



COMMONWEALTH CASINO COMMISSION  
Commonwealth of the Northern Mariana Islands  
P.O. Box 500237, Saipan, MP 96950



**MEETING MINUTES**

May 12, 2016

Juan M. Sablan, Chairman  
Joseph C. Reyes, Vice Chairman  
Justin S. Manglona, Secretary  
Alvaro A. Santos, Treasurer  
Martin DLG San Nicolas, Public Affairs

**I. PRELIMINARIES**

**A. Call to Order**

Chairman Juan M. Sablan called the meeting to order at 10:10 A.M. on May 12, 2016 at the Joeten-Kiyu Public Library (Technology Room) in Susupe, Saipan.

**B. Roll Call**

Commissioners present were: Juan M. Sablan (Chairman), Joseph C. Reyes (Vice Chairman), Justin S. Manglona (Secretary), Alvaro A. Santos (Treasurer), and Martin DLG. San Nicolas (PA & MR Officer). Also present were the Executive Director ("Director"), Edward C. Deleon Guerrero, the Executive Assistant to the Commission, Ruth Ann P. Sakisat, Legal Counsel, Michael L. Ernest and all Division Managers.

**C. Adoption of Agenda**

Vice Chairman Reyes motioned to defer the Minutes of March 4, 2016, seconded by Commissioner Manglona.

Discussion: Commissioner Santos requested the Commissioners be briefed on what transpired in the meeting with BSI which he understands was regarding HR issues, Permit & Licensing status and employment structure. He recommended discussions be held under the miscellaneous agenda or under the Executive Director's report. Additionally, Commissioner Santos recommended for Andrew Yeom, the Compliance Manager to walk the Commissioners through the executive summary and analysis report he prepared. The Director suggested covering that report under V. New Business, Item b. IPI External Audit Report, which he will recommend to be discussed under executive session along with the external audit report from Hong Kong. Commissioner Santos requested that Mr. Richard Chan be invited to attend the afternoon portion of the meeting to walk the Commissioners through the IPI External Audit Report in which he has questions on. Director proposed allowing the CCC's audit team to review the report and prepare a summary on areas of concerns which can be brought to Mr. Chan's attention for clarification on a separate meeting, possibly during the June

meeting. It will probably be best to gather our questions in writing prior to the June meeting so Mr. Chan can be prepared to answer them, he stated.

Vice Chairman Reyes recommended the Director cover under his report any correspondences received by the CCC in which the Commissioner's need to be aware of. In this way, it will be on record, he added.

The motion was put to a vote and unanimously approved. The agenda was adopted with the recommended additions.

#### D. Adoption of Minutes

The Minutes of March 4, 2016 was deferred. The motion was entertained under Item C. Adoption of the Agenda.

## II. REPORTS

### A. Report by the Chairman

The Chairman reported that he, Commissioner Manglona, the Director and several of the CCC Staff visited the Grand Mariana construction site. He noted that there was a lot progress especially with the footing which he feels is the most vital part of construction. He explained that initially his main concern was the water ponding basin which was an issue brought up by DEQ. He reported that approval of the system was issued as of yesterday (May 11, 2016). As a result of the approval, the hours of operation at the construction site was extended from 6 am to 10 pm, however, he commented that even with the extension in hours, the targeted completion date of December 2016 is questionable. The targeted date for completion for all phases of the Grand Mariana is in May or June 2017, he added.

The Chairman encouraged BSI to push for approval for 24 hours operation at the construction site as it is very necessary in the timely completion of the Grand Mariana. Additionally, he recommended that the CCC write to Mr. Mark Brown to inquire if a construction manager is already on board so that there can be close monitoring of the project.

The Chairman reported that the CCC's draft of House Bill 19-20 was forwarded to both houses of the Legislature of which a copy was forwarded to the Governor with an accompanying letter seeking his assistance in requesting for expedited action on the bill. However to date, there has been no movement on the bill, he shared. The Chairman felt that if no action is taken by the Legislature by June's month end, it is highly unlikely that it will be entertained at all because campaign season usually begins in July and so forth.

The Chairman shared that yesterday's meeting with BSI covered certain areas of BSI's Human Resource program including employment benefits and training. He advised the Commissioners to review the HR package provided to the CCC of which a copy was made available to the Commissioners.

