



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

APR 1 2014

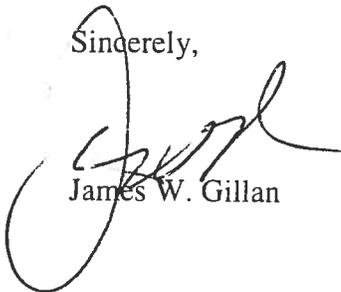
Honorable Judith T. Won Pat
Speaker
32nd Guam Legislature
155 Hessler Place
Hagatna, Guam 96910

Dear Madam Speaker:

Attached is the fiscal year 2014 second quarter report of activities and inventory of non-expendable property of the Guma San Jose shelter. 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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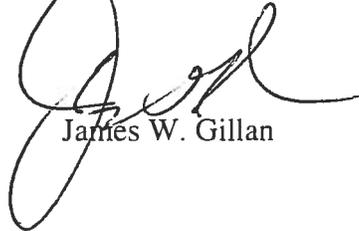
Doris Flores Brooks, CPA, CGFM
Public Auditor
Office of Public Accountability
Suite 401, DNA Building
238 Archbishop Flores Street
Hagatna, Guam 96910

Dear Ms. Brooks:

Attached is a copy of the fiscal year 2014 second quarter report of activities and inventory of non-expendable property of the Guma San Jose shelter. 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



**Catholic
Social
Service**

Catholic Charities Guam

Catholic Social Service

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

Tel: 671-635-1406 Fax: 671-635-1444

Email: css@catholicsocialserviceguam.org

Website: www.catholicsocialserviceguam.org

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

Diana B. Calvo
Executive Director

Jesse S. Catahay
Deputy Director

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES

PO BOX 2816
HAGATNA, GUAM 96932

QUARTERLY REPORT



CONTRACTOR: CATHOLIC SOCIAL SERVICE

ADDRESS: #234-A US ARMY JUAN C. FEJERAN STREET
BARRIGADA HEIGHTS, GUAM 96913

PROJECT TITLE: GUMA SAN JOSE

MONTH: JANUARY/FEBRUARY/MARCH

FISCAL YEAR: 2014

PREPARED BY: 
SIMION KIHLENG

TITLE: PROGRAM MANAGER

APPROVED BY: 
DIANA B. CALVO

TITLE: EXECUTIVE DIRECTOR

SUBMISSION DATE: April 7, 2014



"Respecting The Dignity Of The Human Person Through Service"





Guma San Jose

*A 24-hour Homeless Emergency Shelter for 60 days for families and individuals
#234-A U.S. Army Juan C. Fejeran St. • Barrigada Heights, Guam 96913
Telephone: (671) 633-2955 • Fax: (671) 637-1307*

QUARTERLY REPORT JANUARY, FEBRUARY, MARCH 2014

A. PROGRAM OPERATIONS:

MANPOWER STRENGTH:

Full-time Positions:

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

PERSONNEL ACTION:

February 16, 2014 - a Shelter Worker resigned from Guma San Jose and accepted a carpenter position with Support Service Division.

February 26, 2014 - a new Shelter Worker was hired and started orientation at the Dededo Shelter.

A SW was on flex time for 8 hours on March 10, 2014.

A SM was on flex time for 16 hours from March 27 – 28, 2014.

A CW was on flex time for 8 hours on March 28, 2014.

NUMBER OF CLIENTS:

There were three hundred four (304) clients (adults and children) that were housed in the following Guma San Jose Homeless Emergency Shelters.

Main Shelter at Catalina Lane, Dededo	(131) adults	(134) children
Men Shelter at Tun Bihue, Ordot	(39) adult males	

There were sixty-two (62) families for the reporting quarter.

TOTAL: 170 adult males and females 134 children

Number of cases for the quarter 125
Number of individuals for the quarter 304

Number of cases/individuals that were placed on the waiting list 67 cases / 195 individuals

B. PROGRAM ACTIVITIES:

PROGRAM SCHEDULED ACTIVITIES FOR THIS REPORTING QUARTER

(The section of this Program Report describes the Clients' Activity Plan.)

In collaboration with the Program Manager, Shelter Managers, Caseworker, Shelter Workers and other agencies and organizations, monthly activities and plans are developed throughout the Guma San Jose Program.

