



**GPA RESOLUTION NO. 2018-08
GWA RESOLUTION NO. 21-FY2018**

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5 **WHEREAS**, under 12 G.C.A. § 14105, the Consolidated Commission on Utilities
6 (“CCU”) has plenary authority over financial, contractual and policy matters relative to the
7 Guam Power Authority and the Guam Waterworks Authority; and
8

9 **WHEREAS**, the Guam Power Authority (“GPA”) and the Guam Waterworks Authority
10 (“GWA”) are Guam Public Corporations established and existing under the laws of Guam; and
11

12 **WHEREAS**, the CCU has directed GPA and GWA to review the existing reporting
13 requirements of the Officers of the Authorities along with the manner and frequency of
14 evaluating the performance of the individual in each position; and
15

16 **WHEREAS**, GPA and GWA drafted a new unified EXECUTIVE OFFICER
17 EVALUATION POLICY (Exhibit “A”) to memorialize the responsibilities of the CCU and the
18 General Managers with respect to assessing the performance of the executive officer team for
19 each utility with the intent of establishing and documenting the performance goals and objectives
20 for the officer team, assessing the performance against appropriate and measurable criteria, and
21 recommending measures for improvement where and if needed; and
22

23 **WHEREAS**, the CCU has solicited comments from GPA & GWA General Managers
24 and General Counsels regarding the proposed EXECUTIVE OFFICER EVALUATION
25 POLICY; and
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27 **WHEREAS**, management of GPA and GWA request the CCU to adopt the proposed
28 unified EXECUTIVE OFFICER EVALUATION POLICY.
29

30 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
31 does hereby approve the following:
32

1 **NOW BE IT THEREFORE RESOLVED**, the Consolidated Commission on Utilities
2 does hereby approve the following:

- 3
- 4 1. The unified EXECUTIVE OFFICER EVALUATION POLICY (Exhibit "A") for
5 GPA and GWA is hereby adopted to include the General Managers, Chief Financial
6 Officers and General Counsels of GPA and GWA.
- 7 2. This policy shall be effective for the Guam Power Authority, Guam Waterworks
8 Authority and the Consolidated Commission on Utilities on April 1, 2018.

9

10 **RESOLVED**, that the Chairman certified and the Board Secretary attests to the adoption
11 of this Resolution.

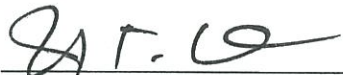
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13 **DULY AND REGULARLY ADOPTED**, this 27th day of March, 2018.

14

15 Certified by:

15 Attested by:

16 
17 _____
18 **JOSEPH T. DUENAS**
19 Chairperson

16 
17 _____
18 **J. GEORGE BAMBA**
19 Secretary

20

21 **SECRETARY'S CERTIFICATE**

22

23 I, J. George Bamba, Board Secretary of the Consolidated Commission on Utilities as
24 evidenced by my signature above do hereby certify as follows:

25 The foregoing is a full, true and accurate copy of the resolution duly adopted at a regular
26 meeting by the members of the Guam Consolidated Commission on Utilities, duly and
27 legally held at a place properly noticed and advertised at which meeting a quorum was
28 present and the members who were present voted as follows:

28 AYES: 5

29 NAYS: 0

30 ABSTENTIONS: 0

31 ABSENT: 0

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CONSOLIDATED COMMISSION ON UTILITIES
Guam Power Authority | Guam Waterworks Authority
P.O. Box 2977 Hagatna, Guam 96932 | (671)649-3002 | guamccu.org

EXECUTIVE OFFICER EVALUATION POLICY

Section 1. AUTHORITY

In accordance with 12 GCA §79101, the Consolidated Commission on Utilities (CCU) hereby adopts the following Policy on Personnel Performance Evaluations, to assist in the conduct of its affairs.

Section 2. PREAMBLE

The CCU is tasked under law with the responsibility of recruitment, management and direction of the executive management positions for both the Guam Power Authority (GPA) and the Guam Waterworks Authority (GWA), specifically the General Managers, Chief Financial Officers, and General Counsels for the respective utilities.

