

Joe Serra
Must Do List

5/26/77

N. Marianas
file

MUST DO LIST

1. Instill a sense of government service in all employees as people service not Rescom or their own ends type of service. Develop administrative practices and procedures that provide responsive government services to the people. Work very closely with OTSP to move up dates for completion of studies essential to newly elected government. Insist on more than lip service to Code of Ethics.

2. Budget - Presently, budget has only two object classifications: personnel cost and all others. Budget for Fy 78 given no honest effort toward constitutional considerations or priorities as viewed by OTSP.

(a) bottom to top review from zero base. All object classifications justified. Speaker of Legislature & Chairman, Appropriations Committee, and one minority member along with OTSP input on government organization and priorities, allow room for Minimum Wage expansion.

(b) Local revenues estimations and integrate into budget.

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3. Accounting System - financial management

(a) Evaluate staff - budgeted funds are insufficient - redevelop system to insure proper control, accounting for & reporting status of funds, budgeted and local revenues. (see CPA evaluation attached.)

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(b) Review in depth all boards & commissions revenue and expenditures: MIHA, Airport Authority, Liquor Control, Foreign Investment Board, CAA. Activate land trusteeship system for control of public lands per Constitution.

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(c) Develop and execute programs for taxpayer education and assistance on U. S. Income tax as applied to Guam.

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(d) Develop and install strict accounting practices and procedures for internal legislature authorized expenditures (responsibility of Rescom by Charter).

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4. Personnel System - Redevelop system to meet requirements of Northern Marianas. Immediate study on impact of minimum wage legislation at \$1.00, 1.15 and 1.25 levels - note allow anticipated expansion in Budget.

(a) Immediate review of all department directors and deputies capabilities and past performance. OTSP input as to government organization. Reassign personnel as appropriate after review.



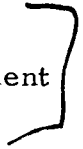
(b) Start immediate program to upgrade skills of personnel with potential thru federal grants or other available programs throughout Federal establishment.

(c) Immediate review of personnel available at TT Hq. that won't be moving to Ponape. Establish pecking order on RIF bumps, etc.



(d) Personnel employed on Saipan whose home is on Rota or Tinian receive + 25% on wages and housing. This must change to basic salary and residential homestead.

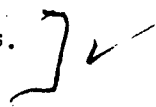
5. Procurement System - Complete overhaul required. Establish fairly rigid guidelines on methods of procurement and follow-up. Set up department to have capabilities when TT Central Supply moves (in 1981?)



6. Legal System

(a) Realign budget to provide for constitutional requirements. Try to convince legislature about eliminating land courts, if possible, and utilize land commission as at present.

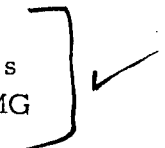
(b) Beef up AG office versus Public Defender and Legal Services. Strike balance.



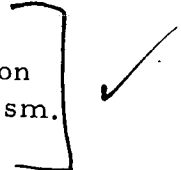
(c) Public Safety - require high standard public protection: fire service and police protection. New jail badly needed. Upgrade personnel capabilities and attitudes.



(d) Set up system of AG review of all matters involving legal implications, i. e., Secretarial Order, prior laws & regulations in effect. Set up review procedure for OTSP recommended NMG code vice TT Code.



(e) Develop better regulations on immigration for tourists and temporary business visitors. Enforce alien worker immigration status and coordinate this with labor department. Stop favoritism. Require ten day processing.



(f) Require all government personnel to query AG on whether any info requested by public is secret before telling public it is.

7. Resources & Development - Coordinate all economic development efforts with OTSP planning and studies.

(a) Complete land cadastre program soonest, particularly public lands to complete homestead program. Insist on integrity in homestead program.

(b) Stop ad hoc policy, develop and publish policy on alien labor importations. Stop favoritism. Require ten day processing.

(c) Review entire agriculture program and redirect effort toward more successful ventures in agriculture consistent with OTSP studies.]

(d) Seek help from Taiwan on aquaculture using Susupe Lake.

(e) Do everything possible to assist MVB in promoting NM tourism development.

(f) Seek counsel of business community.

(g) Provide for ongoing planning group with responsibilities for overview on implementation of policy.

8. Education

(a) Develop and establish minimum qualifications for teachers in public schools. Allow set time for up-grading qualifications of present teachers.

(b) Induce school board and legislature to express their views on standards of quality they want in public schools and whether more effort should be made toward relevant education.

(c) Review and establish appropriate controls on all federally funded projects. Work closely with D. C. office to get those federally funded programs in areas relevant to NMG needs.

(d) Try to stop political scholarship funds. Set up scholarship policy for aid to students as much as possible in skill areas we lack and use loan instead of grants to induce students to return and work in those skill areas with credit given on loan to those who do.

9. Public Works Operations - This department needs complete overhaul.

(a) Determine overtime paid and redirect personnel dept. to create more jobs rather than pay excessive overtime.

(b) Require strict accounting for government equipment and supplies.

(c) Review power utility revenues and costs with view toward private interests before commitment to build own plant.

(d) Require close cooperation with fire department to assure water supply during water hours in case of fire.

Construction - In depth review of planning needed.

(a) Review study that reports 30,000 KW will be required on line before 1981???. Redirect budgeted priorities based on review.

(b) Water problems must be solved or recognized as not possible of solution and other steps taken toward conservation.

(c) Budget priorities should be reset in light of PW operations para c and construction para a & b determinations.

10. Public Health - Where are we headed?

- (a) Facilities woefully inadequate and not maintained
- (b) Personnel dedicated but no qualified local MD's
- (c) Charges and collections much too low to support service rendered.
- (d) Family Planning so inadequate hospital refuses to issue birth control pills to married alien over 21.
- (e) Medical officers too heavily into local politics (Camacho, Palacios, Kaipat)
- (f) Must involve legislature, OTSP, medical personnel and community leaders in upgrading this service.

11. Community Development

- (a) Use MIHA and residential homesteading program as urban renewal program. Relocate from Chalan Kanoa - exchange land and make more open space in heavily populated areas.

12. Rota and Tinian - Special attention is required to these areas to induce feeling of integration into the whole.

- (a) Form panel of community leaders and elected officials to PPB these islands from a local viewpoint. Draw up blueprint for development consistent with Covenant and residents desires.

Conclusion:

Needless to say, a great deal of cooperation is going to be required to accomplish the desired results from all sectors and all interests in the Marianas. Not the least of which would be a ten hour, six day week for the Resident Commissioner.