



**GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
Friday, September 14, 2018
11am-12:00pm
Guam Solid Waste Authority Conference Room**

The meeting noticed for September 14, 2018 was recessed due to a lack of quorum and scheduled to reconvene on September 21, 2018 at 11 a.m. A written notice with information on when the Board meeting would reconvene was posted to the GSWA's doors.

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BOARD OF DIRECTORS' MEETING MINUTES
Friday, September 21, 2018 11am
Guam Solid Waste Authority Conference Room**

I. Call to Order

The Guam Solid Waste Authority Board of Directors' meeting was called to order by Chairman, Andrew Gayle, at 11:05 a.m.

II. Roll Call

Board Members:

Andrew Gayle

Chairman

Jonathan Denight

Vice Chairman (via phone)

Minakshi Hemlani

Board Secretary

Management & Staff:

Chace Anderson

Receiver Operations Manager

Jennifer Hernandez

GSWA Staff

Guests:

George Castro

Court Reporter

III. Approval of Minutes

Board members reviewed the August 31, 2018 draft minutes. Receiver Operations Manager, Chace Anderson, commented that on page 3 of the draft, in the discussion of the CSC post-audit, there is a specific number of employees possibly misallocated; however, a number was not specified at the August 31 meeting. Mr. Anderson also stated that the subject of an interim General Manager was only discussed during the Management Team Search discussion of the meeting, and not again after Executive Session. Secretary Minakshi Hemlani stated that everything after the phrase "leaving GSWA without employees" should be deleted from the sentence regarding CSC post-audit discussion and to move the interim GM discussion from the After Executive Session item to before Open Discussion. Secretary Hemlani made a motion to approve the minutes subject to the changes discussed. The motion was seconded by Vice Chairman Jonathan Denight. The motion passed unanimously.

IV. Reports

a. Management/Receiver's Report

i. Operating Budget

No updates.



- ii. **Cash Collections and Billing**
No updates.
 - iii. **Tonnage**
Board members will review the provided Tonnage Report.
- b. **Committee Reports**
- i. **Personnel Transition**
 - 1. **Government Classification and Compensation Plan Update**
Mr. Anderson, reported that the Classification and Compensation plan is currently being worked on and is scheduled to be completed by the end of December. He will send the projected timeline to the Board. He also reported that Pacific Human Resources have been placed on stand-by, and that Allied Business Consultants have assumed the project. Vice Chairman Jon Denight asked why Pacific Human Resources was on standby. Mr. Anderson responded that Allied Business Consultants would be faster in meeting the required deadlines and had a broader scope of experience. Mr. Anderson stated that the goal was for everything to be completed by December 2018. Secretary Hemlani inquired if the December 2018 goal included review by the Department of Administration. Mr. Anderson confirmed that DOA will be reviewing the final draft.
 - ii. **Management Team Search**
 - 1. **GM Candidates**
Chairman Gayle reported that there were two applicants for the GM position. He interviewed Mr. Joe Suleyman and stated that he is very well qualified and knowledgeable. He informed the Board that he had requested for Mr. Suleyman to travel to Guam for a second interview; however, communication had been lost with the candidate due to Hurricane Florence devastating the candidate's home city of Wilmington, North Carolina. Chairman Gayle is now unsure of the candidate's intentions toward the position with GSWA, but he will continue to attempt to communicate with him. He reported that the second candidate withdrew his application due to a post-graduate study he will be conducting with his current employer. Chairman Gayle stated that he and Mr. Anderson discussed the possibility of hiring a headhunter who specialized in solid waste positions. Chace sought a price quote from a headhunter who has reached out to GSWA several times. The quote provided was approximately 33% of the candidate's annual salary. Chairman Gayle asked Mr. Anderson to negotiate with the headhunter to bring down the asking rate. Secretary Hemlani requested Mr. Anderson clarify the terms of the headhunter's engagement – for example, would he receive payment when the candidate was referred, or hired, or after the candidate's probationary period? The Board members discussed the possibility and agreed that GSWA should consider using a headhunter for the GM position.
 - 2. **Comptroller Candidates**
Chairman Gayle reported that the Comptroller candidate, Kathrine Kakigi, accepted the proposed employment agreement and will start work on Monday, September 24, 2018.
- Vice Chairman, Jonathan Denight, requested suggestions on a motion to allow Chairman Gayle to proceed with interviewing, and approving travelling arrangements for candidates to fly into Guam for second interviews, and to negotiate employment agreements, if appropriate, after interview. Secretary Hemlani stated that she believed the Board could authorize the Chairman to conduct all preliminary requirements, but that they would have to meet and vote as a Board when hiring a candidate. Chairman Gayle asked that the motion include he have the discretion to hire a headhunter. He agreed that the official hiring of a candidate would have to be decided on as a Board.



Secretary Hemlani moved for Mr. Anderson to negotiate with a headhunter, and for Chairman Gayle to engage headhunting services if reasonable, and for Chairman Gayle to be authorized to interviewing candidates and fly them to Guam for interviews, on behalf of the Board. Vice Chairman Denight seconded the motion. Motion was passed.

V. Unfinished Business

a. Latest Court Order Action Items

1. Report to the Court

Chairman Gayle reported that Ken Orcutt of the Attorney General's Office filed a report to the Court on behalf of the Board of Directors. He also filed a report on the status of the Board's legal counsel.

2. Resolution of Personnel Issue

3. Update on GSWA Contracts

b. GSWA Board Legal Counsel

c. Posting of Rates and Charges on GSWA Website

Chairman Gayle reported that the rates and charges were posted on the GSWA website, and thanked Mr. Anderson and the staff for doing the same.

VI. New Business

None.

VII. Open Discussion

None.

VIII. Public Forum

None.

IX. Next Meeting

The Board scheduled its next meeting for Friday, October 26, 2018, at 11am at the Guam Solid Waste Authority Conference Room.

X. Adjournment

Secretary Hemlani motioned to adjourn meeting at 11:28 a.m. The motion was seconded by Vice Chairman Denight and passed unanimously.