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GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

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



JAMES W. GILLAN
DIRECTOR

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DEPUTY DIRECTOR

NOV 07 2016

Office of the Speaker
Judith T. Won Pat, F.D.D

Honorable Judith T. Won Pat
Speaker
33rd Guam Legislature
155 Hessler Place
Hagatna, Guam 96910

Date: 11/14/16
Time: 3:55 PM
Received By: [Signature]

Dear Madam Speaker:

Attached is the fiscal year 2016 fourth quarter report of activities and inventory of non-expendable property of the *Guma* San Jose shelter. This is in compliance with Public Law 33-66, Chapter XIII, Section 6, 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



**Catholic
Social
Service**

Catholic Charities Guam

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Executive Director

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QUARTERLY REPORT

CONTRACTOR: CATHOLIC SOCIAL SERVICE

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

PROJECT TITLE: GUMA SAN JOSE
DEDEDO & ORDOT SHELTERS

MONTH: JULY, AUGUST, SEPTEMBER

FISCAL YEAR: 2016

PREPARED BY:
TERRY MORTERA

TITLE: PROGRAM MANAGER

APPROVED BY:
DIANA B. CALVO
EXECUTIVE DIRECTOR

SUBMISSION DATE: 10/12/16



"Respecting The Dignity Of The Human Person Through Service"



**QUARTERLY REPORT
DEDEDO & ORDOT SHELTERS
July, August, September FY 2015-2016**

No. of Staff: 14/15 (Vacant Position: x1 Case Worker)

No. of Clients/Dededo Shelter: 193 No. of Cases: 64 Waitlist Cases: 57

No. of Clients/Ordot Shelter: 13 No. of Cases: 26 Waitlist Cases: 16

DEDEDO SHELTER

Placement:

- Two (2) cases or eight (8) individuals moved to Expansion Unit (case number: 51608, 61615)
- Three (3) case or fourteen (14) individuals moved out with the assistance from Salvation Army (case number : 51606, 71613, 71618)
- One (1) case of four (4) individuals moved out and will move back to Chuuk (case number: 51624)
- One (1) case of six (6) individuals moved to her daughter's house in Yigo (case number: 51622).
- Five (5) case or twenty-two (22) individuals moved to a house or an apartment with her own saving (case number: 61614, 71626, 71628, 81606, and 61626).
- One (1) case or two (2) individuals moved out and got Section 8 Voucher for Summer Town (case number: 71615).

Emergency Housing (EH):

- Thirty-eight (38) cases or one hundred forty-one (141) individuals were housed overnight because there were no available rooms for the 60 day program, also they did not have necessary documents at the time of intake.

Walk In Assistance:

- A male individual came in to request for shower service once. He is employed and does not need the shelter though he is homeless.
- Another male individual came in to request for food service once. He makes living with public benefits only, not employed homeless, and yet, he said he did not need the shelter service.
- A family of five (5) individuals came in to request for food service once. They make living with public benefits only. own the transportation, and not homeless.
- A male individual came in to request for food service twice. He is employed, receiving public assistance, and lives in his car. Not required shelter service.
- A couple came in to request for food service twice. They said they are not employed and not homeless.
- A family of three (3) came in to request for shower service eight (8) separate times, food two (2) times, and wash clothes once. The family utilized EH six (6) times and was offered using fenced

car-port when they needed the safe parking space to sleep in the car. After the six times of EH, this family finally was offered the 60-day program.

- A family of seven (7) who were staying in their car, parked at Dededo Park for almost 3 months, came in to request for shower service two
- A male individual came in to request for shower service four separate times. He is employed and does not need the shelter though he is homeless.
- A family of five (5) individuals came in to request for food service once, showers twice, and laundry service once. The head of household works at Department of Public Works and the family lives in their car. Their application for 60-day program is on waiting list.
- A family of five (5) came in to request for food service once.
- A couple came in to request for shower service once. They said they were homeless and did not have income.
- A family of seven (7) individuals, who was exit out on the previous day and was staying at their van, came in to request for using bathroom and shower service twice.
- A single female came in to request for food service once. She has income and receives food stamp. Though she lives in her car, she said she did not need shelter service.
- A single female came to request for food service once. She was staying on Tumon beach, and a few days later, she was housed in Guma San Jose.
- A family of two (2) came in to request for shower service twice.