Vice-Chairman Reyes inquired if it is within the Commission's jurisdiction to be involved in the construction phase of the Grand Mariana project. He shared that in his personal view, it is unnecessary for the Commission to intervene as a Commissioner's role should only be in policy making. The Commission's interference could lead to delay in the project, he said. He commented that the last thing he wants is for the licensee to blame any delays on the Commissioners as a result of the Commission's interference. He stressed the importance of having DPAC to oversee the project as required in the license agreement. He favored the idea of allowing respective government agencies handle the imposition of fines or violations. He added that in his personal observation, it's looking like the Grand Mariana project may not be completed by December without additional manpower.

Commissioner Santos responded that there is absolutely no harm in the CCC conducting site visits or having interest in knowing the progress of the construction of the Grand Mariana especially in the absence of DPAC. Once DPAC is identified, it will be in the best interest of the Commission to work closely with them, he explained. In regards to House Bill 19-20, Commissioner Santos shared that its passage would arm the Commission with the tools it needs to be effective in regulating the industry. He noted that he stands prepared to respond to the members of the Legislature and to impress upon them the importance of the bill and the CCC's seriousness to take on the additional task.

Commissioner Manglona added that in his opinion, he strongly feels it is important that he gets educated on the progress of the construction project. In this way, he can be prepared to make a decision should the licensee require the need to extend the completion deadline. With respect to H. B. 19-20, he is pleased with the Director and the Legal Counsel's input in clarifying the Commission's authority as an autonomous entity.

**B. Report by the Director**

The Director reported the following matters:

**Financial:** CCC expenses for the month of March is a total of \$423,951. The present balance from the casino regulatory fee is \$1,912,858.

**Vehicle:** The Enforcement & Investigations vehicle that was originally announced for lease through an Invitation to Bid (ITB) has been instead re-announced for

purchase. The closing date for the ITB is today Thursday, May 12<sup>th</sup>, 2016 at 10:00AM. Information on who submitted the lowest bid will be known by Friday, May 13, 2016.

**Janitorial Services:** The ITB for office cleaning is presently being announced. The first publication was on April 9 and was again published on May 6. The final publication will be on Friday, May 13, 2016. The closing date was set for May 24, 2016. Once the contract is awarded, the vendor will be required to sign a confidentiality agreement. The proposed dates for cleaning will be every Saturday. One CCC personnel will be assigned to supervise the cleaning. All employees will be advised to secure all confidential information at their assigned work areas.

**Office Equipment:** The contract for the purchase of office equipment including computers, fingerprint equipment and others is currently being processed. The contract is now with the Governor for his review and approval. The equipment are being purchased through a contract rather than a purchase requisition.

**IAGR:** The payment for the CCC's membership to the International Association of Gaming Regulators was finally paid through a wire transfer. The CCC is exploring ways and avenues to maximize its participation in the IAGR including seeking assistance and information on junket operations and other related programs.

**Office Space:** The renovation has been completed for the additional 1,000 square feet of office space which will house the Commissioners. Partitioning and furniture will be purchased for that section. Two office spaces were also constructed in the front office area. One will be occupied by the Legal Counsel. The Legal Counsel's old office will be used for the IT office but the wall will be removed which divides the current Legal Counsel's office and the IT Manager's office. The enlarged IT office will be slightly modified to accommodate the fingerprinting and photo ID processing.

**Announcements:** In celebration of Public Safety Awareness Month, there are different weekly scheduled activities. Thus far, the CCC participated in the softball tournament over the weekend and came out victorious garnering the championship title and trophy. The next scheduled activity will be the bowling tournament scheduled for Wednesday, May 18, 2016.

**Reminder:** The deadline for filing statements of financial interest with the Office of the Public Auditor (OPA) will be on May 31, 2016. The forms are available online or at OPA. Penalties will be assessed if filed after the designated deadline.

**Upcoming Trip:** Communications have been initiated with Moylan's Insurance for the purchase of travel insurance for all participants traveling to Hong Kong,

Macau, Singapore and Manila. Application forms are available with Ruth. Travel insurance must be paid out of the traveler's pocket as it cannot be paid out of government funds. The G2E Expo registration fee must be paid with a credit card. The Director noted that all travelers should contact their respective banks to advise them of the upcoming trip so that no problems will be encountered with their form of payments.

**Grand Mariana:** Several meetings have been held with Imperial Pacific and its Saipan and Hong Kong Managers in response to the CCC's requests for updates. The topics of discussion during three separate meetings covered security and surveillance, information technology and human resource matters. Imperial Pacific scheduled a job fair for May 13, 2016, however the actual hiring will be done at a later time. The job fair is in preparation for the December 2016 opening of the Grand Mariana.

