

# **EXHIBIT A**

**FEDERAL MANAGEMENT TEAM**

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INVOICE NO.  
**0007**  
**REVISED**

October 27, 2010

**HON. JOAQUIN V.E. MANIBUSAN, JR.**  
**MAGISTRATE JUDGE -DISTRICT COURT OF GUAM**  
520 West Soledad Avenue  
Hagatna, Guam 96910

CC: Hon. Consuelo B. Marshall  
*United States District Court for the Central  
District of California*  
Robert J. Steffy  
*Certified Public Accountant*

RE: Invoice for Services

**PERIOD:** Activity from September 1, 2010 through September 30, 2010

**CLIENT REFERENCE:** **Order Re: Appointment of a Federal Management Team, Case 1:01-cv-00041**  
filed **March 2, 2010** and ordered by the Honorable Consuelo B. Marshall of the  
United States District Court for the Central District of California.

**LABOR:**

James J. Casey, J.D.	123.7 hrs @ \$ 200.00 hr	\$	24,740.00
James J. Kiffer, PhD	129.1 hrs @ \$ 200.00 hr	\$	25,820.00
Administrative Services Officer-Teresa M. Cruz	143.3 hrs @ \$ 24.15 hr	\$	3,460.70
Receptionist- Dominique C. Escoto	135.0 hrs @ \$ 13.50 hr	\$	1,822.50

**TOTAL LABOR:** \$ 55,843.20

Less 10% Retainage Fees Held in Trusts \$ (5,584.32)

\$ 50,258.88

**EXPENSES:**

Cost-U-Less (FMT office supplies) (1)		\$	45.98
<b>TOTAL EXPENSES:</b>		\$	45.98

**TOTAL AMOUNT DUE FMT FOR THIS PERIOD.....** \$ **50,304.86**

**James J. Casey, J.D.**  
**Member**

<b>Date</b>	<b>Activity</b>	<b>Time Spent (hrs)</b>
Monday, September 06, 2010	Meeting with the Residential Group Home Administrator re: P&Ps at Uno and Invoices at Guma Hinemlo.	1.3
	Review MDTT's along with the MMTO schedule	1.2
	Site Visit: Guma Ifil Tres	1.0
	Review 2007 Proposed Fee Schedule (with an eye towards revising the rates)	1.5
Tuesday, September 07, 2010	Meeting with Dr. Kiffer (re: briefing on activities of the past week and plan for Chamber's Conference)	1.3
	Meeting with Dr. Kiffer and Ms. T. Cruz (re: administrative agenda; Invoice 0005; status of employment contracts)	0.5
	Correspondence with Catholic Social Services re: the provision of both occupational and physical therapy, where indicated, to the residents of the RGHS they oversee.	0.5
	Meeting with Health Services of the Pacific to clarify those specific consumers in need of physical therapy and renew the contract/purchase order for upcoming fiscal year 2011.	1.5
	Meeting with the Governor's Consulting Group (Hielix) concerning the environmental impact of the imminent relocation of marines and the affect on the Department.	1.5
	Meeting with consumer [REDACTED]	0.7
	Meeting with the Nursing Director to discuss an incident report with (re: an admission to the AIU)	1.0
Wednesday, September 08, 2010	Chamber's Conference with Judge Marshall, Judge Manibusan, [REDACTED]	7.0
	Prepare for Status Conference	2.0
Thursday, September 09, 2010	Status Hearing (Judge Marshall) (re: POA)	3.0
	Chamber's Conference with Judge Marshall and [REDACTED]	2.5
	Meeting with Guma Mami (re: the Mary Clare RGH and the imminent RFP)	1.2
	Meeting with the RGH Administrator concerning the elopement of a resident	0.6
	Review the spreadsheet for funding the Plan, with an eye toward crafting a time frame for incremental payments to underwrite the various endeavors.	1.3
Friday, September 10, 2010	Meeting with Judge Marshall and [REDACTED] (re: funding options)	3.0
	Meeting with Dr. Steele and the Medical Director (re: a consumer's transfer from the Skilled Nursing Unit (SNU) to the AIU and to develop protocol to address future contemplated admissions).	1.4
	Meeting with the Director of DMHSA to discuss problem inpatients being discharged from GMH, as well as the SNU and being sent to the AIU for purported admission.	1.2

	Correspondence with DOA concerning the classified status of psychiatric technicians at Uno, along with Guma Hinemlo staff becoming limited term appointments (LTAs) with Gov. Guam for that RGH	0.6
	Site Visit: Guma Ifil Tres	1.2
Saturday, September 11, 2010	Meeting with Dr. Kiffer (re: funding for "The Center")	1.3
	Continued work on the community support services adjunct of the Wait List P&P	2.4
Monday, September 13, 2010	Directors' meeting (re: RFP which will need to be issued for trustee services; the status of ongoing efforts to convert staff at Guma Hinemlo into LTAs; the need to have DOA countenance the creation of a new position: personal care attendant; the status of contracts for two new psychologists to be brought on board; the need for a meeting with the Director of GMH and the FMT's planned presentation on the POA to the employees at both DMHSA and DISID).	1.3
	Placement Review Team Meeting	1.6
	Compile an inventory of the anticipated monthly need for meds at the formulary, in order to accommodate the needs of members of the target population	2.2
	Meeting with the Nursing Director and RGH Administrator re: the needs of the day treatment and partial hospitalization programs.	1.2
	Draft proposed P&Ps to address emergency services, supported/assisted living services (i.e. with a personal care attendant) and residents' rights, as well as responsibilities	2.1
Tuesday, September 14, 2010	Review MDTT's	0.7
	Correspondence with ResCare concerning consulting services.	0.4
	Meeting with AG's Office (re: the provision of services to an inpatient).	1.0
	Site Visit: Guma Ifil Uno	1.0
	Site Visit: Guma Hinemlo	1.1
	Review August Safety Inspection Report (re: JCAHO Environmental of Care Health and Safety Inspection Checklist)	0.4
	Correspondence with the wholesaler concerning purchase orders for medications	1.2
	Clinicians' meeting (re: implementation of behavior modification for residents at the RGHS, along with inpatients at the AIUs).	2.0
Wednesday, September 15, 2010	Correspondence with the RGH Administrator and Guam Legal Services (re: an investigation into the Uno facility)	0.8
	Meeting with the Maintenance supervisor (re: utilities, solid waste disposal and landscaping at the RGHS).	1.0
	Meeting with the Medical Director to address prioritization of MMTPs for members of the target population, as well as the ongoing development of P&Ps	1.3
	Draft proposed P&Ps (re: psychotropic medications and monitoring for dyskinesia, incident reports, along with individual assessments and treatment planning).	2.2
	Meeting with Dr.Gahol to address the treatment plan for consumer [REDACTED]	1.0
	Correspondence with both Plaintiff and Defense Counsel (re: a finalized Wait List).	0.6