The CCU desires to proactively and regularly assess the performance of the executive management team for each utility with the intent of establishing and documenting the performance goals and objectives for the management team, assessing the performance against appropriate and measurable criteria, and recommending measures for improvement where and if needed.

The CCU formally defines the roles of the executive management team of each utility as follows:

General Manager - Leads the executive management team and is responsible for the overall performance of the utility with the responsibilities defined in and in accordance with the provisions of the law.

Chief Financial Officer – Works with the General Counsel in support of the General Manager and is responsible for the financial performance of the utility with the responsibilities defined in 12 GCA Chapter 8 (GPA) and 12 GCA Chapter 14 (GWA) and in accordance with the provisions of the laws of Guam.

General Counsel – Works with the Chief Financial Officer in support of the General Manager and is responsible for all legal matters for the utility with the responsibilities defined in 12 GCA Chapter 8 (GPA) and 12 GCA Chapter 14 (GWA) and in accordance with the provisions of the laws of Guam.

EXHIBIT A

To this end, the CCU intends to formalize and document the manner in which personnel performance evaluations are conducted through a formal policy which will clarify the intent of this activity and set the general guidelines by which the activity is to be conducted.

Section 3. STATEMENT OF POLICY

It is the policy of the CCU to conduct individual performance evaluations for each member of the executive management team of both the GPA and GWA at a minimum of once per annum in accordance with the following guidelines.

Section 4. GENERAL GUIDELINES

- (a) The CCU shall conduct performance evaluations for the following positions on at least an annual basis:
 - 1. GPA General Manager
 - 2. GPA Chief Financial Officer
 - 3. GPA General Counsel
 - 4. GWA General Manager
 - 5. GWA Chief Financial Officer
 - 6. GWA General Counsel

- (b) The Chairperson shall call for the performance evaluation of each of the above employees at a schedule convenient for the Commission.

- (c) All Commissioners shall participate in the performance evaluation and provide their input and feedback to the Chairperson.

- (d) The CCU shall set the performance criteria to be used in the evaluation and discuss the same with each employee upon hiring or within the first quarter following the date of hire. In the case of employees in the above positions prior to the adoption of this policy, the CCU shall discuss the performance criteria at the first performance evaluation subsequent to adoption of the policy.

- (e) The CCU may adopt any forms or formats for the documentation of the performance evaluation, and may, from time to time, revise the forms or formats as needed to meet the intent of this policy.

- (f) The CCU shall solicit evaluations from each General Manager, as leader of the executive management team, which may be made part of the CCU's performance criteria used in each evaluation conducted on the Chief Financial Officer and General Counsel.

(g) The CCU shall meet with each employee listed above individually to discuss the results of the performance evaluation and to set, review and/or revise the performance goals and objectives for the next performance period.

(h) In accordance with Section 3, paragraph (g) of the CCU Code of Ethics, such performance evaluations shall be performed in a closed executive session in accordance with Guam Law.

Section 5. DISSEMINATION

A copy of this policy shall be delivered to each and every new member of the CCU no later than two weeks after such new member takes office.

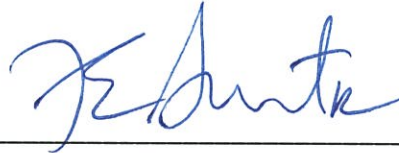
Section 6. EFFECTIVE DATE

This Policy shall take effect upon approval by and affirmative vote of the majority of the Commissioners of the CCU.

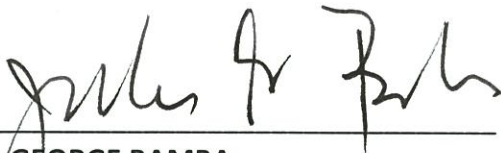
SO, APPROVED this 27th day of March, 2018.



JOSEPH T. DUENAS
Chairman



FRANCIS E. SANTOS
Vice-Chairman



J. GEORGE BAMBA
Secretary



SIMON A. SANCHEZ, II
Commissioner



DR. JUDITH P. GUTHERTZ, P.A.
Treasurer