic School teacher Ms. Joyce Guevara along with her 4<sup>th</sup> and 5<sup>th</sup> grade students treated the clients to a performance of the musical Shrek held at their school. GSJ children were given a bag of school supplies and the adults were given a bag of items that included coffee, hygiene products and canned goods. Clients were also given a packed dinner.

April 8, 2014 – PM wrote policy on curfew effective April 14, 2014.

April 9, 2014 - Saint Thomas Aquinas Catholic School sponsored a dinner at the Dededo Shelter.

April 10, 2014 - New Covenant Life Church sponsored a dinner at the Dededo Shelter.

April 11, 2014 – PM, SM and SW assisted Support Services and delivered 49 mattresses, bunk beds, bed frames and back boards to Ordot Shelter for the 5 Houses, the Dededo Shelter and the Ordot Shelter with our personal vehicles. Twenty five were delivered to CSS.

April 12, 2014 - Andersen Air Force Base 36<sup>th</sup> OSS Squadron sponsored an Easter egg hunt and lunch held at the Dededo Shelter.

April 17, 2014 – PM attended management meeting at CSS.

April 19, 2014 - Eloise Sanchez and San Juan Bautista Church pre-confirmation class sponsored an Easter egg hunt and lunch held at the Dededo Shelter.

April 19, 2014 - Saint John Episcopal Church sponsored a dinner at their fellowship hall.

April 23, 2014 - Kusinan Santa Barbara sponsored a dinner at their parish hall.

April 23, 2014 – PM attended a conference with the Guam Coalition Against Sexual Assault & Family Violence. (8 hours)

April 24, 2014 - Six clients attended the Department of Education sponsored Parent Workshop on Family Safety held at the Yigo gym.

April 24, 2014 – PM attended a grants meeting for USDA and VA at CSS.

April 25, 2014 - GSJ clients were transported to the 2014 Passport to Service event held at Paseo De Susana Park. Clients were able to gather information on various agencies and their services and had lunch.

April 26, 2014 - Clients were transported to Padre Pio Franciscan mass and dinner held at Guma Trankilidat in Tumon.

April 27, 2014 - Guam Spirit Lions Club sponsored an Easter egg hunt and dinner at the Dededo Shelter.

April 29, 2014 - BOSSA/DPHSS Elizabeth Ignacio monitored both homeless shelters. She reported in her exit interview that GSJ staffs are doing a good job.

April 2014 - Two Shelter Workers attended a care giving training at the Guam Marianas Training Center in Agana.

May 1, 2014 - University of Guam Expanded Food & Nutrition Education Program (EFNEP) completed its final class. Eight (8) clients received certificates of completion.

May 1, 2014 - Cathy Flores of the Guam Humanities Council came to GSJ to provide information on the Motherhead Program that began on May 7, 2014 at Lagu Youth Resource Center in Dededo.

May 1, 2014 – PM and 2 SMs had a meeting with the committee for the 5K Run for Hope & Charity at CSS.

May 6, 2014 – PM informed all GSJ staff reminding them about the confidentiality of staff personal information.

May 9, 2014 – GSJ clients were transported to a dinner sponsored by the Guam Island Phone Directory at the CSS conference room.

May 10, 2014 - Senator Brant McCreadie sponsored a Mother's Day luncheon held at GSJ lanai.

May 13, 2014 - New Covenant Life Church sponsored a dinner at the Dededo Shelter.

May 16, 2014 - PM had a staff meeting regarding documentation, interventions with clients and incident write ups, rules and staff incentives.

May 19, 2014 – PM and SMs had a committee meeting regarding the 5K Run for Hope & Charity at CSS.

May 23, 2014 – One SM attended a staff Christmas Party meeting at CSS.

May 28, 2014 - Four clients were taken to Department of Labor, Employer Support of the Guard and Reserve (ESGR) job fair held at the Westin Hotel. They were able to submit a total of 50 job applications. Two clients given scheduled interviews and one client was hired on May 30, 2014.

May 28, 2014 - Kusinan Santa Barbara sponsored a dinner at their parish hall.

May 28, 2014 - Elizabeth Manibusan dropped off 4 trays of cooked food at the Dededo Shelter for dinner. (Red rice, fried chicken, pot roast and vegetable salad)

May 28, 2014 - Three clients attended the Guam Humanities Council Motherhead Program held at Lagu Youth Resource Center in Dededo.

May 28, 2014 – PM had a meeting with the Dededo Shelter clients regarding rules and educational programs that are brought to them and encouraged them to participate.