Voluntary Exit:

- One (1) single client exit out due to the long distance to her work (case number: 91615).
- One (1) family of three (3) individuals exit out due to her complicated duties (case number: 91622).

Eviction:

- None for this reporting period.

Work Assistance:

- One (1) case was assisted in obtaining an employment. Head of household got a job with assistance from GSJ. She diligently looked for jobs and was finally hired before she moved out. (Case number 51606).
- One (1) case was assisted with information about the job opportunity at GSJ as a Shelter Worker (case number 61602). The client applied for the position.
- One (1) case of two adults was assisted in obtaining employments. They were sent to American Job Center and finished the Orientation process (case number: 61627).
- One (1) case of two (2) individuals was assisted in obtaining an employment. Head of household was sent to American Job Center and was assisted by a counselor. He visits the website to check his application status. (Case number 81615).
- One (1) case of single mom was assisted in obtaining employments. She was sent to American Job Center and finished the Orientation process (case number: 71625). Her daughter assisted her to visit the website to check her application status.
- One (1) case of a couple was assisted in obtaining employments. The head of household expects to start working at a delivery company, as soon as the Medical Certification is submitted to the company.
- One (1) case of three (3) individuals was assisted in obtaining an employment. Head of household was assisted with petty cash assistance for physical exam (Case number 71612).

- One (1) case of three (3) individuals was assisted in obtaining employments. The head of household was assisted with going back to her job through the intervention with her employer (case number: 81627).

ORDOT SHELTER

The shelter is still being operated under a temporary permit pending an inspection by the Department of Public Works. In order to pass the inspection, a certified electrician needs to inspect and certify the electricity at the shelter. CSS Support Service had paid a contractor, but work has not yet been done.

Placement:

- One (1) single individual moved to a house with his own saving (case number: 71619).
- One (1) single individual moved to Kentucky for medical treatment with Mileage Donation Program from Ayuda Foundation (case number: 51623).
- One male individual moved to the states (Hawaii) for his medical treatment with VA benefit (case number: 81613).
- One single male moved back to Philippines, joining with his family (case number: 81621).
- One single male moved out to her daughter's place, as she felt sorry for her dad and decided to take him in her house (case number: 71603).

Emergency Housing (EH):

- Seventeen (17) cases or seventeen (17) individual male were housed overnight and moved out the next day because there was no available bed at the time of intake.

Walk-In Assistance:

- Four (4) individuals came to request for shower and food services.

Voluntary Exit:

- None for this reporting period.

Eviction:

- A single man was evicted due to having a case of beer in his room (Case Number: 71620).

Work Assistance:

- None for this reporting period.

Consolidated Dededo/Ordot Pending Work as submitted to CSS Support Services:

1. Repaint floor in Lanai area. (needs water blasting)
2. Fire Alarm System need repair, till then, GSJ conducts GFD fire watch.
3. GFCI in 3 rest rooms are malfunctioning and needs replacement
4. Repaint several client rooms
5. Five (5) hallway lights need replacement
6. Left-wing four(4) emergency lights need replacement (Ordot)
7. Right-wing emergency lights to be placed.(Dededo)
8. Certification of electricity by a certified electrician. (Ordot) Certification Completed
9. Left wing sink is leaking and needs some plumbing work done. (Dededo)

10. Left wing sliding pantry door needs repair or replacement. (Dededo)
11. Right family shower plumbing set needs replacement. (Dededo)
12. Right ADA rest room water leak in the wall.(Dededo) Repair Completed
13. Staff bathroom vent need replacement. (Dededo)
14. Laundry room's vent not working. (Dededo)
15. All six (6) AC Split units need repair/service contract. (Dededo)
16. Hallway vents need servicing, left and right wings
17. Single restroom left wing toilet leaking.
18. Chest Freezer needs replacement.
19. Common area A/C needs repair. Installation needed as well.(Ordot)
20. Unit 1 refrigerator needs replacement.
21. Ordot van's window needs repair.
22. Ordot van's brake repair.
23. Dededo van's front fender needs repair.
24. Both shelters need water blasting and new paint job.
25. Ordot shelter living/common space tile needs replacement.
26. Ordot ceiling fans (2) two needs installation.
27. Dededo water treatment system needs installation for client use.