GSJ assisted a total of one hundred twenty-five (125) cases or three hundred four (304) individuals during the 2nd reporting quarter.

No. of Cases	No. of Individuals	Physical/Health/Condition
7	7	Elderly
13	13	Physical Disability
10	10	Mental Disability
0	0	Elderly with Physical Disability

January 9, 2014 - Four clients attended the money management class held at the Salvation Army in Tiyan.

January 12, 2014 – Guma San Jose staff had their Christmas party. Only one staff did not attend.

January 18, 2014 - The clients were transported to attend Saint John Episcopal Church sponsored monthly dinner serving held at their parish hall.

January 21, 2014 - New Covenant Life Church sponsored a dinner serving held at GSJ lanai.

January 22, 2014 – Diana Calvo presented a donated vehicle to a couple with their three children for being model clients in GSJ. Clients entered GJS and did everything they had to do and exited the program before their 60th day was up. They were very cooperative and they followed the rules, got employed and moved into a house. They met all their goals.

January 24, 2014 - Six GSJ staff participated in the 2014 Point in Time Homeless Count.

January 28, 2014 - UOG Expansion Food & Nutrition Education Program (EFNEP) classes began at the Dededo shelter. Classes are held every Tuesday and Thursday.

January 29, 2014 - DPHSS/BOSSA Elizabeth Ignacio monitored both shelters. The exit interview went well. She liked what she saw and said that we're doing a good job.

January 29, 2014 - Kusinan Santa Barbara sponsored their monthly dinner serving held at their parish hall.

January 30, 2014 – Men's Shelter in Barrigada relocated to Ordot.

January 31, 2014 – PM submitted a budget for the 5 homes to the ED.

January 31, 2014 – BHI did a walk through the Barrigada Men's Shelter. Support Services will be dealing with BHI from now on.

Guma San Jose assisted Support Service Division with the cleaning, buffing and waxing of the conference room and the yard work in preparation of the 35th Anniversary.

Guma San Jose assisted Support Service Division with the setup of the rummage sale from February 10 – 14, 2014.

Guma San Jose assisted Support Service Division with the moving of appliances from Liheng UOG to Liheng Dededo.

February 4, 2014 - PM conducted an informational meeting with the Dededo clients.

February 5, 2014 – Recommended by ED, PM became a member of GRTA Advisory Committee for two years. PM attended 1st committee meeting.

February 7, 2014 - SM conducted a meeting with clients at the Left Wing, Dededo Shelter regarding kitchen cleaning.

February 6, 2014 - One client attended a money management class held at the Salvation Army in Tiyan.

February 11, 2014 - New Covenant Life Church sponsored a dinner at GSJ Dededo Shelter.

February 12, 2014 – Three 9,000 BTU AC's were cleaned by KEYS Construction for \$700. PM paid \$330 to have the one in his office repaired.

February 14, 2014 - A Sociology Major, University of Guam student started her Internship at GSJ.

February 15, 2014 – Eight (8) clients participated in the Guma San Jose rummage sale held at the CSS conference room. GSJ was creative and sold other goodies.

February 20, 2014 – Three (3) clients attended a money management class held at the Salvation Army in Tiyan.

February 21, 2014 - UOG Expansion Food & Nutrition Education Program (EFNEP) held its final class. Eighteen (18) clients attended and received certificates of completion.

February 22, 2014 - Saint John Episcopal Church sponsored their monthly dinner which was held at their parish hall. Clients were given complimentary toiletries.

February 26, 2014 - Kusinan Santa Barbara sponsored their monthly dinner which was held at their parish hall. Each client was given a gift bag.

February 28, 2014 – PM and Intern attended PIT count debriefing at The Salvation Army classrooms in Tiyan.

March 5, 2014 – PM attended a GRTA Advisory Committee meeting in Hagatna.

March 6, 2014 - Four clients attended a money management class held at the Salvation Army in Tiyan.

March 11, 2014 - New Covenant Life Church sponsored a dinner at GSJ Dededo Shelter.

March 13, 2014 – At 7:00 a.m. a healthy baby boy was born in Guma San Jose. The first child to be born in GSJ.

March 13, 2014 – PM attended a Mass Transit Expansion meeting at the Governor's Office.

