



Guam Developmental  
Disabilities Council

## Standard Operating Procedures (Pursuant to Public Law 34-05)

# DRAFT

### OPERATIONS:

#### 1. ORGANIZATIONAL STRUCTURE:

Under GDDC By-Laws, Article I – AUTHORITY:

##### **Section 1. FEDERAL STATUTE**

The legal authority to establish a Council on Developmental Disabilities in the Territory of Guam is the Developmental Disabilities Assistance & Bill of Rights Act of 2000 (hereinafter referred to the DD Act), Federal Public Law 106-402, as amended.

##### **SECTION 2. GUAM STATUTE**

The Council is created as an executive agency of State government pursuant to the Territory of Guam Executive Order 94-09. The Guam Developmental Disabilities Council was established to serve as advocate for individuals with developmental disabilities and their families in Guam. The Designated State Agency (DSA) for the Council is the Bureau of Statistics and Plans (BSP).

##### **SECTION 3. NAME**

This organization shall be known as the Guam Developmental Disabilities Council (GDDC), hereinafter referred to as the Guam DD Council.

#### 2. EQUIPMENT MAINTENANCE:

GDDC staff annually services all equipment through a requisition with an approved purchase order by General Services Agency (GSA) with respective vendors.

#### 3. INSPECTION PROCEDURE:

GDDC staff initiates quarterly inspections on equipment and vehicle ensuring efficient and effective usage and compliance with the Department of Administration, Division of Accounts, policies and procedures.

#### 4. VEHICLE MAINTENANCE LOG:

GDDC vehicle standard operating procedure requires GDDC staff to manage fleet vehicle and maintain a sign in/out log for each vehicle use.

## **5. RISK ASSESSMENT:**

GDDC evaluates potential risks that may involve Council responsibilities and or in a projected activity to ensure compliance of the DD Act.

## **6. PROCUREMENT:**

GDDC staff prepares a requisition in the AS-400 Procurement Menu and approved by the Director. The Designated State Agency (DSA) Bureau of Statistics and Plans (BSP), Administrator Services Officer certifies funding and encumbrance to GSA for bid and purchase order processing.

## **7. FINANCE:**

1. Bill Process – All invoices for goods and services received by GDDC are forwarded to BSP for action and timely submittal to DOA Accounting for payment processing.
2. Collection Process – GDDC does not engage in any collection process. This is referred to DOA. Division of Accounts.

## **8. EMPLOYING STAFF:**

**The staff of the Council, while working for the Council, shall be responsible solely for assisting the Council in carrying out the duties of the Council under the DD Act.**

1. Executive Director – Limited Term Appointed/Appointed by the Governor
2. Program Coordinator IV – Classified
3. Program Coordinator I – Competitive Limited Term Appointment

### **Employee Orientation and Training**

1. All employees are provided opportunities for orientation and training in the Department of Administration (DOA), Training and Development and others.

### **Corrective Action and Discipline**

1. Conducted in a manner consistent with DOA, Government of Guam nondiscrimination laws.
2. Department of Administration, Human Resources

## **9. Performance Reviews**

1. The Executive will be evaluated annually by the Executive Committee and increments may be considered every two years and is based on availability of funds.
2. The Program Coordinator IV will be evaluated annually and increments consistent with the DOA, Competitive Wage Act of 2014.
3. The Program Coordinator IV will annually evaluate the Program Coordinator I and increments may be considered every two years and is based on availability of funds.

## **10. USE OF INTERNET AND SOCIAL MEDIA FOR BUSINESS PURPOSES**

GDDC staff must adhere to the policy on social media.

## **11. LEGAL**

1. GDDC seeks legal advice, clarification, opinion, and other legal inquiries with the Office of the Attorney General.
2. Privacy – An explicit privacy policy requirement, specifying what information you will collect, why you are collecting it, how it will be used, and how long it will be kept on file.
3. ADA Compliance
4. Legal citations as applicable

## **12. COUNCIL RESPONSIBILITIES AND COMPLIANCE OF SOP**

- a. The Executive Director is responsible for ensuring the Program Coordinator IV comply with the SOP.
- b. The Program Coordinator IV will ensure that their workplace employee(s) understand this SOP.
- c. GDDC employees have the responsibility to understand and comply with this SOP.