

NEWSLETTER

PORT AUTHORITY OF GUAM

August 2020

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Port Management

Rory J. Respicio
General Manager

Dominic G. Muna
*Deputy General
Manager, Operations*

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*Deputy General Manager,
Administration & Finance*



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Notices

Governor Lou Leon Guerrero signed Executive Order 2020-28 ordering Guam residents to stop the spread of COVID-19 by staying home.

Given the significant rise in COVID-19 positive cases, the Stay-At-Home Order is to help preserve the health and safety of our community.

Wear your mask at all times. Maintain social distancing of 6 feet. Wash your hands with soap and water for at least 20 seconds. Sanitize all surface areas.

Stay Safe Port!!!!

Launch of New Finance Module



Fifteen months ago, management recognized the need to upgrade the Port's financial system and reporting capabilities in order to realize increased productivity and to allow users to work smarter, faster, and ultimately achieve more. After reviewing the current financial system and comparing it to what it should be able to do, financial affairs controller Jojo Guevara was tasked with taking the lead in upgrading the Port's financial system.

Several reasons prompted the need for this upgrade. PAG is currently operating on a JD Edwards World Financial Management System that was implemented in 2020 which delivers the minimum needs of the agency in terms of data recording and processing. With no added features since its original installation, the system is limited in terms of data reporting, analysis and audit trail which are essential for decision making, reporting and are in line with the Port's Modernization Plan. Also, customer support for the current system will be discontinued in 2022.

In May 2019, Jojo, along with key management personnel met with constituents in San Francisco to address bond matters for the Port. Then, they made a stop at the Oracle Customer Visit Center for a site visit and presentation of the different features and capabilities of the JD Edwards Enterprise One system. All in attendance were convinced that upgrades had to be made but making the change was met with apprehension. There was the concern of security, losing data during the transition phase and whether this system will serve the Port better. To address this,

management agreed to put this system to the test. If successful, the main objective was to implement an upgraded Financial Management System with capabilities such as data migration, compatibility, user-friendly, customer service, data security and cost-efficiency. From June to November 2019, Systems Programmer Arden Bonto worked closely with Oracle to perform data migration into Oracle Cloud where different Port financial functions and scenarios can be tested for each model. Data integrity and security were key during this phase. A PAG Project Team was organized to review and ascertain the most feasible upgrades that the Port would undertake.

From November 2019 to January 2020, the proof of concept phase and run-through sessions took place for Procurement and Inventory Processing; Payment Process- Receiving, Vendor Invoice Processing, Payment; Billing and Delinquency - Delinquent Invoices, Set-up Lease customers; Payroll Processing; Budgeting - Standard and Customized Budget Reports; Financial Reporting; HR Employee set-up and update; Job costing and Work Order- set up and integration.

In making their selection, it was PAG Project Team's goal to implement a financial system that was similar to JD Edwards World with the ability to be customized based on user profile and possess improved reporting capability with the flexibility essential for making business-critical decisions. After 11 months of examining and experimenting, it was determined that JD Edwards Enterprise One was the best option for the Port.

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The next challenge would be the Procurement phase which ran from February 2020 to August 2020. After acquiring approval of the Port Board and consent of the AG's office for Sole Source procurement, Enterprise One was launched on August 6, 2020.

Deliverables for Enterprise One (E1) include modules for General Accounting, Accounts Receivable, Accounts Payable, Fixed Assets, Budgeting, Payroll, Human Resources & Procurement and Inventory. The system has the ability to streamline processes that reduce non-value activity such as paper filing, spreadsheet reconciliations, manual calculation of interests and collection of late payments, manual inventory processes and manual financial document delivery. E1 also has the ability to implement Job Costing and Work Order systems & integrate the General Ledger and other financial modules which was not previously possible. The new system also has the ability to move home grown systems such as Special Service Request invoicing, Operations Time Entry, check printing, W2 processing, requisition and purchase order processing for local GSA transactions, tax table updates & financial required reports into the new JDE Enterprise One system.