	Meeting with the Guma Hinemlo RGH Manager and the CFO to address the reporting requirements for the quarterly draw down on the Federal Grant, to sustain the facility.	1.2
Friday, September 17, 2010	Meeting with Dr. Kiffer (re: Prep for POA presentation to DMHSA, DISID, DVR staff at Westin)	1.0
	POA Briefing with DMHSA, DISID, DVR staff at Westin Resort Guam	3.0
	Review and amend the scope of services in three (3) RFPs to be issued for operation of RGHs	1.4
	Meeting with Consumers [REDACTED] and [REDACTED]	0.8
	Meeting with the Social Workers' Supervisor to discuss the transition needs for a consumer, the duties of the CPAs and projected hires, along with case assignments.	1.3
Saturday, September 18, 2010	Site Visit: Guma Ifil Tres	1.1
	Site Visit: Guma Hinemlo	1.0
	Draft proposed P&Ps (re: risk assessment, protective intervention plans, as well as reporting and monitoring the use of restrictive/ intrusive procedures or emergency interventions).	2.3
Monday, September 20, 2010	Meeting with Dr. Kiffer and John Casey (re: results of POA objection mtg held on 9/18/10; issues related to consumer; personnel contracts re L.Miller and B. Rashe; scheduled mtg with GMH Administrator)	1.0
	Directors' meeting (re: integration of the target population with individuals afflicted with only physical disabilities at the planned Center, along with other suggestions articulated at the solicitation of public comment meeting and the Get Care program at DISID).	1.2
	Site Visit: CHP	1.0
	Meeting with Guma Mami Director to discuss public comments (re: the Plan, issues plaguing Sagan Mami's drop-in and enrichment center, along with the Mary Clare RFP).	1.6
	Meeting with the CFO to address various invoices (re: the RGHs)	0.6
	Site Visit to Uno and coordinate with the RGH Administrator with respect to concerns of the OPG	1.3
Wednesday, September 22, 2010	Meeting with Dr. Kiffer (re: responses to POA objections/comments from Atty. Somerfleck, Dir. Gargek, consumer target population; addressed issue with consumer [REDACTED] and OPG's concerns; P&P's)	1.0
	Correspondence with BBMR (re: pending contracts and backfilling vacant positions at DMHSA).	0.6
	Directors' meeting (re: the impediments from DOA and BBMR, in terms of getting contracts for professional hires finalized, the need to temporarily supplant the Nursing Director, the availability of Compact Impact funds and a coveted meeting with the Director of GMH).	1.0
	Visited both the day treatment and partial hospitalization programs	1.8
	Meeting with I/T supervisor to address utilization of the software at the Med Clinic to track the med inventory and needs and determine the type and respective quantities for purchase orders	1.3
	Draft proposed P&Ps (re: transfer or discharge, service recipient training and prohibited procedures).	2.2
Thursday, September 23, 2010	Meeting with Dr. Kiffer (re: waitlist; changes needing to be made re employment contracts)	0.4

	Continued work on a proposed Wait List P&P, inclusive of a grievance process and a provision for community support services.	1.6
	Review various curricula being considered for the personal care attendant program	1.2
	Attend grand rounds with the Medical Director	1.5
	Review the Aging and Disability Resource Center program, as well as the Get Care system	1.0
	Correspondence with GHURA concerning the availability of additional shelter plus care vouchers and the status of pending invoices.	0.5
	Meeting with Consumer [REDACTED]	0.7
	Correspondence with Plaintiffs' Counsel (re: the input received at the solicitation of public comment forum).	0.5
Saturday, September 25, 2010	Site Visit: Guma Ifil Uno	1.0
	Site Visit: Guma Hinemlo	1.1
	Amend language in three (3) RFP's that will need to be re-issued	1.7
Monday, September 27, 2010	Meeting with Dr. Kiffer in order to be de-briefed on the September 26 <sup>th</sup> meeting that was held with the Director of GMH, and to discuss the purchase order for physical therapists at Health Services of the Pacific, along with the amended RFPs	1.0
	Directors Meeting (re: review OT/PT CSS contract requirements; employment contract re L. Miller; Bill 77; review department's budget)	1.3
	Meeting with the H/R Administrator concerning annual leave language in the MDs contracts, along with the expiration dates for same.	0.4
	Meeting with Dr. Rapadas concerning referrals from DYA to DMHSA	1.3
	Placement Review Team meeting	1.5
	Meeting with the Social Worker's supervisor (re: admission protocol to the AIUs).	1.2
	Meeting with the occupational therapist to broach the topic of assessments of residents and the follow-up therapy milieu	1.0
Wednesday, September 29, 2010	Meeting with Dr. Kiffer and John Casey (re: elopement issues with Guma Ifil Uno consumers; treatment planning process related to target population)	0.5
	Director's Meeting (re: objections re 'The Center' and POA)	1.3
	Meeting with the speech and language pathologist concerning her evaluations of consumers residing within the RGHS	1.0
	Review filed objections and/or comments to the Plan	1.5
	Meeting with Guma Mami Director to discuss the objections and/or comment to the Plan	1.3
	Site Visit: Guma Ifil Uno	1.2
Thursday, September 30, 2010	Meeting with Dr. Kiffer and John Casey (re: GLS investigation into 'neglect' charges at Guma Ifil Uno; options for response to comments on POA)	0.5
	Review MDTT's	0.5
	Meeting with the landlord of the Guma Hinemlo RGH (re: ADA compliance).	1.0
	Meeting with Plaintiff and Defense Counsel to work on the proposed final draft of the Wait List P&P.	1.7

Work on purchase orders for replenishing our medications at the med clinic	1.2
Correspondence with GHURA concerning additional reporting requirements, as mandated by the Grant, along with the aggregate quarterly drawdown from same	0.7
Site Visit: Guma Ifil Tres	0.5
Site Visit : Guma Hinemlo	0.4
<b>TOTAL HOURS:</b>	<b>123.7</b>