Shelter Needs:

1. Chest Freezer – need is for clients that buy their meat in bulk to save money.
2. Copy machine – need is to make photo copies for staff & clients.
3. Purchase 2 washers & dryers.
4. Purchase two (2) Computers & two (2) printers for Shelter Workers and Social Worker.
5. Purchase a 500 gallon tank to be used during water outages.
6. One (1) bush cutter – to cut grass around the shelters and to be used for training the clients.
7. Purchase one (1) water blaster. Donated by Staffer
8. Purchase one (1) Lawn mower.
9. Weed Blower. Donated by Staffer
10. Purchase a computer for the front office x2 push to talk or FRS radio as a communication tool between Shelter workers outside and main office
11. Internet needed for Men's Shelter. Inter net service donated by IT&E

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, Public Health- Dededo, Public Health- Mangilao, SDA Clinic, GBHWC, AIIRD, DOL, DOE, GHURA, super markets, etc.

Follow ups were made with 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.

- Total number of calls that the clients made from the office telephones was 1467.
- Total number of meals that were provided to clients were 2688 (excluding sponsored dinners and walk-in assistance). Twelve (12) cases or thirty (30) individuals do not qualify with SNAP, and eighteen (18) cases or seventy-two (72) individuals do not have any income. Other families/individual request for food because they were out of SNAP or cash.

- Total number of transportation that were provided to clients were 189 (excluding sponsored dinners).
- Total number of clients that used the computer services in Dededo was 7. Though there is internet access in Ordot since August, 2016, nobody used it for this reporting period.

OUTREACH

- August 8, 2016 – One (1) family of six (6), a couple and four (4) minor children (3, 2, 1 year old and 5-month old boys) are spending time near the Dededo Skate Park. They were brought to GSJ Main Shelter by a police man in June 2016 and were offered the 60-days program; however, they declined the services, saying they did not like the rules of the shelter. Head of household informs that a friend of her offers a night-time shelter, so they sleeps at the friend's house and spend day time at the park while the friend is out for work.
- August 17, 2016 – One (1) family of a couple stays at the Tutujan Park in Agana Heights. The woman and her two children stayed at the GSJ Main Shelter many times between 2011 and 2016, and now she stays with her boyfriend at the park, having her children at her relatives' house nearby. They were suggested to apply for 60-day program; however, the common-law couple cannot stay together if they apply with her children, because her boyfriend is not the father of the children.
- August 17, 2016 – One (1) family of five (5), a couple and three (3) minor children (14, 12, and 2 years old) are staying at Adelup Hurao Pavilion, after they had to move out from their relative's house 2 ½ months ago. The head of household informs that she applied for Section 8 Housing program a previous week through DISID, and that they are #55 on the Public Housing Waiting List. The family owns an old vehicle, parked by the pavilion with very low gas, therefore they limit the transportation. They asked for pampers (#3 or 4) and were suggested them to visit GSJ to pick up some donated pampers when they have enough gas. They prefer to stay at the place rather than coming to GSJ, because their two children are attending Jose Rios Middle school, and the bus stop is nearby. They were provided with one case of MRE.
- September 2, 2016 – One (1) male was hospitalized at the Guam Regional Medical City (GRMC) after he was brutally beaten by a young man. He has been staying in his broken vehicle for a couple months after he moved out of his step-son's GHURA house, leaving behind his sick wife who had been suffering from dementia. VI-SPDAT Assessment was conducted at the hospital room, and this homeless man was discharged from GRMC a few days later. Initially he was taken to his step-son's place to find out if he would be accepted; however, the step-son did not allow him to stay in his place. Without having any place to go, this homeless man was housed in Guma San Jose Men's Shelter, where he showed many problems, including incontinent problem, chest pains, frequent falls, and inability of personal hygiene. Realized that this client was not fit to the homeless shelter program, GSJ SW and GRMC SW together pursue transferring client to St. Dominic's Senior Care Home through Office of Public Guardian. As of September 28, the Public Guardianship was granted and client was accepted at the St. Dominic's.
- September 29, 2016 – An outreach with Homeless Coalition with sponsorship with Triple J Motors was conducted at the Dededo Mayor's Office front porch, where a homeless feeding was provided every evening.

