

Date: Wednesday, December 15, 2021

Time: 10:00 a.m.

Location: Meeting held Via Zoom

Subject: 1lb Mixed Produce Bags

Meeting Attendees:

- DeAnndra Chargualaf, Department of Public Health & Social Services (DPHSS), Division of Senior Citizens (DSC)
- Daryl Diras, Department of Public Health & Social Services (DPHSS), Division of Senior Citizens (DSC)
- Maria Timoteo, Adult Day Care Center
- Tony Fegurgur, Senior Center Operations
- Maria Duenas, S.H. Enterprises Inc.
- Jesse Bamba, University of Guam
- Dr. Bob Barber, University of Guam
- Kathrina Reyes, Farmers Cooperative Association of Guam
- Mike Aguon, Farmers Cooperative Association of Guam

Meeting Notes:

Purpose

- DPHSS-DSC received positive feedback from village Mayors and Senior Citizens regarding mixed produce bags that were distributed to our ENP C1 and C2 clients earlier this year.
 - Mayors inquired if we would be able to provide mixed produce bag as a Christmas treat for our seniors.

Purchase Order

- Purchase Order No. P226A01666 for a total of 1,275, 1lb mixed produce bags for ENP C-1 (Congregate) Clients.
- Purchase Order No. P226A01667 for a total of 1,425, 1lb mixed produce bags for ENP C-2 (Home-Delivered) Clients.

Delivery

- ***Program Manager (PM) Maria Duenas with S.H. Enterprises will provide total number of clients, by site/village for both ENP C1 and C2, and respective delivery dates to Program Coordinator III DeAnndra Chargualaf the morning of Friday, December 17, 2021 for review. PC III Chargualaf will transmit information to Kathrina Reyes with the Farmers Cooperative Association of Guam no later than Close of Business (COB), Friday, December 17, 2021.***
 - Per Ms. Reyes, the Farmers will deliver produce to the Farmers Co-op on Saturday, December 18, 2021 and they will begin packing produce on Sunday, December 19, 2021 to go out for delivery on Monday, December 20, 2021-Wednesday, December 22, 2021. Per Ms. Reyes, Farmers Co-op will be packing and delivering for ENP C-1 and C-2 concurrently.
- **Delivery for ENP C-1 Clients**
 - ***Deliveries to the following Senior Centers and Adult Day Care Centers will be made by the Farmer's Cooperative Association of Guam:***
 - Senior Centers:
 - Agana Heights
 - Astumbo
 - Dededo
 - Mangilao
 - Sinajana

- Tamuning
 - Yigo
 - Adult Day Care Centers:
 - ADC-Central
 - ADC-Macheche
 - ADC-North
- Per Ms. Reyes, Farmers Co-op are aware of location for each center.
- ***Delivery of produce for the Senior Centers and Adult Day Care Center listed below will be made by the Farmers Co-op to S.H. Enterprises, Inc. SH Ent. will deliver produce to sites/centers listed below.***
 - Senior Centers
 - Yona/Talofofo
 - Inalahan
 - Malesso
 - Hagat
 - Santa Rita
 - Adult Day Care
 - ADC-South (Inalahan)
- **Delivery for ENP C-2 Clients**
 - ***The Farmers Co-op will deliver all produce to S.H. Enterprises for all ENP C-2 (Home-Delivered) clients. S.H. will deliver produce bags to ENP C-2 clients at the same time they deliver their meals.***

Flyers

- Jesse Bamba with the University of Guam will update flyer and will email to PC III Chargualaf for review and approval.
- PC III Chargualaf contacted Mr. Bamba after the meeting around 10:48 a.m. and confirmed that he will print and deliver the flyers to PC III Chargualaf.
- PC III Chargualaf will provide flyers to SH Enterprises. Tony Fegurgur with Senior Center Operations stated that he will have one of his staff pick up flyers from PC III Chargualaf. Maria Timoteo with the Adult Day Care Center stated that she will pick up flyers from PC III Chargualaf.