**James J. Kiffer, Ph.D**  
**Member**

Date	Activity	Time Spent (hrs)
Wednesday, September 01, 2010	Correspondence with Mr. J. Scott (re: administrative agreements for consumer █████ treatment at Florida Institute of Neurological Rehabilitation [FINR])	0.5
	Meeting with Melena Slaven (re: PCA program mtg with OPG; identify potential PCA's)	0.7
	Morning Management Meeting with Mr. Wilfred Aflague (re: █████ status hearing; RTF proposed budget; obtain SAMHSA TA support for other divisions; personnel issues)	1.5
	Meeting with Melena Slaven and John Casey (re: inquiries re employment job titles; clinical services personnel issues)	1.2
	Review procedures for RFP's (re: consultants, project administrator for construction of 'The Center')	1.5
	Prepare for Status Hearing (re: consumer █████)	0.5
	Correspondence with Dr. Manalastas (re: issues with professional staff and Guam Legal Services [GLS])	0.3
	Correspondence with Mr. Brandshagen (MH Court) (re: review plan for █████ treatment at FINR)	0.5
	Status Hearing (Judge Unpingco) re █████	2.0
	Meeting with Dr. Manalastas and Dr. Gahol (re: difficulties at GLS; letters addressed to professional staff from GLS)	1.5
Thursday, September 02, 2010	Draft missive to Mr. B. Miller (Rehabilitation Services Administration) (re: consumer █████)	0.5
	Correspondence with Mr. Brandshagen (MH Court) (re: █████ transport arrangements with FINR)	0.5
	Video Conference (via Skype) with FINR CEO and Mr. James Scott (re: guidelines for █████ transport and admission to FINR; addressed concerns; answered inquiries)	0.6
	Meeting with John Casey (re: Treatment Plan for consumer █████)	0.5
	Correspondence with Ms. Marcelene Santos (OPG) (re: issues with consumer █████)	0.4
	Meeting with Mr. Wilfred Aflague (re: issues related to professional staff with GLS; review the requirements of █████ court order)	0.8
	Coordination meeting with Ms. T. Cruz and John Casey (re: personnel issues with Professional Staff Division)	0.6
	Meeting with Nadine Cepeda (re: training seminars/conference requirements for DMHSA staff)	0.3
	Review letter of suggestion (re: POA) from consumer █████	0.3
	Review contracts (re: professional staff employment)	0.5
Friday, September 03, 2010	Meeting with John Casey (re: status of clients at Guma Ifil Uno)	0.2
	Meeting with Dr. Blissett (re: target population; clients with assigned psychologist; potential use of CAHA for Art Therapy program)	0.7
	Meeting with John Casey (re: payroll issues with staff at Guma Ifil Uno)	0.6



	Correspondence with Ms. Marcelene Santos (OPG) (re: issues with Guma Ifil Uno consumers)	0.3
	Morning Management Meeting with Mr. Wilfred Aflague and Mrs. Roseanne Ada (re: BBMR response to RGH's Uno and Hinemlo payroll for staff; upcoming meeting with Sen. Aguon re buildup; debrief on conversation with James Scott (FINR) re consumer ██████ treatment and placement; PCA grant program)	1.6
	Meeting with Melena Slaven (re: PCA program with Ms. Louise Foster from GCC; Certified Nursing Assistant program; M. Slaven to draft curriculum)	1.2
	Review RFP for Professional Services	0.5
	Review and make necessary changes to PowerPoint (re: POA) for upcoming Chamber's Conference with Judge Marshall	1.5
	Correspondence with Ms. Marcelene Santos (OPG) (re: Guma Ifil Uno consumers)	0.4
	Update the sustainability plan and additional funding sources	0.5
	Correspondence with Dr. Manalastas (re: reassignment of psychiatrists effective 9/13/10)	0.4
	Correspondence with Public Consultant Group (re: e-Health records)	0.5
Tuesday, September 07, 2010	Review agenda for Chamber's Conference with Judge Marshall	0.3
	Coordination Meeting with Jim Casey (re: briefing on activities of the past week and plan for Chamber's Conference)	1.3
	Coordination Meeting with Jim Casey and Ms. T. Cruz (re: administrative agenda; Invoice 0005; status of employment contracts)	0.5
	Meeting with Dr. Au (re: psychological evaluation concerns; POA cost estimate spreadsheet)	0.8
	Review Order for Transport (re: consumer ██████)	0.5
	Meeting with John Flores (re: status of Compact-Impact Funds for 2010)	0.5
	Meeting with the Governor's Consulting Group (Hielix) concerning the environmental impact of the imminent relocation of marines and the affect on the Department.	1.5
	Clinician Meeting with Dr. Bachmeier, Daisy Cruz, and Melena Slaven (re: PCA training, curriculum, alternatives for course material)	1.3
Wednesday, September 08, 2010	Chamber's Conference with Judge Marshall, Judge Manibusan, ██████	7.0
Thursday, September 09, 2010	Status Hearing (Judge Marshall) (re: POA)	3.0
	Chamber's Conference with Judge Marshall and ██████	2.5
Friday, September 10, 2010	Develop funding intervals on POA cost estimate spreadsheet	5.0
	Coordination Meeting with Ms. T. Cruz (re: Chambers briefing)	0.4
	Meeting with Judge Marshall and ██████ (re: funding options)	3.0
Saturday, September 11, 2010	Coordination Meeting with Jim Casey (re: funding for "The Center")	1.3

Monday, September 13, 2010	Morning Management Meeting with Mr. Wilfred Aflague (re: RFP which will need to be issued for trustee services; the status of ongoing efforts to convert staff at Guma Hinemlo into LTAs; the need to have DOA countenance the creation of a new position: personal care attendant; the status of contracts for two new psychologists to be brought on board; the need for a meeting with the Director of GMH and the FMT's planned presentation on the POA to the employees at both DMHSA and DISID).	1.3
Tuesday, September 14, 2010	Meeting with Dr. Manalastas (re: candidates for professional staff employment; improvements made in the monitoring of care rendered; response to care)	0.3
	Coordination Meeting with Ms. T. Cruz (re: POA briefing for DMHSA; venue bids)	0.6
	Meeting with Melena Slaven (re: discuss available PCA training programs, credential, certified instructor needs)	0.8
	Meeting with Ms. Anne Camacho (Westin) (re: payment for DMHSA briefing of the POA)	1.5
	Review Incident Report (re: █████)	0.5
	Review 'Recruitment of Mental Health Professionals' article	0.4
	Review and research on the Underserved Population of Guam, the changes and Service Providers	0.8
	Review Proposed Fee Schedule	0.5
	Review PRN Medication proposed P&P	0.5
	Review August Safety Inspection Report (re: JCAHO Environmental of Care Health and Safety Inspection Checklist)	0.4
	Clinician Meeting (re: implementation of behavior modification for residents at the RGHS, along with inpatients at the AIUs).	2.0
	Wednesday, September 15, 2010	Video Conference (via Skype) with Mr. James Scott (FINR) (re: Guam escort team for consumer █████; meeting of █████ case manager)
Correspondence with Judge Unpingco (re: status of █████ at FINR)		0.3
Prepare for Morning Management Meeting		0.3
Morning Management Meeting with Mr. Wilfred Aflague and Mrs. Roseanne Ada (re: RFP for financial institution re Trust Account; MIS issues; Consolidated Meeting agenda; Clinical Director employment ad; status of employment contracts for L.Miller and B.Rashe)		1.3
Correspondence with Dr. Miller (re: status of employment contract)		0.5
Review Notice from GLS (re: Neglect Investigation at Guma Ifil Uno)		0.5
Meeting with Dr. Au and John Casey (re: psychological testing; training of staff at Guma Ifil Uno; develop and coordinate training of PCA's and PT's with M. Slaven)		1.0
Meeting with Joe Grecia (MIS) (re: review EPA funds use for servers, hard drives, workstation replacement; computer and software needs for next 3 yrs at RGH's and 'The Center')		1.0
Meeting with John Flores (re: utility concerns at RGH's)		0.4
Meeting with Dr. Bachmeier (re: review needs and plans for MDTT coordinator and training for Psychiatric Technicians [PT])		1.3
Thursday, September 16, 2010	Meeting with John Casey (re: status of RFP's; treatment plan re █████; addressed █████ elopement issue; employment contract status for L. Miller; invoices)	1.2
	Meeting with John Flores (re: list of items to be sought from GEPA if efficiency grant is issues)	0.3