An organizational chart was provided by Mr. Mark Brown for the CCC's review but the chart depicts two sets of identical responsibilities. On the chart, it shows two different teams for human resources and security and surveillance. Upon clarification, it was disclosed that the other team is composed of the Hong Kong counterpart who preparing for the Grand Mariana operations. As soon as that process is complete, the functions will be transferred to the Saipan team to take over. The dual, duplicated organizational structure is only temporary. The Hong Kong team have started to submit their key employee license application of which two will be entertained in today's meeting. It has been concluded that it's in the best interest of the Commission to license anyone and everyone who has anything to do with the project. If they feel they should not be subject to licensing, they must inform the Commission why.

**Staff Assignments:** An internal memorandum will be forthcoming with the following assignments: *Timekeepers:* Juanette Sablan (HR) and Sarah Cabrera (alternate). Both have just completed the OPM Timekeeper's Certification Training. *Procurement Officer:* Vera Pangelinan (Accountant) and Ruth Ann Sakisat (alternate). *Minutes:* Assigned to Ruth Ann to take the lead in formalizing what she has previously been doing with the recording and transcription of minutes and Sarah Cabrera as an alternate.

**DPAC:** RFP submissions came in last week with only four vendors interested. The proposals are currently being transmitted from Procurement Office to the Office of the Governor. Public Works, DECQ and Best Sunshine would have to go through the RFP and make a decision as to who would represent the Governor on the DPAC. Results regarding this matter will be brought up in the June meeting.

**IPI Audit:** Audit reports prepared separately by Deloitte & Touche and the Hong Kong component were provided to the Commission. The CCC Audit and

Compliance team were tasked to prepare a summary of CCC's interpretation and understanding of the reports. A report will be presented by the team during executive session. If further discussions are needed on the team's report, the item can again be included in the June meeting agenda.

**Permit & Licensing:** An updated permit and licensing report was provided to the Commissioners. The report includes names, titles, citizenship and other information. The report was provided for informational purposes only.

**Personnel:** Mr. Charlie O. Atalig will arrive on or before May 29, 2016. In the meantime, he was provided copies of the Regulations and the MICS for his review. Charlie would be the highest paid Division Manager but if passed, H.B. 19-20 will allow the Commission to establish its own pay scale and to revisit all Division Managers present compensation to make it comparable to the Audit Manager.

### **III. PUBLIC COMMENTS.**

Mr. Paul Zak inquired if the completion of the Grand Mariana was pushed back to May 2017. Chairman responded that the completion of the casino portion of the project was estimated to be in December 2016 but the completion date for resort side will be between May to August 2017.

Mr. Zak then brought to the attention of the Commission the advertisement in the local newspaper regarding the licensee's recruitment needs. He asked when the employees will actually be hired because he's heard from individuals who have applied that they could not get an exact date of when hiring would actually begin and that they should just wait for a call. He commented that if BSI is announcing the recruitment, they should be able to inform individuals when the positions of which they're applying will be available and that they should be provided updates on when the interview will begin. He shared the story of one individual who had to endure a disappointing situation in which he was told that he was hired so he went ahead and used up his leave then resigned from his previous job. He went to Best Sunshine to inquire when his work start date will be and they could not give him a date and the waiting went on for several months. Chairman Sablan acknowledged Mr. Zak's concerns and asked the representatives of Best Sunshine present in the meeting to relay the message to the appropriate division.

The Director explained that the Commission's understanding is that Best Sunshine will interview all applicants and decisions on who is selected will be made within days. If an individual is selected, he/she will be notified of the position he/she was hired for and when the start-up date will be. The Director further explained that if an individual is not qualified for the position applied for, another position will be identified in which the person is eligible for. The Commission stressed heavily that people need jobs now.

#### IV. OLD BUSINESS

##### A. Junket Operator's License Applications - Update

The Director announced that there are no junkets to be approved at this time. However, he is suggesting that for every meeting the Commissioners will be updated as to the number of junket applications the Commission has received and the status of each application which will be summarized by the Manager of the Enforcement & Investigations ("Chief"), Edward Cabrera.