PROGRAM ACTIVITIES:

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

Clients:

- July 5, 2016 – SNAP class for clients held at GSJ Lanai.
- July 14, 2016 -- New Covenant Church provided dinner for clients held at GSJ Lanai.
- July 16, 2016 – St. John’s church provided the dinner for clients held at GSJ Lanai.
- July 20, 2016 – Santa Barbara Parish provided dinner. Clients were transported to and from dinner location.
- July 23, 2016 - Started community garden after the latest harvest.
- August 11, 2016 -- New Covenant Church provided dinner for clients held at GSJ Lanai.
- August 20, 2016 – St. John’s church provided the dinner for clients held at GSJ Lanai.
- August 24, 2016 – Santa Barbara Parish provided dinner. Clients were transported to and from.
- August 27, 2016 – 36 OSS Anderson provided dinner for clients held at GSJ Lanai.
- August 31, 2016 -- SNAP class for clients held at GSJ Lanai.
- September 3, 7, 10, 14 -Nutrition Classes were provided from UOG/ EFNEP held at GSJ Lanai. Certification was provided to the clients who completed the classes.
- September 8, 2016 -- New Covenant Church provided dinner for clients held at GSJ Lanai.
- September 9, 2016 -- Parenting Class was provided from Micronesian Resource Center held at GSJ Lanai.
- September 17, 2016 -- St. John’s church provided the dinner for clients held at GSJ Lanai.
- September 23, 2016 -- Island Directory provided the dinner at CSS. Clients were transported to and from the site.
- September 24, 2016 – St. Teresita church provided the dinner for clients held at GSJ Lanai.
- September 27, 2016 – Santa Barbara Maranda held at Santa Barbara School Gym. Clients were transported to and from the site.
- September 28, 2016 – Santa Barbara Dinner held at Santa Barbara Church. Clients were transported to and from the site.
- September 30, 2016 -- University of Santo Thomas provided the dinner for clients held at GSJ Lanai.

Staff:

- July 11, 2016 GHURA Building Inspection.
- July 12, 2016- Frail Mass closeout meeting
- July 13, 2016 – Final 5k Planning Meeting
- July 18, 2016 –Active Shooter Training Video.
- July 19,2016 –Continuing development and dissemination of information: Guma San Jose Homeless Shelter Disaster Preparedness & Safety Plan Fire, Typhoon, Earthquake, Tsunami and Active Shooter
- July 28, 2016 – Quarterly Shelter Monitoring from BOSSA.
- July 19, 2016 – GSJ Concept of Operations meeting w/ Dir.
- July 20, 2016 - Shelter Worker Interviews at CSS
- July 20, 2016 – Guam Homeless Coalition Regular Meeting
- August 2, 2016 – GSJ Executive Team Meeting (Shelter Managers, Social Worker)
- August 9, 2016 – CoC Strategic Planning Meeting
- August 11, 2016 -- New Covenant Church provided dinner for clients held at GSJ Lanai.
- August 17, 2016 -- Outreach
- August 17, 2016 5K After Action Meeting
- August 17, 2016 -- CSS Managers Meeting
- August 17, 2016 – GHC Regular Monthly Meeting

- August 18, 2016 -- HUD/CoC Webinar at GHURA
- August 19, 2016 – GHC CoC Program Membership working Meeting at CSS
- August 20, 2016 – 2016 kNOw MORE Community Advocate Training at Pacific Star Resort, sponsored by Guam Coalition Against Sexual Assault and Family Violence. Kyung attended the training.
- August 22, 2016 RFP Meeting w/ Executive Director
- August 23, 2016 -- GSJ Executive Team Meeting
- August 24, 2016 – Submit RFP to GSA w/Deputy Director
- August 31, 2016—Fr. Joel’s Retirement Function at CSS
- August 31, 2016—CoC Strategic Planning Meeting at CSS
- September 2, 2016 – GHC/COG Strategic Planning Meeting
- September 8, 2016 - GHC/COG Strategic Planning Meeting
- September 9, 2016 - GHC/COG Strategic Planning Meeting
- September 12, 2016 – BOSSA Walk around at GSJ w/ Deputy Director
- September 13, 2016 – Executive Team Meeting
- September 15, 2016 – CSS Managers Meeting
- September 16 2016 – GHC Regular Meeting
- September 21, 2016 – One Stop Licensing Seminar at CSS
- September 22, 2016 -- HUD Training for CoC Homeless Programs. Sinajana
- September 22, 2016 – Triple J Outreach Planning Meeting
- September 27, 2016 – Triple J Outreach Final Planning Meeting
- September 29, 2016 – Budget Meeting with Director
- September 29, 2016 - Triple J Out Reach Dededo Mayor’s Office
- September 29, 2016 – 2nd Budget Meeting with Director
- September 29, 2016 - GSJ Staff Meeting