	Meeting with John Casey (re: P&P's needs, procedures for AIU)	0.5
	Review and research on the Underserved Population of Guam, the changes and Service Providers (cont'd)	0.5
	Meeting with Melena Slaven (re: established guidelines for PCA program; job descriptions; pay rates; status)	1.0
	Review and research on the Underserved Population of Guam, the changes and Service Providers (cont'd)	0.6
Friday, September 17, 2010	Coordination Meeting with Jim Casey (re: Prep for POA presentation to DMHSA, DISID, DVR staff at Westin)	1.0
	Set up Presentation System for POA PowerPoint	0.3
	POA Briefing with DMHSA, DISID, DVR staff at Westin Resort Guam	3.0
	Draft response to Court (re: timesheet; client location)	0.5
	Meeting with Dr. Jaylene Kent (re: consult on issues related to coverage for consults for GMH, SNU, and DOC)	1.0
	Meeting with Reina Sanchez (re: CDBG grant)	0.3
Monday, September 20, 2010	Meeting with Jim Casey and John Casey (re: results of POA objection mtg held on 9/18/10; issues related to consumer; personnel contracts re L. Miller and B. Rashe; scheduled mtg with GMH Administrator)	1.0
	Morning Management Meeting with Mrs. Roseanne Ada (re: integration of the target population with individuals afflicted with only physical disabilities at the planned Center, along with other suggestions articulated at the solicitation of public comment meeting and the Get Care program at DISID).	1.2
Wednesday, September 22, 2010	Coordination Meeting with Jim Casey (re: responses to POA objections/comments from Atty. Somerfleck, Dir. Gargek, consumer target population; addressed issue with consumer [REDACTED] and OPG's concerns; P&P's)	1.0
	Correspondence with Ms. J. Tanos (re: clinical administrator employment position; PCA program)	0.3
	Morning Management Meeting with Mr. Wilfred Aflague and Mrs. Roseanne Ada (re: the impediments from DOA and BBMR, in terms of getting contracts for professional hires finalized, the need to temporarily supplant the Nursing Director, the availability of Compact Impact funds and a coveted meeting with the Director of GMH)	1.0
	Meeting with Dr. Manalastas (re: assignment of psychologists, psychiatrists; suicide counseling)	0.5
	Correspondence with Joe Grecia (re: DMHSA network failure; computer malfunctions)	0.3
	Correspondence with Ms. Priscilla Richards (re: POA cost estimate spreadsheet)	0.3
	Review letter from Office of the Atty. General (re: employment contract concerns re L. Miller)	1.0
	Correspondence with Dr. Manalastas (re: low supply of medication [Prolixin])	0.4
	Correspondence with Mr. Frank Reyes (re: use of Guam GetCare system with the PCA program)	0.5
	Meeting with Dr. Bachmeier (re: discuss the assignment of treatment plan of [REDACTED])	0.5

	Meeting with Dr. Bumby (Judiciary of Guam) (re: status of sex offenders treatment; monitoring of those in target population; future role of sex offender treatment with the department; review historical progression of treatment program)	2.0
Thursday, September 23, 2010	Coordination Meeting with Jim Casey (re: waitlist; changes needing to be made re employment contracts)	0.4
	Meeting with Melena Slaven (re: review request for PCA training programs; use of GCC resources for PCA program)	1.0
	Correspondence with Daisy Cruz (re: discharge status of consumer [REDACTED])	0.5
	Coordination with Ms. T. Cruz (re: status of employment contracts for L. Miller, B. Rashe; physical therapist employment position)	0.7
	Correspondence with Dr. Manalastas (re: status of consumer [REDACTED])	0.4
	Draft missive to Ms. D. Rivera (Asst. A.G.) (re: employment contract revisions re L. Miller)	0.5
	Meeting with Mr. Sean Easter and Mr. Rick Imens (re: general information on construction RFP's and anticipated timeline)	2.0
	Prepare agenda for Clinician Meeting	1.0
	Clinician Meeting with Dr. Bachmeier (re: MMDT assignments, schedule, core members, goals and objectives)	1.3
Friday, September 24, 2010	Correspondence with Ms. D. Rivera (re: additional changes to employment contract re L. Miller)	0.5
	Review APA Council Notes (re: Guam activity & Introduction to Speech Pathologist)	0.5
	Morning Management Meeting with Mr. Wilfred Aflague (re: medical statements prior to admittance to AIU's; pending employment contracts; status of funding for 'The Center'; physical therapist concerns)	1.5
	Correspondence with Dr. Manalastas (re: concerned referrals to SW not acted on in same day for target population)	0.4
	Meeting with Mr. Peter John Camacho (GMH), Mr. Joe Mesa (GMH), Mr. Jason Gozum (SNU), Mr Wilfred Aflague (re: discuss target population members at SNU and GMH with medical complications and develop foundations for MOU)	1.3
Monday, September 27, 2010	Meeting with Jim Casey (re: de-briefed Jim Casey on the September 26th meeting that was held with the Director of GMH, and to discuss the purchase order for physical therapists at Health Services of the Pacific, along with the amended RFPs).	1.0
	Morning Management Meeting with Mr. Wilfred Aflague (re: review OT/PT CSS contract requirements; employment contract re L. Miller; Bill 77; review department's budget)	1.3
	Review complaints submitted by DMHSA professional staff	0.4
	Correspondence with Dr. Au (re: referrals from court re children)	0.5
	Correspondence with Mr. Quenga (DVR) (re: CSS division)	0.4
	Correspondence with Ms. D. Lovely (re: POA timetables status)	0.3
Tuesday, September 28, 2010	Review POA comments submitted (re: DOC 801, 802, 802-1, 802-2)	2.0
	Meeting with Dr. Juan Rapadas (re: options to provide mental health support to target population)	1.5
	Review POA comments (cont'd)	1.0
	Coordination Meeting with Ms. T. Cruz (re: POA comments/objections filed 9/27/10)	0.5

