

FISCAL YEAR
2025
GOVERNOR'S
BUDGET PROPOSAL

APRIL 1, 2024 SUBMISSION



VOLUME III
AUTONOMOUS AGENCIES

**Volume III
Component Units
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SUMMARY OF FY 2025 AUTONOMOUS AGENCIES

Column1	DEPARTMENTS:	NOP	PERSONNEL	ALL OTHERS	TOTAL
1	COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY	11	\$ 1,165,331.00	\$ 546,800.00	\$ 1,712,131.00
2	MARIANAS VISITORS AUTHORITY	41	\$ 1,649,522.00	\$ 1,047,885.00	\$ 2,697,407.00
3	NORTHERN MARIANAS HOUSING CORPORATION	106	\$ 5,348,972.75	\$ 8,128,939.00	\$ 13,477,911.75
4	CNMI OFFICE OF THE PUBLIC AUDITOR	17	\$ 959,200.00	\$ 774,804.00	\$ 1,734,004.00
5	PUBLIC UTILITIES CORPORATION	0	\$ -	\$ -	\$ -
6	COMMONWEALTH CASINO COMMISSION	3	\$ 2,899,336.00	\$ 1,379,545.00	\$ 4,278,881.00
7	COMMONWEALTH PORTS AUTHORITY	0	\$ -	\$ -	\$ -
8	COMMONWEALTH UTILITIES CORPORATION	572	\$ 23,255,463.00	\$ 92,544,537.00	\$ 115,800,000.00
9	NORTHERN MARIANAS TECHNICAL INSTITUTE	31	\$ 1,150,079.22	\$ 1,629,323.22	\$ 2,779,402.44
10	COMMONWEALTH HEALTH CARE CORPORATION	801	\$ 79,892,713.64	\$ 58,044,799.38	\$ 137,937,513.02
11	NORTHERN MARIANAS COLLEGE	244	\$ 12,806,348.00	\$ 4,220,678.00	\$ 17,027,026.00
12	CNMI PUBLIC SCHOOL SYSTEM	0	\$ -	\$ -	\$ -

TOTAL: 1826 \$ 129,126,965.61 \$ 168,317,310.60 \$ 297,444,276.21



CEDA
COMMONWEALTH ECONOMIC
DEVELOPMENT AUTHORITY



P.O. Box 502149 Saipan, MP 96950 | Tel No.: (670) 234-6245 / 6293 / 7145 / 7146 | Fax No. 235-7147 | www.developcnmi.com

March 8, 2024

HAND DELIVERY

Virginia Villagomez
Special Assistant for Management and Budget
Commonwealth of the Northern Mariana Islands
Capitol Hill, Saipan, MP 96950



Subject: FY 2025 Budget Submission

Dear Ms. Villagomez:

Submitted herewith is the Commonwealth Economic Development Authority's Fiscal Year 2025 budget program. A copy has been provided to the Governor. Please contact Derek Sasamoto, Comptroller at 234-6245 ext. 301 for any questions or concerns in this regard.

Si Yu'us Ma'ase,

MANUEL A SABLAN
Executive Director



March 8, 2024

The Honorable Arnold I. Palacios
Governor
Commonwealth of the Northern Mariana Islands
Capitol Hill
Saipan, MP 96950

SUBJECT: FY 2025 CEDA Budget Submission

Dear Governor Palacios:

The Commonwealth Economic Development Authority (CEDA) hereby submits its proposed budget for Fiscal Year (FY) 2025. The proposed spending plan for the fiscal year totals \$1,909,538, an increase from FY 2024 budget of \$41,201. The increase encompasses CEDA's plans to expand the economic development department to undertake the mandates of CEDA Act of 2021.

<u>Description</u>	<u>Amount</u>	<u>% of budget</u>
Compensation & Benefits	\$1,165,331	61%
Operating Expenditure	\$ 546,800	29%
Capital Outlay	\$ 178,500	9%
OPA funding	\$ 18,906	1%

Mission Statement

To provide appropriate financial and technical assistance to facilitate the start-up or expansion of private and public enterprises for their success, the benefit of the commonwealth's economic welfare and the long-term sustainability of the CEDA.