At a cost of \$2,300,000, the Port is taking every measure to ensure that this investment is fully utilized to its maximum potential. The Port has completed 2 of the 6 phases required for full implementation of E1 – Proof of Concept and the Procurement Phase. The next 4 phases are anticipated to run from now until FY2021. Phase 3 is the Discovery Phase & the deployment of JD Edwards Enterprise 1 on Oracle Cloud. Phase 4 is Training, Phase 5 is System Set Up and in Phase 6 we go LIVE! Upon full implementation, the Port expects the following outcomes:

- To be able to efficiently plan, direct, organize, monitor and control its current and future financial resources and events.

- To improve the Port's financial reporting and budgeting, business activity reports, forecasts, procurement, planning and human resource information reporting.

- Enhance or implement financial management system's internal controls over financial resources with the objective of ensuring efficient resource utilization.

- Possess the opportunity to expand end-to-end processes through further module integration as the Port's business needs grow.

Much work still has to be done but PAG Project Team is excited and motivated with the launch of Enterprise One and ultimately realizing the benefits of better financial capabilities, better security, better features and functionalities, better efficiency with business processes and greater reliability with the new system.



Port Strong Spirit Remains Amidst COVID-19

The Port Strong Spirit has been the driving force that has kept the seaport fully operational during the global pandemic.

In mid-August, what was supposed to be a quick visit to pick up personal protective equipment resulted in 59 employees being exposed to an individual who worked at the safety store that had tested positive for the virus. Upon confirmation, General Manager Rory J. Respicio immediately reached out to the Department of Public Health and Social Services (DPHSS) to mitigate the potential spread of the virus among Port employees and their families. Within a few days, the first round of COVID-19 test for employees was scheduled. All 59 employees were tested on August 20th and the results revealed 58 employees negative and one positive. Working with Human Resources, Marketing, and Safety Divisions, the GM stood up the Port Contact Tracing Team and members immediately began contact tracing for employees who potentially may have been exposed to the virus. In the following days, four more employees were identified to be COVID-19 posited through aggressive contact tracing efforts and swift testing with DPHSS. The Port Authority has been working closely with DPHSS Acting Director Arthur U. San Agustin and Chief Public Health Officer Dr. Suzanne Kaneshiro to coordinate testing of all employees identified by the Port Contact Tracing Team. Most recently, the Port received confirmation from the DPHSS that all Port employees who tested for COVID-19 on the latest round of testing are negative. In total, the Port Contact Tracing Team has been able to identify 290 cases of close contact exposure with the port employees who have tested positive for COVID-19 and have coordinated testing for all exposures. Nearly all of the positive cases have been identified through contact tracing efforts.

"This amazing and fierce Port Strong spirit and the determination you see on the faces of these employees to not let the people of

Guam down during this pandemic is so powerful that it's almost impossible to explain," Respicio said. "Even in the midst of their own fear and uncertainty they continue to keep our port fully operational. Every single day I am proud and inspired by their dedication and love for our community."

In addition to the Port E-Advisory notices that's issued by the GM's office on a regular basis, further measures have been taken to mitigate and reduce the possibility of spreading the virus within our work places. Crews from Facility Maintenance Division constructed and installed Plexiglass dividers to provide another level of protection and to help maintain social distancing and physical separation while employees are at their work stations.

General Manager Respicio also credits Governor Lou Leon Guerrero and Lt. Governor Josh Tenorio with helping the Port to remain 100 percent operational since the beginning of the pandemic.

The Governor and Lieutenant Governor authorized the Port to stand up a Port Clinic with nurses to assist the employees who continue to report to work each and every day to ensure the supplies of goods and materials into our island remains uninterrupted.

"The Port Authority of Guam remains completely operational, despite the daily challenges imposed by the coronavirus pandemic because we have been following Governor Lou Leon Guerrero's directives and the Center for Disease Control Guidelines for Critical Infrastructure Worker," the GM said. "I want to thank the employees who went and took the test because they understand how important it is for us to stay safe and fully operational at the Port Authority of Guam. I also appreciate the Port Contact Tracing Team efforts being conducted by our Human Resources Division in coordination with Marketing and Safety and in consultation with DPHSS. Stay safe everybody."