	Prepare agenda for Clinician Meeting	0.3
	Clinician Meeting with Dr. Bachemeier (re: target population)	1.5
	Correspondence with Dr. Manalastas (re: physicians handbook)	0.4
Wednesday, September 29, 2010	Meeting with Jim Casey and John Casey (re: elopement issues with Guma Ifil Uno consumers; treatment planning process related to target population)	0.5
	Morning Management Meeting with Mr. Wilfred Aflague and Mrs. Roseanne Ada (re: objections re 'The Center' and POA)	1.3
	Review contracts (re: Latte; Catholic Social Services; Guma Mami)	1.0
	Correspondence with Dr. Manalastas (re: professional staff assignments; MMTP's; administrative leave requests)	0.5
	Correspondence with Dr. Au (re: psychological testing scoring)	0.4
	Meeting with Dr. Bachmeier (re: assignment of consumers & psychologists for those circulating from Guma Ifil Uno to AIU; need to resolve frequent changes)	1.0
	Review MDTT	0.5
	Meeting with Dr. Au (re: change in assignments)	0.6
	Correspondence with B. Grajeck (re: activities available to clients in group homes)	0.5
	Thursday, September 30, 2010	Meeting with Jim Casey and John Casey (re: GLS investigation into 'neglect' charges at Guma Ifil Uno; options for response to comments on POA)
Meeting with Melena Slaven (re: Safe Program evaluation to replace CPI; clients placed with Ms. Slaven under T-Poster care; PCA training program)		1.0
Meeting with Ms. B. Aljilani (re: Speech and Language Pathologist Program for target population; contract rates and availability)		1.2
Review minutes of Psychiatrist Mtg (re: Med sheet; ADD rating sheet; Mental State examination; Beck Depression Inventory)		0.5
Review Safety Report (September)		0.7
Draft missive to Matrix Design Group, Inc. (re: consultation services)		0.5
Meeting with Dr. Bachmeier (re: email from OPG re discharge of a AIU patient and their behavioral treatment plan)		0.6
Research on the Underserved Population of Guam, the changes and Service Providers (cont'd)		0.8
Clinician Meeting with Dr. Manalastas, Dr. Gahol, Dr. Bachmeier (re: Guma Ifil Uno treatment plans; coverage while providers are on leave; P&P's; outside employment)		1.5
Review Curriculum Vitae of Dr. Wihite (re: clinical psychologist employment position)		0.5
	<b>TOTAL HOURS:</b>	<b>129.1</b>

**Teressa Cruz**  
**Admin. Services Officer**

<b>Date</b>	<b>Activity</b>	<b>Time Spent (hr)</b>
Wednesday, September 01, 2010	Meeting with Melena Slaven (re: employee processing procedures)	0.5
	Correspondence with Ms. C. Blas (Superior Court) (re: court ordered evaluations)	0.3
	Correspondence with Mr. Brandshagen (MH Court) (re: Order for Transport re [REDACTED])	0.3
	Correspondence with Ms. J. Tanos (re: clinician practice listing; clinical administrator employment position)	0.4
	Review: Consumer Census (dated 8/31/10)	0.1
	Daily Administrative Duties: scheduling appointments for FMT members	0.4
	Daily Administrative Duties: make copies of documents per FMT member's request	0.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.3
	Daily Administrative Duties: route calls and take messages	1.1
Thursday, September 02, 2010	Coordination meeting with Dr. Kiffer and John Casey (re: personnel issues with Professional Staff Division)	0.6
	Correspondence with Mr. Brandshagen (MH Court) (re: consumer [REDACTED] treatment at FINR)	0.3
	Coordination meeting with Dr. Kiffer (re: purchase orders for psychological testing kits for DMHSA)	0.6
	Correspondence with Ms. J. Mesngon (re: purchase orders for psychological testing kits for DMHSA)	0.7
	Review: Consumer Census (dated 9/1/10)	0.1
	Daily Administrative Duties: scheduling appointments for FMT members	0.5
	Daily Administrative Duties: route calls and take messages	1.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	2.0
	Daily Administrative Duties: maintain file system	1.5
	Daily Administrative Duties: make copies of documents per FMT member's request	0.4
	Friday, September 03, 2010	Finalize Clinician Practice Listing for DMHSA and FMT office staff
Meeting with Ms. Priscilla Richards (re: Med Clinic and prescription purchase orders submitted)		0.3
Daily Administrative Duties: scheduling appointments for FMT members		0.2
Daily Administrative Duties: route calls and take messages		2.0
Daily Administrative Duties: receive incoming documents/packages		0.4
Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review		1.3
Daily Administrative Duties: maintain file system		2.0
Daily Administrative Duties: daily office maintenance		0.3
Tuesday, September 07, 2010	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	3.0

	Research Job Description (re: Support Services Administrator)	0.6
	Coordination Meeting with Jim Casey and Dr. Kiffer (re: administrative agenda; Invoice 0005; status of employment contracts)	0.5
	Review: Consumer Census (dated 9/2/10 through 9/6/10)	0.3
	Correspondence with Ms. D. Paulino (re: 2007 Fee Schedule)	0.2
	Daily Administrative Duties: scheduling appointments for FMT members	0.5
	Daily Administrative Duties: route calls and take messages	2.0
	Daily Administrative Duties: receive incoming documents/packages	0.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.6
	Daily Administrative Duties: make copies of documents per FMT member's request	0.2
Wednesday, September 08, 2010	Meeting with Ms. J. Mesngon (re: travel arrangements for consumer [REDACTED] and escorts)	0.5
	Correspondence with Ms. A. Sablan (Superior Court) (re: travel arrangements for escorts of [REDACTED] to FINR)	0.2
	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	3.5
	Review: Consumer Census (dated 9/7/10)	0.1
	Daily Administrative Duties: route calls and take messages	1.0
	Daily Administrative Duties: receive incoming documents/packages	0.5
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.1
	Daily Administrative Duties: maintain file system	1.0
	Daily Administrative Duties: daily office maintenance	0.3
Thursday, September 09, 2010	Status Hearing (Judge Marshall) (re: POA)	3.0
	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	2.0
	Review: Consumer Census (dated 9/8/10)	0.1
	Daily Administrative Duties: route calls and take messages	1.2
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	0.6
	Daily Administrative Duties: maintain file system	0.6
Friday, September 10, 2010	Coordination Meeting with Dr. Kiffer (re: Chambers briefing)	0.4
	Review Incident Report (re: consumer [REDACTED])	0.2
	Daily Administrative Duties: route calls and take messages	1.3
	Daily Administrative Duties: receive incoming documents/packages	0.2
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	0.7
	Daily Administrative Duties: daily office maintenance	0.3
Monday, September 13, 2010	Revise Invoice 0005 per FMT member's request	0.3