Chief stated that there are currently 18 pending junket applications which were submitted between the months of January to May 11, 2016. A letter has been sent to the Interpol Liaison at DPS requesting an Interpol check on all the applicants, an immigration and customs enforcement check, an FBI check, and all other relevant United States database related to law enforcement, he added. Because these individuals are arriving from China, it would be advisable to enhance the Commission's due diligence to ensure that the applicants are vetted and that they have no associations with organized crime, he stressed. A few applicants have claimed on their applications to having junket licenses in Macau, however those licenses have not been provided to the Commission. Chief informed the Commissioners that the applicants have already been informed of the need to provide the documents. Other issues adding to the processing delay are that some payments made from the Macau and China applicants were through draft checks which the CNMI Treasurer does not accept, he said. Chief informed the Commission that he is working with Ms. Angela Hardesty in the Commission's efforts to communicate and advise the applicants that payments be made through a wire transfer instead of draft checks. He announced that Best Sunshine provided the letters of intent for all 18 applicants but one applicant failed to submit an accompanying application. Ms. Angela Hardesty will be asked to assist in disseminating the information to the one affected applicant.

Director added that the applicants who submitted incomplete junket applications will be sent a notice that their applications will not be entertained. For those without contact information, the assistance of IPI will be requested, he said. Counsel Ernest elaborated that the regulations clearly state that no junket license will be granted to applicants with incomplete applications or supporting documents. IPI will be asked to assist the Commission in notifying the applicants that they must all resubmit a new junket application with completed information and supporting documentation.

The Director noted that the present \$1,000.00 junket license fee is insufficient to cover fees associated with conducting a background check. He commented that there is a need to revisit this fee possibly establishing an investigative fee. He shared that Macau's current junket license fee is \$12,000.00 USD. He recommended the Commission implement a minimum investigative fee of \$6,000 in addition to the \$1,000 junket license application fee. Chief added to the Director's recommendation that this additional fee is very necessary to aid the Commission in the vetting process possibly even with the hiring of outside investigators. IPI can also do their own investigations on the junket applicants, he said. The Director added that the \$6,000.00 amount is also what Best Sunshine pays to have their key employees investigated. Counsel Ernest agreed that the adoption of an investigative fee would be a positive thing for the Commission.

The Chairman asked Counsel Ernest if the Commissioners can take action on this recommendation during this meeting. Counsel Ernest replied that the Commission can vote to amend the fee to \$6,000 and the change could be published in the regulations in the May edition or it could just be changed in July during the permanent adoption of the regulations. Vice Chair Reyes asked if this fee can be retroactively charged. Counsel Ernest responded that it may not be chargeable retroactively through the regulations but there's nothing to stop the Commission from letting the applicant know that in order for the Commission to determine their qualification, this is the amount needed to do that which can be done outside of the regulations through a letter to the applicant. The Chairman felt strongly about taking immediate action on this matter. He then recommended taking action on this matter under miscellaneous matters.

#### B. Casino Minimum Internal Control Standards (MICS) - Extension

The Director informed the Commission that IPI has requested for a 90 day extension on the effective date of the MICS which is scheduled for June 4, 2016. They've also provided the Commission copies of their suggested changes to certain sections of the MICS. The Director commented that he does not see a problem with IPI's request for extension as he believes that it is best to have a good product rather than to rush its implementation and to find out later that it's ineffective.

Ms. Hardesty announced that the 90 days will be sufficient time for each department head to thoroughly review their sections of the MICS. This would also be around the time the Commission members and staff will be on their business trip. IPI will get all their suggested changes and comments together and request for a round table meeting upon the Commissioner's return, she explained. Ms. Hardesty notified the Commission that there are processes that are already in place and that the department heads are continually working on



polishing policies and procedures. The concerns she brought before the Commission in reference to the MICS are the ones that are directly affecting the operations of the casino.

Commissioner Santos offered a motion to grant Best Sunshine the extension of 90 days beyond June 4, 2016 for the effective date of the MICS which will allow them to comprehensively review the MICS. Commissioner Manglona seconded the motion. It was put to a vote and unanimously approved.

On another matter, Commissioner Santos voiced his concern that travel insurance should be included as a travel cost born by the Commission. He elaborated that the trip will be for business reasons, therefore the cost should be attached to the purpose. The Director inquired who would be the beneficiary under the policy. Commissioner Santos responded that the beneficiary should be a member of the traveler's family who will suffer the loss. Counsel Ernest responded that he had started his research on this matter but has not come to a definite conclusion. Commissioner Santos recommended Counsel Ernest continue his research and report back to the Commission. The Director suggested waiting for the outcome of the Counsel Ernest's legal research and for Ruth Ann to inquire further with Finance before any changes are made to the regulations to address this matter. Vice Chairman Reyes asked Counsel Ernest to also include worker's compensation in his research.

Vice Chairman Reyes moved for a recess, seconded by Commissioner Manglona. The motion was put to a vote and unanimously approved. Meeting recessed at 11:52 AM.

