

GUAM CANCER TRUST FUND COUNCIL MEETING
MINUTES OF February 20, 2020
SBPA Dean's Conference Room, 4:00p.m.
School of Business and Public Administration, 2nd Floor

ATTENDANCE:

Rachael T. Leon Guerrero, Chairperson, GCTF
Cathy Rivera Castro, Council Member, Guam Cancer Coalition
Rose Grino, Council Member, Community
Remylynn Yamanaka, Program Manager, GCTF
Francine Clement

Ed Lee, Office of Senator Louise Muna
Karl P. Sotto, Guam Cancer Control Coalition
Patrick Sotto, UOG
Diandra Villanueva, Office of Senator Amanda Shelton
Ebb Toves, UOG Office of Research and Sponsored Programs

I. CALL TO ORDER

- Dr. Rachael Leon Guerrero called the meeting to order at 4:10 p.m.
- Correction of Agenda – Date from January 16 to February 20, 2020 (*C. Castro*)
- January 16, 2020 minutes – New Business, “d. Change in Membership” are all comments regarding the bill (*C. Castro, R. Grino*)
- Motion to table minutes of January 16, 2020 to next meeting to have time for review, in interest of time (*C. Castro*)

Motion Approved: C. Castro, R. Grino,

II. REPORT FROM THE CHAIR

- Remylynn Yamanaka (ryamanaka@triton.uog.edu) – Hired new program manager of GCTF
 - a. With University of Guam for 8 years (*R. Yamanaka*)
 - b. Worked for the College of Natural and Applied Sciences (CNAS) with Dr. Lee Yudin under Western Pacific Tropical Research Center (WPTRC) (*R. Yamanaka*)
 - c. Dealt with federal funding of projects (*R. Yamanaka*)
- Anthony Camacho – New council member – General Counsel for UOG
 - a. Lawyer cannot simultaneously serve as a member of a board and its legal counsel (*A. Camacho*)
 - b. Cannot serve as legal counsel if a council member (*A. Camacho*)
 - c. Will serve as lawyer (*A. Camacho*)
 - d. We will continue to search for a fifth member (*R. Leon Guerrero*)
- Legislative Oversight Hearing for the University of Guam was on February 3rd
 - a. Last item were questions regarding GCTF
 - b. No issues
 - c. Gave short report
 - d. Able to report to legislature that there is movement on record, trying to correct discrepancies (*C. Castro*)
- Financial report as of January 31st
 - a. Posted on UOG website
 - b. We have received \$333,333 of \$1,000,000 allotment
 - c. Right on target to get \$83,333 per month
 - d. Cash on hand — \$578,039
 - e. Funds in TCDs — \$3,178,651
 - Are these the funds that were supposedly invested? (*C. Castro*)
 - The amount in the TCDs is the investment (*R. Leon Guerrero*)
 - Will need to use investment to give out funds
 - Can we get a breakdown on investments for each year (*C. Castro*)

- Everything is basically in an investment account
 - When cash is needed, pull from TCDs
 - When pulling money out, does that mean breaking the TCD and losing the interest? (*C. Castro*)
 - We don't ever break the TCD
 - Was the appropriate percentage of allotment invested? (*C. Castro*)
 - The person who was moving the money around no longer works here
 - Money had to come out of investments to pay for contracts
 - 25% was always put aside for investment (*C. Castro*)
 - OPA audit report suggests the money be spent
 - Not allowed to invest in a money market account by policy
 - Cannot put funds in IRA
 - The person who authored the bill for the investment also suggests to spend the money
 - Have the person controlling/dispensing the money come in to explain (*R. Grino*)
 - Or just give a report (*C. Castro*)
 - Finally have data on specifics of the finance (*R. Grino*)
- f. TOTAL funds — \$3,756,690
- Some funds are encumbered for previous projects
- g. Total amount for application funded in FY2020 is \$2,684,300:
- A \$671,480
 - B \$795,000
 - C \$293,250
 - D \$925,570 (pending)
 - Did not put actual names
 - Might not want to release information since the granting process is not finished (*C. Castro*)
 - One contract is still pending
 - Will exhaust funds in the trust fund
 - Regarding pending contract, do we anticipate resolving it soon? (*C. Castro*)
 - No can't backdate contract (*A. Camacho*)
 - UOG's Rules and Regulations – 12 E(2) p. 11 (*A. Camacho*)
 - UOG is not responsible for any expenses incurred by a grantee after cancellation or termination of an award (*A. Camacho*)
 - Award Payments – p. 9 (*A. Camacho*)
 - 20% start up costs don't apply to new contract for existing program (*A. Camacho*)
 - Payments are only made on a reimbursable basis (*A. Camacho*)
 - Submit monthly invoices of reimbursable expenses to the Guam Cancer Trust Fund (*A. Camacho*)
 - Backdating contract would mean the expenses are not reimbursable (*A. Camacho*)
 - Cannot legally backdate the contract (*A. Camacho*)
 - Contract that violates the law is void on its outset (*A. Camacho*)
 - Have to go by existing Rules and Regulations since revision is not approved (*A. Camacho*)
 - OPA issue about getting invoices, notified to grantees, is it valid? (*C. Castro*)
 - Our role is to vet if expenses are valid reimbursable expenses (*A.*