	Morning Management Meeting with Mr. Wilfred Aflague (re: RFP which will need to be issued for trustee services; the status of ongoing efforts to convert staff at Guma Hinemlo into LTAs; the need to have DOA countenance the creation of a new position: personal care attendant; the status of contracts for two new psychologists to be brought on board; the need for a meeting with the Director of GMH and the FMT's planned presentation on the POA to the employees at both DMHSA and DISID).	1.3
	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	3.0
	Commute to District Court (re: Invoice 0004) [travel + wait time]	0.5
	Commute to CFGFCU (re: Invoice 0004)	0.3
	Issue payment for services to FMT members (re: Invoice 0004)	1.0
	Daily Administrative Duties: scheduling appointments for FMT members	0.6
	Daily Administrative Duties: route calls and take messages	1.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.3
Tuesday, September 14, 2010	Review: Consumer Census (dated 9/9/10 through 9/13/10)	0.3
	Coordination Meeting with Dr. Kiffer (re: POA briefing for DMHSA; venue bids)	0.6
	Correspondence with Ms. Anne Camacho (Westin) (re: venue for POA briefing for DMHSA)	0.4
	Consumer Complaint: [REDACTED] (re: POA status hearing held on 9/9/10)	0.5
	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	2.5
	Daily Administrative Duties: scheduling appointments for FMT members	0.4
	Daily Administrative Duties: receive incoming documents/packages	0.2
	Daily Administrative Duties: route calls and take messages	1.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.7
	Daily Administrative Duties: maintain file system	0.6
Wednesday, September 15, 2010	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	1.2
	Meeting with John Flores (re: RGH utilities concerns)	0.3
	Correspondence with Ms. Anne Camacho (Westin) (re: venue for POA briefing for DMHSA)	0.2
	Daily Administrative Duties: check and route mail	0.2
	Daily Administrative Duties: scheduling appointments for FMT members	0.3
	Daily Administrative Duties: route calls and take messages	3.6
	Daily Administrative Duties: receive incoming documents/packages	1.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	2.0
	Daily Administrative Duties: make copies of documents per FMT member's request	0.3
Thursday, September 16, 2010	Review: Consumer Census (dated 9/14/10 and 9/15/10)	0.2
	Review and compile billable hours for monthly activity of FMT staff; to be submitted with monthly Invoice 0006	1.2



	Finalize Invoice 0006 prior to submitting to FMT members for review	1.0
	Daily Administrative Duties: scheduling appointments for FMT members	0.2
	Daily Administrative Duties: route calls and take messages	1.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	2.0
Friday, September 17, 2010	POA Briefing with DMHSA, DISID, DVR staff at Westin Resort Guam	3.0
Monday, September 20, 2010	Consumer Complaint: [REDACTED] (re: POA concerns/objections)	0.4
	Review: Consumer Census (9/16/10)	0.1
	Review: Court Documents (dated 2007 - present) re Case 1:01-cv-00041	1.5
	Daily Administrative Duties: scheduling appointments for FMT members	0.3
	Daily Administrative Duties: route calls and take messages	2.0
	Daily Administrative Duties: receive incoming documents/packages	1.0
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.7
	Daily Administrative Duties: maintain file system	1.0
Tuesday, September 21, 2010	Review and reconcile expenses and projections (re: FMT office budget)	0.6
	Review: Consumer Census (dated 9/17/10 through 9/20/10)	0.4
	Meeting with Ms. J. Mesngon (re: invoices/expenditure reports)	0.5
	Daily Administrative Duties: scheduling appointments for FMT members	0.2
	Daily Administrative Duties: route calls and take messages	1.5
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.3
Wednesday, September 22, 2010	Review: Consumer Census (dated 9/21/10)	0.1
	Meeting with John Flores (re: Guahan Waste Control invoice for services)	0.5
	Meeting with Mr. Wilfred Aflague (re: employment contract status)	0.3
	Correspondence with B.Rashe (Re: special projects coordinator employment position)	0.5
	Daily Administrative Duties: check and route mail	0.1
	Daily Administrative Duties: scheduling appointments for FMT members	0.6
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.6
	Daily Administrative Duties: route calls and take messages	2.0
Thursday, September 23, 2010	Meeting with Ms. R. Genese (re: CSS division personnel issues; DVR; social worker shortage)	0.6
	Draft missive to Mr. B. Pinaula (re: DMHSA Clinical Service Providers; Ref: DYA 10-0892)	0.6
	Coordination with Dr. Kiffer (re: status of employment contracts for L. Miller, B. Rashe; physical therapist employment position)	0.7
	Commute to Atty. Generals' Office per FMT members request (re: employment contract for L. Miller)	0.4
	Review: Consumer Census (dated 9/22/10)	0.1