Chairman called the meeting back to order at 1:34 PM. All Commissioners were present.

## **V. NEW BUSINESS**

### **A. Casino Key Employees - Provisional Licenses (E.R. De Sousa & K.C. Albert Tang)**

The Director disclosed that to date the Commission has received 16-18 key employee applications from Mr. Kwong and his team. In previous meetings, the Commission licensed about nine of them, he said. He added that the Enforcement & Investigation team completed their preliminary review and have determined that the two applicants presented have met all the requirements for the issuance of a provisional license which will be valid for 6 months.

Chief Cabrera shared that he and his team conducted opening interviews with the following individuals: Eugenio Recardo De Souza, Vice President of Security & Albert Koon Chiu Tang, Vice President of IT. Based on the review of their

applications and the interviews, DEI has recommended (through the Director) the approval of a provisional key employee licenses for these two individuals who are based out of Macau. The Director noted that these individuals are two of the few who submitted completed Part I and Part II applications. Both have extensive backgrounds in their particular fields and they will play a big part in the logistical preparations for the opening of the Grand Mariana.

Vice Chairman Reyes moved to approve the granting of provisional key employee license to Mr. De Souza and Mr. Tang, seconded by Commissioner Santos. The motion was put to a vote and unanimously approved.

#### B. IPI External Audit Report

The Chairman recommended this agenda be discussed under executive session due to its financial nature. Commissioner Manglona made a motion to move into executive session, seconded by Commissioner San Nicolas. The motion was put to a roll call vote and all voted yes. Executive session began at 1:43 PM.

### VI. EXECUTIVE SESSION

Commissioner Manglona moved to rise out of executive session, seconded by Commissioner San Nicolas. The motion was put to a vote and unanimously approved. Executive session ended at 3:40 PM.

### VII. MISCELLANEOUS MATTERS

Chairman Sablan brought into discussion the proposed language that he wishes to add to H.B. 19-20 that would amend P.L. 19-24 with regards to a compensation scale. He asked the Commissioners how they felt about the language and asked Counsel Ernest for his input. Counsel Ernest responded that he does not feel it's necessary to include the language because the ones affecting the Executive Director and the leaders were already changed explicitly under the Executive Director's section in P.L. 18-56. The Chairman explained that the salary cap exemption had recently been passed for CUC and CDA. The Director suggested including travel policy into the language as well.

Commissioner Santos recommended rewording the language to say: "The Commission shall enact its personnel policy and classification and compensation structure for its employees".

Commissioner Santos made a motion to include the Commission's additional addendum or an addition to the already transmitted proposed amended H.B. 19-20 to include the amended language under section 12 and the travel policy. The motion was seconded by Commissioner Manglona. It was to a vote and unanimously approved.

The Chairman inquired on the status of the personnel handbook. The Director shared that Velma Lore, Admin Manager is taking the lead in putting together the handbook. However, he commented that the Commission will have to look into this more seriously particularly because of the inclusion of language in H.B. 19-20 that would allow the Commission to handle its own personnel matters. He shared that other autonomous agency's personnel handbooks are being used by the Commission as a platform in drafting the personnel handbook.

Commissioner Santos recommended the Commissioners be provided a copy of the draft so their review can begin. In the interim while H.B. 19-20 is still pending, Commissioner Santos stated that the CCC should continue follow the spirit of OPM's Personnel Rules and Regulations. The Director commented that he saw no need to rush the handbook because the CCC presently has no choice but to follow OPM.

The Chairman announced that he was ready to act on approving the investigative fee the Director recommended. The Director reiterated that the amount he's proposing is six thousand dollars (\$6000). He added that another option would be to approve a \$12,000 investigative fee of which fifty percent or \$6000 will be required as an initial deposit. Should it be determined that the initial deposit is insufficient, the remaining fee will be requested. If funds are unused after the investigation, they shall be returned back to the applicant, he explained. Counsel Ernest advised that a lot of the pending junket applications should have been outright denied and the paid fee of \$1,000 should be forfeited due to non-compliance with the regulations on the completeness of their applications.

Commissioner Manglona asked Counsel Ernest for his legal opinion on returning back to the agenda of old business for action on this matter. Counsel Ernest advised the Commission that with over fifty percent of the vote, the agenda can be amended. However, he cautioned against any action on the matter in the absence of proper announcement on the agenda. The Director inquired if the adoption can be entertained under IV. Old Business letter A. Junket Operator's License Applications Update. Counsel Ernest advised against it as well. He stated that it would be more appropriate if sufficient public notice is given. The agenda as it stands, was too broad and that someone could argue that there's a difference between updates and moving to amend the regulations, he stated. Ultimately, he noted that it is the Commissioners decision. Commissioner Manglona suggested that this matter be placed properly on the next meeting agenda in June. The Chairman and the Commissioners agreed.