May 31, 2014 - Andersen Air Force Base 36<sup>th</sup> OSS Squadron sponsored a pasta dinner at the Dededo Shelter.

May 31, 2014 – PM completed the supervision of an Intern from UOG for 180 hours.

June 2, 2014 – PM attended the Individualized Budgeting Program (IBP) partner orientation/training at DVR held by DISID at the DNA Building.

June 9, 2014 – PM chaired the 5K Run for Hope & Charity committee meeting at CSS.

June 13, 2014 – PM and SM attended the Modern Man Conference at the Outrigger Hotel.

June 19, 2014 – Guma San Jose Managers had a meeting regarding work schedule, leave during December, room inspection requirements, use of staff personal tools by clients and to remind staff to knock or announce their presence before opening a room.

June 23, 2014 – A student from UOG interviewed SM regarding GSJ at the Dededo Shelter.

June 26, 2014 – SM transported clients to Payless in Dededo to participate in a Budget/How to Shop program.

June 26, 2014 – PM attended the Management meeting at CSS.

June 27, 2014 – PM met with the ED regarding the 5 Houses and its July 1<sup>st</sup> opening date.

June 27, 2014 – PM had a meeting with GSJ employees regarding documentation, rules, personnel rules & policies, shared information regarding CSS management meeting and made announcements.

June 28, 2014 – Mutsuko Minegishi, Rotary Club of Guam provided a free 2 hour self defense class to the clients at the Dededo Shelter. It was focused on the female clients on how they could protect themselves.

June 28, 2014 – Repairs at GSJ by staff and volunteers in preparation for the GHURA inspection to be held on July 7, 2014.

June 30, 2014 – PM chaired the 5K Run for Hope & Charity committee meeting at CSS.

June 30, 2014 – PM and staff completed the supervision of two interns from Xavier High School in Chuuk, FSM. They completed 247 hours of volunteer work.

#### **D. DONATIONS:**

The following are the donors for the months of **April, May & June 2014**. Many of the donated items were used or given out to the clients. Some are kept for incoming clients.

- ☐ Blessed Bakery Yigo has donated on a daily basis an assortment of breads and rolls.
- Ashley Benevente, Guam Mom Helping Moms donated Gerber baby foods.
  - David Muna donated cooking bananas.
  - Jordan Allison donated laundry soap, assorted baby foods, cereals, crackers, box juice, hygiene items, pampers and baby wipes.
  - Yigo Catholic Church donated assorted canned goods, laundry soap and dish soap.
  - Mozart Bakery donated hot dogs in a bun, bean and honey filled buns.
  - New Covenant Life Church donated assorted canned goods.
  - Carmen Leon Guerrero donated clothing and slippers.
  - June Quitugua donated plastic drawers, children's clothing, slippers, bags, assorted household décor, table cloth and bath robes.
  - Santa Barbara donated assorted canned goods.
  - Santa Barbara Church Parish, C/O Carl Soto donated assorted canned goods.
  - Jordan Allison donated assorted food and cleaning products, clothing and shoes in the amount of \$1,500. Donated organic food, clothes, cleaning supplies and shoes in the amount of \$800. Donated 120 pieces of baby clothing and cooking pots in the amount of \$700 and potato chips in the amount of \$60.
  - Anonymous donor donated assorted canned goods.
  - Mozart Bakery donated hot dog in buns, and honey and red bean buns.
  - University of Guam Sociology Club donated a variety of clothing and school supplies.
  - Anonymous donor donated miscellaneous clothing, foot ware, beddings, blankets, bags and towels.
  - Gina & Remy Benitz, Blessed Bakery Yigo has donated on a daily basis an assortment of breads and rolls.
  - Jordan D. Allison donated used baby clothing, men, ladies clothing and baby cereals, organic food, cleaning products, shoes, shirts, pants.
  - Ronnie Guimarey donated pillow shams, blankets, bed skirts, pillow case, travel bag, purses. Chris and Tara Manibusan donated clothing and shoes in the amount of \$500.
  - Mozart Bakery donated 86 pieces of assorted rolls and hotdogs in the amount of \$43.
  - Arthur Murphy donated assorted kids clothing.
  - Harry Patricio goods in the amount of \$60.\
  - Ronnie Guimarey donated goods in the amount of \$300.
  - Angela Withrow donated clothing, shoes, sheets and towels.
  - Blessed Bakery, Yigo, C/O Gina & Remy Benitz donated 3, 052 assorted rolls in the amount of \$1,635.
  - Dinners provided by the New Convenient, St. John School Parish, Guamerica Lion's Club, Santa Barbara Church and 36<sup>th</sup> OSS Air Force Squadron.

Thank you.