March 14, 2014 – PM, SM and Intern attended the GALA for CSS at the Hyatt Regency Hotel.

March 15, 2014 - Saint John Episcopal Church sponsored their monthly dinner which was held at their parish hall. Every client was given a bag of treats.

March 20, 2014 – Two clients attended a money management class held at the Salvation Army in Tiyan.

March 20, 2014 - PM attended Management meeting at CSS.

March 21, 2014 – PM had a meeting with Family Services Center staff regarding GSJ clients and their housing needs.

March 26, 2014 - Kusinan Santa Barbara sponsored their monthly dinner which was held at their parish hall.

March 27, 2014 – GHURA did a surprise inspection and requested that we prepare the shelter for the upcoming White House Initiative on Asian Americans and Pacific Islanders (WHIAAPI) visit and meeting to be held at Lagu on April 3, 2014 at 8:00 a.m. They said that these people might want to visit the shelter.

March 28, 2014 – PM and SM had a meeting with the Dededo clients reminding them of the rules, health and hygiene, their goals and objectives, other resources and others.

March 29, 2014 – Fourteen clients attended the Diabetes Alert Day Health Fair held at the Micronesia Mall.

March 30, 2014 – Clients assisted staff and worked in the yard and cleaned inside of the Dededo Shelter preparing for the WHIAAPI visit.

Other Activities:

PM is supervising an Intern from the University of Guam.

PM participated in CSS grant meetings with ED and PR.

PM is redoing the Intake application and Individual Service Plan goals and objectives.

PM and SMs continue to counsel clients with challenging issues, etc.

PM continues to work with staff and provide training.

TRAINING/CONFERENCE:

January 10, 2014 – GSJ staff met and had a training on HIV, STD and universal precaution.

January 14, 2014 - Program Manager, Shelter Manager and Caseworker attended the Point in Time Homeless Count training held at CSS main conference room.

January 15, 2014 - Program Manager and Caseworker attended the Point in Time Homeless Count team leader training held at CSS main conference room.

February 19, 2014 - Two (2) GSJ staff attended a fire extinguisher training held at CSS ADC Center.

February 22, 2014 – Four (4) GSJ staff attended First Aid/CPR recertification training held at the PNG Day Care Center in Tamuning.

February 26, 2014 - Caseworker attended a Consultation & Training Session on Social Work Advocacy given by Dr. Vivian Dames, UOG Associate Professor of Social Work. Training was held at CSS main conference room.

March 15, 2014 – Two GSJ staff attended First Aid/CPR training held at the PNG Day Care Center in Tamuning.

March 19 - 20, 2014 - Caseworker attended the 2014 Social Work Regional Training Conference “Behavioral Health in Micronesia: Challenges and Opportunities for Social Work” held at Guam Marriott Resort and Spa. Attendees were given certificates.

March 22, 2014 – Program Manager attended a Veterans forum at the Tamuning Senior Citizen Center.

March 24 – 26, 2014 - A Shelter Manager attended the Palliative Care Training for caregivers held at the Outrigger Hotel in Tumon.

March 26, 2014 – A Shelter Worker attended the new employee orientation at CSS.

C. PROGRAM FUNCTIONS:

DEDEDO SHELLTER

Placement:

Fifteen (15) cases or forty-seven (47) individuals were able to move in with families and friends.

Three (3) cases or thirteen (13) individuals were able to find a place to rent on their own.

One (1) case or two (2) individuals was able to find employment.

One (1) case or one (1) individual was accepted into GHURA Public Housing Program.

One (1) case or five (5) individuals was accepted into Salvation Army Emergency Solutions Grant program for rental assistance.

Emergency Room:

Nine (9) cases or twenty-four (24) individuals were housed overnight. They had to check out the following day because there were no available beds.

Walk in Assistance:

Four (4) cases or six (6) individuals came to GSJ and were given food and personal hygiene products.

Eviction:

One (1) case or two (2) individuals (a couple) was evicted on January 22, 2014. They violated too many rules and also violated their contract.

One (1) case or individual was evicted on January 31, 2014. Client was a Guam Behavioral & Wellness Center referral. Client had too many issues, became disruptive, didn't want to follow instructions, rules, tried to break a phone by throwing it on the floor, harassed staff and GPD had to be called for removal.