	Daily Administrative Duties: scheduling appointments for FMT members	0.2
	Daily Administrative Duties: route calls and take messages	3.8
	Daily Administrative Duties: make copies of documents per FMT member's request	0.3
	Daily Administrative Duties: receive incoming documents/packages	0.6
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.3
Friday, September 24, 2010	Correspondence with Dept. of Youth Affairs (Janette) (re: DMHSA Clinical Service Providers; Ref: DYA 10-0892 memo)	0.4
	Correspondence with Ms. B. Aljilani (re: Speech and Language Pathologist program)	0.5
	Complete Building Operation Questionnaire for FMT office (as requested by DMHSA Facility Operations Division; ref: John Flores)	0.5
	Review: Consumer Census (dated 9/23/10)	0.1
	Daily Administrative Duties: route calls and take messages	1.1
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.0
	Daily Administrative Duties: daily office maintenance	0.3
Monday, September 27, 2010	Correspondence with Ms. B. Aljilani (re: Speech and Language Pathologist program; inquiries about FMT & POA)	0.6
	Correspondence with Ms. D. Rivera (re: employment contract status)	0.1
	Format missive per FMT member's request (re: Motion to Reimburse the Res)	0.2
	Correspondence with Dr. Manalastas (re: physicians handbook; request for P&P re disruptive client behavior)	0.4
	Review: Consumer Census (dated 9/24/10 through 9/26/10)	0.3
	Review: Court Documents (dated 2007 - present) re Case 1:01-cv-00041	0.5
	Daily Administrative Duties: scheduling appointments for FMT members	0.5
	Daily Administrative Duties: route calls and take messages	1.5
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.5
	Daily Administrative Duties: make copies of documents per FMT member's request	0.3
	Daily Administrative Duties: maintain file system	1.0
Tuesday, September 28, 2010	Correspondence with Mr. T. Arthur (re: Guma Hinemlo rental lease agreement and invoice)	0.5
	Meeting with Ms. J. Mesngon (re: Guma Hinemlo invoice as requested by Mr. T. Arthur)	0.4
	Review: Consumer Census (dated 9/27/10)	0.1
	Purchase supplies for FMT office (Cost-U-Less; See receipt #9377)	0.5
	Review POA comments submitted (re: DOC 802)	0.6
	Review POA comments submitted (re: DOC 802-1)	1.0
	Coordination Meeting with Dr. Kiffer (re: POA comments/objections filed 9/27/10; ref: DOC 801, 802, 802-1, 802-2)	0.5
	Daily Administrative Duties: check and route mail	0.2
	Daily Administrative Duties: scheduling appointments for FMT members	0.4

	Daily Administrative Duties: route calls and take messages	2.0
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.4
Wednesday, September 29, 2010	Correspondence with Ms. J. Mesngon (re: RGH invoices)	0.3
	Correspondence with Dr. Bachmeier (re: behavioral treatment plans for consumer [REDACTED]; clinical staff concerns)	0.5
	Consumer Complaint: [REDACTED] (re: POA comments; concerns with FMT staff)	0.5
	Daily Administrative Duties: check and route mail	0.1
	Daily Administrative Duties: scheduling appointments for FMT members	0.4
	Daily Administrative Duties: route calls and take messages	4.0
	Daily Administrative Duties: receive incoming documents/packages	1.0
	Daily Administrative Duties: make copies of documents per FMT member's request	0.3
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.6
	Daily Administrative Duties: maintain file system	1.0
Thursday, September 30, 2010	Correspondence with R. Osawa (re: purchase orders for psychological testing kits for DMHSA; correspondence with vender)	0.3
	Correspondence with Ms. J. Mesngon (re: purchase orders for psychological testing kits for DMHSA)	0.3
	Review: Consumer Census (dated 9/28/10 and 9/29/10)	0.2
	Format document (re: Waitlist) per FMT member's request	0.3
	Review POA comments submitted (re: DOC 801)	0.3
	Daily Administrative Duties: scheduling appointments for FMT members	0.3
	Daily Administrative Duties: route calls and take messages	1.5
	Daily Administrative Duties: review correspondence prior to forwarding to FMT members for review	1.0
	Daily Administrative Duties: daily office maintenance	0.2
	<b>TOTAL HOURS:</b>	<b>143.3</b>

**Dominique C. Escoto**  
**Receptionist**

<b>Date</b>	<b>Activity</b>	<b>Time Spent (hrs)</b>
Wednesday, September 01, 2010	Daily Receptionist Duties: check and route mail	0.2
	Daily Receptionist Duties: route calls and take messages	3.5
	Daily Receptionist Duties: receive incoming documents/packages	1.1
	Daily Receptionist Duties: maintain file system	3.2
Thursday, September 02, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	4.0
	Daily Receptionist Duties: receive incoming documents/packages	1.2
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.5
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.5
	Daily Receptionist Duties: maintain file system	2.0
Friday, September 03, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	3.2
	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: maintain file system	1.7
	Daily Receptionist Duties: make copies of documents per FMT member's request	1.0
Tuesday, September 07, 2010	Daily Receptionist Duties: check and route mail	0.2
	Daily Receptionist Duties: route calls and take messages	1.9
	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: maintain file system	4.0
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.6
	Daily Receptionist Duties: daily office maintenance	0.3
Wednesday, September 08, 2010	Daily Receptionist Duties: check and route mail	0.3
	Daily Receptionist Duties: route calls and take messages	3.0
	Daily Receptionist Duties: receive incoming documents/packages	1.3
	Daily Receptionist Duties: maintain file system	2.8
Thursday, September 09, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	4.0
	Daily Receptionist Duties: receive incoming documents/packages	1.5
	Daily Receptionist Duties: maintain file system	2.0
Friday, September 10, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	3.6
	Daily Receptionist Duties: receive incoming documents/packages	0.6
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.5
	Daily Receptionist Duties: maintain file system	1.3
	Daily Receptionist Duties: daily office maintenance	0.3
Monday, September 13, 2010	Daily Receptionist Duties: check and route mail	0.3
	Daily Receptionist Duties: route calls and take messages	2.0

FEDERAL MANAGEMENT TEAM

SEPTEMBER 1, 2010 – SEPTEMBER 30, 2010

INVOICE 0007

19

	Daily Receptionist Duties: receive incoming documents/packages	0.9
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.7
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	1.1
	Daily Receptionist Duties: maintain file system	3.0
	Daily Receptionist Duties: daily office maintenance	0.3
Tuesday, September 14, 2010	Daily Receptionist Duties: check and route mail	0.2
	Daily Receptionist Duties: scheduling appointments for FMT members	0.2
	Daily Receptionist Duties: route calls and take messages	4.0
	Daily Receptionist Duties: receive incoming documents/packages	2.0
	Daily Receptionist Duties: maintain file system	1.5
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.4
Thursday, September 16, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	3.4
	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.7
	Daily Receptionist Duties: maintain file system	1.7
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.8
Friday, September 17, 2010	POA Briefing with DMHSA, DISID, DVR staff at Westin Resort Guam	3.0
	Daily Receptionist Duties: route calls and take messages	0.8
	Daily Receptionist Duties: receive incoming documents/packages	0.8
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	1.0
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.4
	Daily Receptionist Duties: maintain file system	0.5
	Daily Receptionist Duties: daily office maintenance	0.3
Monday, September 20, 2010	Daily Receptionist Duties: check and route mail	0.2
	Daily Receptionist Duties: route calls and take messages	3.0
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.4
	Daily Receptionist Duties: maintain file system	2.4
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	1.0
Tuesday, September 21, 2010	Daily Receptionist Duties: route calls and take messages	3.4
	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.6
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.4
	Daily Receptionist Duties: maintain file system	2.4
Wednesday, September 22, 2010	Daily Receptionist Duties: check and route mail	0.2
	Daily Receptionist Duties: route calls and take messages	3.5