Plexiglass Installation Work at the Port Authority of Guam: Employees from Facility Maintenance Division construct and install Plexiglas dividers at CSF breakroom. Their work can be seen in divisions all throughout the Port Authority of Guam. Thank you to the employees of the Facility Maintenance Division for helping to keep us all safe!

Port E-Advisories Update

Want to know what our Port COVID-19 policies are? Then check out our Port E-Advisories issued by the General Manager. For the month of August numerous advisories were issued by General Manager Rory J. Respicio providing employees with updates on COVID-19 and reminders of wearing a mask, washing hands or sanitizing and to practice social distancing.

Employees are encouraged to review and become familiar with all of the E-Advisories issued by the General Manager to help guide us through the COVID-19 Pandemic. Knowledge is power. Anyone wanting to review the E-Advisories can visit the Port Authority of Guam website. You can find them all here: <https://www.portofguam.com/covid-19-guidelines-and-information>.

* Port E-Advisory No. 13 – Port Clinic Hours

* Port E-Advisory No. 14 – Employees Potentially Exposed Individual Who Tested Positive to COVID-19, 1 Employee Tests Positive

* Port E-Advisory No. 15 – Governor's Stay-At-Home Order

* Port E-Advisory No. 16 – Three Employees Affected by COVID-19

* Port E-Advisory No. 17 – Thirty Employees Test Negative for COVID-19

* Port E-Advisory No. 18 – Three Employees Test Negative for COVID-19

* Port E-Advisory No. 19 – One Employee Test Positive for COVID-19, Contact Tracing Team Identifies & Schedules Testing for 77 Employees

BRP Jose Rizal

On Tuesday August 4, The Philippine Navy (PN)'s first missile-frigate, the BRP Jose Rizal (FF-150), came to the Port Authority of Guam today for a brief stopover. The Philippines new warship was just commissioned on July 10th at Alava Wharf in Subic, Zambales. It was christened the Barko ng Republika ng Pilipinas (BRP) Jose Rizal

in honor of the National Hero of the Filipino people.

The frigate is the first purpose-built missile-equipped vessel in the Philippine Fleet. It has anti-air, anti-surface, anti-submarine and electronic warfare capabilities. The BRP Jose Rizal will be heading to Hawaii to join the Rim of the Pacific 2020 (RIMPAC 2020) which will be held from August 17 to 31.



40 Hour Gantry Crane Certification

With Human Resources (HR) department in full swing, training for Port employees has come to the forefront as one of the division's priorities.

Most recently, HR coordinated trainings for the Department of Transportation DOT HAZMAT General & Security Awareness and Function Specific (required under 49 CFR) and the 40 Hours Gantry Crane Certification, both of which have not taken place in over seven years.

With many of the Port Authority's senior crane operators nearing retirement age, there is now a need to recruit and retain new certified crane operators. Teaming up with Island Certs Corp., 14 employees from Operations Division underwent the 40 Hour Gantry Crane Operation Certification training earlier in August. The course, conducted by Graig Reyes, is a beginners course and requires no previous crane experience. But candidates must have impeccable eye-sight and perfect hearing.

The aim of this training is to provide the necessary knowledge and skills to handle and operate a gantry crane in a safe and productive way in accordance with safety regulations. The theoretical part of the course ran for three days which covered gantry crane functions and safety features, basic regulations on the responsibilities and liabilities of a gantry-crane operator, safety procedures - capacity, load, risks for persons and goods, learning signaling method used for hoisting cargo, as well as prevention of accidents and injuries. Students also learned the fundamentals of break-bulk operations, sling and hook operations, and containerized operations.

The following 2 days involved hands-on training and familiarization with the mammoth equipment. Students climbed the 270-foot crane for the first time to acquaint themselves with the different controls of the crane and routine safety procedures required in operating the crane. Unlike simulators used in training courses elsewhere, students sat in the operator cab for hands on sessions to learn the different controls (trolley, hoist and gantry) and movements of the crane, load-limiter and all important parts of the machine and hoisting material. Certified crane operator Jacob Aquiningoc showed students how to attach cargo the correct way, to lift the cargo, to move the cargo, to set down the cargo and terminate the operation.