Resignation:

Four (4) cases or sixteen (16) individuals were offered shelter but never returned.

Challenges:

The shelter is still facing some structural challenges with the roof and ceiling. We estimated that 25% of the ceiling is cracking and leaking. Last year 50% of the ceiling leaked and a contractor repaired it. A month after the repair some of the cracks started to appear again and the leaks followed. One room is still closed because the water leaks through the fan/light fixture and it's a safety hazard. The rainy season is just around the corner and we believe the leaking problem will be worse than last year.

The Dededo Shelter is always full and most of the clients are families with several children. Many of them do not have a high school education and have no means of transportation. Many can't work because they have no childcare. Some were previously involved with the law and can't get hired. Some have mental illness or substance abuse issues and are on disability. Many have limited English skills and thus it will not be easy for them to find work, and the list goes on and on.

ORDOT SHELTER

On January 30, 2014, Department of Public Works, Government of Guam authorized the Men's Shelter/Guma San Jose to relocate from Barrigada to Ordot pending the completion of all the required renovations and documents needed for the Department of Public Works and Fire Department inspection paperwork. The shelter is housing five (5) single men at this time.

Right Wing kitchen counter - materials and labor was donated by Mr. Mejares one of the Shelter Worker's father.

Left Wing kitchen counter - materials were purchased by GSJ donation funds. Labor was provided by Guma San Jose staff and clients.

Pending Work During the 1st Quarter:

The plumbing work still needs to be completed by Support Service Division, electrical work by KEYS Construction needs to be inspected by Support Service Division, 7 window screens need to be repaired or replaced, a cracked glass window needs to be replaced, 4 screen doors need to be replaced and front and back tin roofs need be replaced. For safety and security purposes we would need to install window security bars for all the windows or at least 4 for the front windows.

When the renovation is completed, the Department of Public Works and the Fire Department would have to do an inspection. If all goes well then the shelter could increase the number of male clients from 5 to 10 and two additional clients could utilize the Emergency Room for an overnight stay.

Shelter Update:

The Ordot Shelter is still being operated with a temporary agreement between the Department of Public Works and CSS pending an inspection by DPW and the Guam Fire Department. An inspection will be scheduled upon completion of the following:

1). Electrical certification by K.E.Y.S Construction, 2). Installation of smoke detectors in the bedrooms, 3). Installation of four (4) safety screen doors for the front entrance and back, 4), Repair of two (2) ceiling light fixtures, 5). Repair exit lights, 6). Fire extinguishers are returned and put in place, 7). Replace a glass window, 8). Install two (2) back flow water spouts, and 9). A final inspection is completed.

The Ordot Shelter is only using one side of the duplex building until we pass the inspection. With half of the building being used, we continue to house five (5) single male clients and one (1) ER (emergency room) client.

The shelter will be able to house ten (10) single male clients and two (2) ER clients after we pass the inspection and we receive a go ahead from the ED.

Activities:

Staff and clients at the Ordot Shelter continue to work on the needs of the shelter in preparation of the upcoming inspection by Public Works and Guam Fire Department.

Placement:

Three (3) cases or three (3) individuals were able to find a place with family or friends.

One (1) case or one (1) individual was able to find a place to rent on his own.

One (1) case or individual found employment as a security guard and still in the program trying to secure housing.

Two (2) cases or two (2) individuals were assisted with transportation, police and court clearances, X ray, Health certificate, assisted with SNAP, MIP, hair cut and assisted both in securing employment before exiting the program.

Emergency Room:

Fourteen (14) cases or fourteen (14) individuals were housed overnight. They had to check out the following day because there were no available beds.

Resignation:

Two (2) cases or two (2) individuals were offered shelter but never returned.

Eviction:

A male individual was housed on January 15, 2014. He was evicted on February 14, 2014 for non compliance of house rules and policies. The individual is also a client of Guam Behavioral Health and Wellness Center.

D. SERVICES PROVIDED:

Sixty-one (61) cases or one hundred five (105) individuals were provided with three thousand one hundred eighty-nine (3189) meals. Fifty-six (56) cases or one hundred twenty-three (123) individuals were provided with four hundred eighty-three (483) transportation services. The clients made a total of seven hundred eighty-five (785) phone calls.