- Camacho)*
- Do you really need receipts? Could require them in a contract (*A. Camacho*)
- It was included in the new contract for 2020? (*C. Castro*)
- Yeah, but they need to submit that (*R. Leon Guerrero*)
- How to move forward regarding OPA' recommendation regarding asking for receipts? If its added in the contract, that makes it valid, right? (*C, Castro*)
- It's in the notification letter (*R. Leon Guerrero*)
- The issue is you don't get receipts often these days. Might get invoice stamped or checks processed. Most use bank transfers rather than checks. Might not be a practical requirement.
- How to address that issue? (*C. Castro*)
- Rules and Regulations p. 10 B(2) (*R. Leon Guerrero*)
 - The University may audit the accounts referenced in §B(1) of this regulation at any time (*R. Leon Guerrero*)
 - Talking about spot visits for receipts (*R. Leon Guerrero*)
- If too onerous to work with, under 12 E, can terminate award even prior to expiration
- Intent to provide direct services to patients rather than terminate. We don't want the process to be difficult and controversial, spending time going back and forth rather than providing services to the patients (*C. Castro*)
- Did they submit a six-month and final report? (*A. Camacho*)
- They have not submitted their final report, but submitted final invoice (*R. Leon Guerrero*)
- Is it past the deadline? (*C. Castro*)
- No, we are only in February (*R. Grino, R. Leon Guerrero, A. Camacho*)
- Those can be conditions for the award (*A. Camacho*)
- Don't want to stop funding, but also don't want to go back and forth with the NPOs. Also want to make sure everything is done legally (*C. Castro*)

III. OLD BUSINESS

IV. NEW BUSINESS

A)

V. OPEN DISCUSSION/ INFORMATION

- The 10% for education and outreach is intended to fund prevention programs. Primary prevention activities should be the focus rather than secondary or tertiary. (*L. Alam*)
 - a. Secondary and tertiary prevention activities would then be the direct services, accurately defined without jargon. (*R. Leon Guerrero*)
- The intent was for the Coalition to work closely with the trust fund. The Coalition would create a plan to guide the trust fund, but this was lost. Without full funding, the fund cannot grow to cover other non-cancer concerns. A voice is needed to stop the stagnation. (*C. Tanner*)
 - a. PANDA would be the perfect avenue to get full funding. Could use the addressing of multiple issues

- besides cancer to push for full funding. *(Y. Paulino)*
- b. It should be made clear where funds are going if other issues are to be covered under the GCTF. *(C. Tanner)*
- Underfunding related to criticisms about money not being used properly or accounted for. If corrections are made following the recent audit, full funding may be obtainable. *(T. Terlaje)*
 - a. Audit did not address underfunding. *(C. Tanner)*
 - b. Full amount was not received even in the early days. *(Y. Paulino)*.
- Funding priorities should follow the Guam Cancer Control Plan. If not as a matter of law, then it should be as a matter of policy. *(T. Terlaje)*
- Annual/Biannual update/survey in addition to the 5 year plan to find needs. *(C. Tanner)*
 - a. There is an annual meeting to evaluate plan and what's needed for Guam's cancer community. The plan is a working document to be revised. *(R. Grino)*
- The GCTF is not be limited by the Cancer Plan. On top of the plan, include evidence-based needs assessments to help organizations meet the needs of the community. *(C. Castro)*
- Rundown of underfunding from the last 5 years (2015-2017, 2019-2020):
 - a. The GCTF received 14%, 12%, 12%, 0%, and 2.41% of the Healthy Futures Fund.
 - b. The GCTF was shorted \$150,000, \$716,000, \$695,000+, \$6,000,000, and \$3,200,000. *(C. Castro)*
- We need to perfect the current mechanism before expanding. Could ask applicants for a 2-page executive summary. Internal summaries could miss certain items. *(L. Alam)*
- By the next budget hearing, resolve issues and approve 'Rules & Regs' to push for full funding *(R. Leon Guerrero)*
 - a. Also push for expansion. *(T. Terlaje)*

VI. ADJOURNMENT

Meeting adjourned by Dr. Rachael Leon Guerrero at 4:55p.m.