Deputy General Manager Luis Baza took advantage of the opportunity to climb the gantry during the OJT portion of the class. Working hand-in-hand with HR to coordinate this course, senior crane operator Peter Lorenzo shares the 3 elements that make for a proficient operator - control, accuracy and speed. First, students must focus on their skills to control the hoists and trolley of crane and attain accuracy in loading and offloading the cargo. Once control and accuracy is achieved, speed comes naturally. Possession of a chauffeur's license and the successful completion of this course will allow students to meet the minimum requirements to qualify for the position of Crane Operator.

With employees being the greatest asset of any work force, HR is working hand-in-hand with management to provide the necessary and required training to invest in the development and growth of our Port employees.



Hazmat Training

Pursuant to federal regulations, (DOT) requires all HAZMAT employees to complete HAZMAT awareness and shipping training in three key areas: general awareness, function-specific, and safety and security. This hazardous materials shipping course focuses on the proper identification, handling and transport of hazardous materials to ensure that shipments by road, air, rail and vessel follow governing regulations. According to federal guidelines, anyone involved in the packaging, marking, labeling and transporting of hazardous materials must be familiar with proper handling and safeguarding as prescribed in the Hazardous Materials Regulations (HMR). For the Port, this would include all employees within the Operations Division. The purpose of this training is to increase an employee's safety awareness and to be an essential element in reducing hazmat incidents. Receiving the required training enhances safety and security, and increases employee productivity and skills. Effective training also reduces incidents and accidents thereby reducing operating costs and losses from property damage. Over the last month, over 74 employees within Transportation, Stevedoring, and Terminal have attended the 8-hour course conducted by certified in-house instructor Frank Lujan. The course includes general awareness and familiarization intended to raise the employees' consciousness of hazardous materials and the purpose and importance of the HAZMAT communication requirements.

It also covers function specific training intended to teach the necessary knowledge, skills and abilities for an individual's job function. Each employee must also receive security awareness training and understanding of the risks associated with transporting hazardous materials and the methods intended to enhance transportation security. The nine different classes of hazardous materials that may come through our Port include explosives, gases, flammable liquids, flammable solids, oxidizing substances and organic peroxides, toxic substances and infectious substances, radioactive materials, corrosive substances, and miscellaneous hazardous materials.

Ideally, employees who work with hazardous materials must receive this training within 90 days of employment and recurrent training once every three years. Violation of this federal requirement could result in steep fines for the Port Authority. As such, this course will be conducted until all employees dealing with HAZMAT are trained. Once completed, HAZWOPPER training will commence.

HR intends to have these sessions recur every three years to comply with federal mandates and to ensure all HAZMAT employees are certified.

Training is the best means of preventing or reducing hazardous materials incidents in the work place that are caused by human error. When it comes to incidents like hazmat response, having a grasp of the basics can make all the difference in a safe outcome.





THE PORT AUTHORITY
MANAGEMENT &
STAFF WANT TO SAY

Thank You

To Governor Lou Leon Guerrero,
Lt. Governor Josh Tenorio, Acting
Public Health Director Art San
Agustin and all the DPHSS staff
for helping the Port to stay
operational and Port Strong
during the COVID-19 pandemic



Port Employees Celebrate September Birthdays



Rudolph C. Salas
Leann M. Meeks
Anthony M. Blas
Angela M. Cabrera
Louis A. Palomo
Sylvestre S. Torres
Benjamin A. Toves
Sandy M. Duenas
Angela M.A. Yoshida

Dominic G. Muna
Joseph B. Roberto
Wayne D. San Nicolas
Robert L. Meeks
Arnold P. Fernando
Rosa C. San Nicolas
Tino A. Iosefo
Priscilla K. Rideb
Peter R. Cruz

Gerald F. Torres
Virginia C. Payumo
Kody F. Guerrero
Melvin Tajalle Jr.
Jesse Fernandez
Benny M. Quinata
Joyjean B. Arceo
Steven G. Dumarán
Jesse N. Quinata

Florencio Binuya
Joann B. Conway
Dora J.C. Perez
Mark A. Cabrera
David S. Roberto, Jr.
Margret N. Duenas
Arden B. Bonto
Michael A.P. Franquez