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, DMHSA, 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 job sites.

E. DONATIONS:

The following are the donors for the months of January, February and March. Many of the listed donated items were used or given out to the clients. Some are kept for future use for incoming clients.

- Barbara Mendiola donated miscellaneous clothing, shoes and toys.
- Doris Young donated office supplies and beddings.
- Louis Agbalos, Padre Pio Franciscan Secular Fraternity donated bath towels, packages of toilet paper, assorted shampoos, conditioners, bar soaps, and tooth paste.
- Tim Santos donated a stroller, baby carrier, printer, computer monitor, clothing, toys and shoes.
- Foremost donated 25 cases of Foremost reduced fat milk.
- LeeAnn Taitingfong donated miscellaneous clothing for adults and children, socks, picture frames, books, toys, plastic containers, belts, slippers, costume jewelry, water bottles, note pads, VHS recorder, and miscellaneous kitchen items.
- John Agustin donated play pen and baby bouncer.
- Blessed Bakery Yigo donated a variety of breads and rolls.
- Debbie & Robert Gallo donated 13 gal. & 39 gal. trash bags, laundry soap and dish washing soap.
- Cub Scouts Pack 20, Andersen Air Force Base, donated assorted non perishable food items.
- NCLC/Rick Hernandez donated assorted canned goods and 2 cases of water.
- Rudy M. Raval donated miscellaneous clothing and shoes.
- National Junior Honor Society, Andersen Middle School, donated 25 goodie bags filled with assorted candy for Valentine's Day.
- Mekana Kosnge & family (Leon Guerrero/San Agustin) donated miscellaneous books, toys, baby items, kitchen items, office items, and home décor items.
- Guam Mom's Helping Mom's donated pampers, milk and baby wipes.
- Santa Barbara Church donated assorted personal hygiene items, towels, and clothing.

- Jordan D. Allison donated assorted baby foods, juice boxes, wheat pasta, cereals, crackers, instant grits and stuffing mix.
- Jarrod & Jeraldine Hickam donated assorted canned & dry foods, personal hygiene items, cooking spices/ingredients, and cleaning supplies.
- Saint John Episcopal Church donated assorted books, snacks, hygiene items, juice and small paper bags.
- Blessed Bakery in Yigo continues to donate a variety of bread and rolls every day.
- Zachary Charoenset donated miscellaneous clothing, books and hygiene products.
- Stephanie Witfield donated a sofa, throw pillows, books, bags, miscellaneous clothing, book shelves, figurines, air mattress and plastic containers.
- Daneirys Liranzo donated miscellaneous shirts.
- Adam Meyer donated shoes, pants and shirts.
- Matt Early donated shoes, clothing, socks and sweatshirts.
- Christopher Wagner donated shirts, socks and underwear.
- Joseph Wacaster donated hygiene products and laundry detergent.
- Robert Montalvo donated miscellaneous adult and kids clothing, a suit case and a inflatable bed.
- S.A Shameer Goss donated miscellaneous clothing, shoes and socks.
- Daniel Tenn donated gloves, a jacket and miscellaneous clothing.
- Daniel Henry donated miscellaneous children's clothing and toys.
- Alisha Burns donated miscellaneous clothing, toys, kitchenware and an alarm clock.
- Eriko Yoshikawa donated assorted hygiene products, miscellaneous clothing, socks, hats, shoes and a luggage.
- Brandon Hudson donated a baby walker, toys and clothing.
- Anonymous donor donated a cake, 3 bags of red rice, 2 bags of fish nuggets and a bag of bread (cooked foods).
- Pornvisanu Na Bangchang donated miscellaneous clothing, toys, pots and pans.
- Sigaoat Family donated 2 trays of rice, 3 bags of chicken, 3 bags of spare ribs, 4 bags of bread and 4 bags of desserts (cooked foods).
- Johnny Patubo donated a washer and a dryer.
- Blessed Bakery Yigo has donated on a daily basis an assortment of breads and rolls.
- Serena-Luann Toves donated miscellaneous clothing, toys, and blankets.
- Mozart Bakery donated hot dogs in a bun, vanilla cream buns and honey castella.

Thank you.