	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.6
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.4
	Daily Receptionist Duties: maintain file system	2.0
Thursday, September 23, 2010	Daily Receptionist Duties: route calls and take messages	2.5
	Daily Receptionist Duties: maintain file system	1.4
Friday, September 24, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	3.0
	Daily Receptionist Duties: maintain file system	3.0
	Daily Receptionist Duties: receive incoming documents/packages	0.4
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.3
Monday, September 27, 2010	Daily Receptionist Duties: check and route mail	0.3
	Daily Receptionist Duties: route calls and take messages	3.0
	Daily Receptionist Duties: receive incoming documents/packages	0.5
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.2
	Daily Receptionist Duties: maintain file system	0.6
	Daily Receptionist Duties: daily office maintenance	0.2
Tuesday, September 28, 2010	Daily Receptionist Duties: route calls and take messages	3.0
	Daily Receptionist Duties: receive incoming documents/packages	1.0
	Daily Receptionist Duties: maintain file system	2.0
	Daily Receptionist Duties: make copies of documents per FMT member's request	0.4
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.6
Thursday, September 30, 2010	Daily Receptionist Duties: check and route mail	0.1
	Daily Receptionist Duties: route calls and take messages	3.2
	Daily Receptionist Duties: receive incoming documents/packages	0.6
	Daily Receptionist Duties: assisted clients with scheduled appointments with FMT staff	0.3
	Daily Receptionist Duties: maintain file system	2.0
<b>TOTAL HOURS:</b>		<b>135.0</b>

Full-amount (\$700.00) paid on 9/14/10 to Westin Resort Guam from James Kiffer's personal account to secure venue for POA briefing for DMHSA, DISID, and DVR staff

# THE WESTIN

RESORT  
GUAM

## CREDIT CARD AUTHORIZATION/SHORT LEAD BILLING FORM

**THIS FORM MUST BE FILLED OUT COMPLETELY.**

The Westin Resort Guam accepts the following credit card payments:  
American Express, Visa, Mastercard, Diners Club / Carte Blanche, JCB

I authorize the Westin Resort Guam to:

1. Immediately bill my credit card (check one):

For full amount       \$ \_\_\_\_\_

\$700.00

# THIS AMOUNT EXCLUDED FROM INVOICE EXPENSE TOTAL

Credit Card Number: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Print Name on Card Holder: JAMES J. KIFFER

Card Holder's Phone Number with Area Code: \_\_\_\_\_

Today's Date: 09/14/2010

Catering or Conference Manager's Signature: \_\_\_\_\_

-----  
Resort Use Only

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Initials: \_\_\_\_\_

Amount: \_\_\_\_\_

105 Gun Beach Road, Tumon, Guam 96913  
FED. MGMT. TEAM

Phone: 671-647-1020 Fax: 671-647-0911  
EXPENSE ACTIVITY 9/1/10 - 9/30/10

westin.com/guam



**THE WESTIN**  
RESORT  
GUAM

**Banquet Event Contract**

105 Gun Beach Road  
Tumon, GU 96913, US  
+1 671 6471020

<b>Account Name:</b> Federal Management Team	<b>Contract Number:</b> [REDACTED]
<b>Contact Name:</b> Kiffer	<b>Catering Status:</b> Prospect
<b>Address:</b> Pending	<b>Booking Name:</b> DMHSA & DISID Meeting
<b>Telephone:</b> [REDACTED]	<b>Events Coordinator:</b> Anne Camacho
<b>Fax:</b>	<b>Resv.Coordinator:</b> Anne Camacho
	<b>On-Site Contact:</b>

**Friday, 17 September 2010**

Time	Room	Function	Set-up	Exp/Gtd	Rental
08:30 - 11:30	Somnak 1& Foyer 1	Meeting	Rounds of 10	125 / 100	<b>INCL</b>

**Food Service**

Somnak 1& Foyer 1: Break AM  
Exp 125 / Gtd 100  
Serving Time: 08:30 To 11:30  
Assorted Breakfast pastries

**BILLING ARRANGEMENT**

Somnak 1& Foyer 1 08:30 To 11:30  
Billing Arrangement  
\*\*\* - Room Rental of \$700  
- Banquet to post revenue to food

**SIGNAGE**

Somnak 1& Foyer 1 08:30 To 11:30  
Signage Notes  
\*\*\* - DMHSA & DISID Meeting  
- Somnak Ballroom, 3rd Floor  
- 8:30 AM - 11:30 AM

**Beverage Service**

Somnak 1& Foyer 1: Beverage Station  
Exp 125 / Gtd 100  
Serving Time: 08:30 To 11:30  
Ice tea  
Ice water  
Freshly brewed regular coffee

**ROOM SET-UP**

Somnak 1& Foyer 1 08:30 To 11:30  
ROOM SETUP  
\*\*\* - Theater Style for 125 pax  
- 1 Rectangle table for Registration in foyer  
- Food & Beverage set up in the foyer

**AUDIO/VISUAL**

Somnak 1& Foyer 1 08:30 To 11:30  
A/V NOTES  
\*\*\* - 1 Microphone with Podium  
- Screen for LCD  
- Guests to provide LCD and Laptop

**ENGINEERING**

Somnak 1& Foyer 1 08:30 To 11:30  
Engineering Notes  
\*\*\* - Turn on AC and Foyer Lights 3 hours prior to function

Federal Management Team	09/14/10	Anne Camacho	09/14/10
Organization Authorized Signature		Catering Account Executive	

Date Last Printed: 09/14/10



Customer Initials  
FED. MGMT. TEAM

Page 1 of 1  
EXPENSE ACTIVITY 9/1/10 - 9/30/10

INVOICE 0007





Your Best Value warehouse Store.

TAMUNING

RETURNS WITHIN 30 DAYS WITH RECEIPT

Pi# 71498379194	
2: "X35" DRY ERASE	22.99
Pi# 71498379194	
2: "X35" DRY ERASE	22.99
2 BALANCE DUE	45.98
CHECK	45.98
YOUR APPROXIMATE GRT	1.77
TOTAL	45.98
CHANGE	0.00

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CASHIER NAME: [REDACTED] 13:20:51 28SEP2010  
 COO:28 #9377 S00005 R003

THANK YOU  
 FOR SHOPPING  
 COST-U-LESS  
 Trading Hours  
 Monday - Saturday  
 9AM - 9PM  
 Sunday  
 9AM - 7PM

Two (2) Dry-Erase boards purchased per FMT member's request to track RFP's and Employment Contracts.