Counsel Ernest touched back to Vice Chair Reyes earlier comment on what jurisdiction the Commission had over the Grand Mariana project. After researching P.L. 19-24, he stated that he believes that 4 CMC 23.14 § K says that the Commission can regulate one live training facility and regulate the facilities which are allowable pursuant to the license. Given the absence of DPAC, he believes that the Commission has sufficient legal authority to get involved in the construction and to have

regulatory oversight, should it wish. The Chairman requested that Director issue a letter to the licensee stressing the need to have a construction manager on site on a day to day basis to ensure that the project is being done in accordance to structure and design specifications.

Commissioner Santos requested to cover discussions on parliamentary procedures with regards to order when making comments and asking questions during the meeting. He asked that the Chairman be allowed to acknowledge the speaker prior to speaking. He also commented that matters under new business should only be up for discussion. Actions should take place in the next meeting when the item is placed under old business, he said. He explained that in Robert's Rules which the Commission had adopted, items under new business are only to be discussed, deliberated and debated.

The Director replied that there are no restrictions under Robert's Rule that would prevent the Commissioners from taking official action under new business. However, should it be that no action is taken, the item should then be moved to old business. The Director questioned whether the Commission should even use Robert's Rule for meetings. He felt the Administrative Procedures Act makes more sense for the Commission's meeting instead of the Robert's Rule.

The Director asked the Commissioners for their opinion on whether discussions that are anticipated to be taken up under Executive Session should be identified on the agenda for publication. He shared that in his years of experience in organizations, the subjects of discussions are never included. He believes that any discussion under executive session should be decided through the virtue of voting. He asked the same for items under Miscellaneous Matters. The Chairman replied that under miscellaneous, if it does not affect public interest, it will be ok to specify and discuss them under miscellaneous.

Counsel Ernest added that the Chairman is correct that if it is just a miscellaneous matter, he saw no problem with holding discussions without being specified on the agenda. However, he cautioned on taking action on items discussed under miscellaneous as it is almost the same as new business.

Commissioner Santos stressed that he still felt strongly that if any action is to be taken on an idea, it should be under old business and that it has been discussed in prior meetings. Chairman Sablan replied that some of the issues brought before the Commission during its meetings are urgent in nature and may require immediate action. Counsel Ernest advised that taking action on items under new business is permissible if the subject matter is specified in a published agenda that action is intended. Specific wording such as vote to approve key employee licensing, vote to amend regulations regarding junket fees, and so forth should be specified, he explained. Chairman Sablan said that the distribution of the agenda is usually a few days before the meeting. He suggested to include in the regulations that meeting


materials should be forwarded to the Commissioners at least 7 days before the meeting to allow time for them to review and to make additions and changes if necessary including their comments on what should be on the agenda. The Director acknowledged and noted the Chairman's instructions.

It was decided that the Commission's regular meetings will be held every second Thursday of the month beginning in July 2016. However, for the month of June, the meeting will be scheduled on June 21, 2016. This will allow the office to secure a more permanent date for reserving the Technology Room at the Joeten-Kiyu Public Library and it will set a specific date for documents to be forwarded to the Commissioners for their review which should be at least seven days prior to the scheduled meeting.

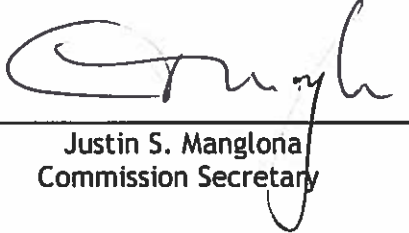
**VIII. ADJOURNMENT**

Commissioner Manglona moved to adjourn the meeting, seconded by Commissioner Santos. It was put to a vote and unanimously approved. The meeting was adjourned at 4:12 P.M. on May 12, 2015.

Prepared by:  Date: 07/11/16  
Ruth Ann P. Sakisat  
Executive Assistant to the Commission

Concurred by:  Date: 7/11/16  
Justin S. Manglona  
Commission Secretary

APPROVED AND ADOPTED ON: 14<sup>th</sup> day of July, 2016.

 Date: 7/14/16  
Justin S. Manglona  
Commission Secretary