We are guided by the principle of performing our mission in a courteous, professional, accountable, prudent, efficient, and independent manner.

Our Vision is to revitalize and reposition CEDA to perform its mission and achieve an overall vision of economic development for the Commonwealth.

GENERAL

As amended, Public Law 4-49 mandates the Commonwealth Development Authority (CDA) to stimulate the economic development of the CNMI through its Development Banking Division (DBD)

servicing the government and public sectors and its Development Corporation Division (DCD) engaging in private sector activities.

Public Law 22-01 enacted on June 7, 2021, renamed CDA to Commonwealth Economic Development Authority (CEDA). CEDA was charged as the primary agency tasked with the economic development of the CNMI and empowered to undertake this mandate with the flexibility to become proactive in the pursuit of industries and investment that will strengthen the CNMI economy.

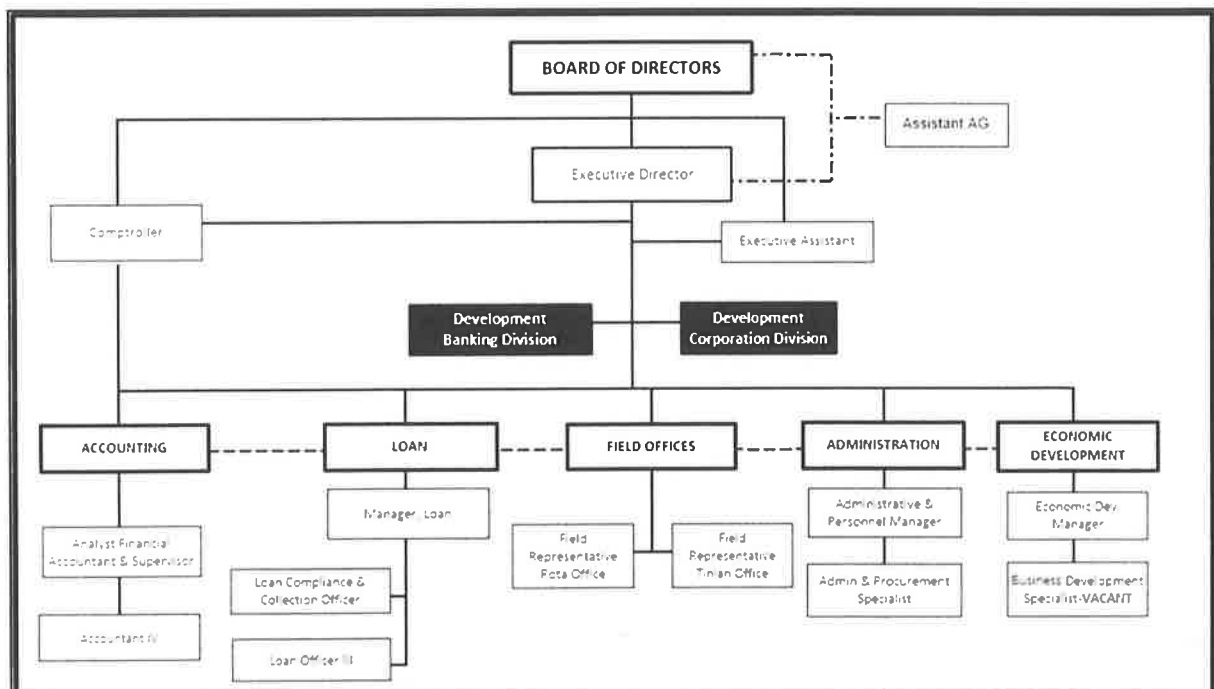
CEDA administers and facilitates other investment initiatives – The Qualifying Certificate Program of 2000, as amended. Currently, there is a pending legislation under review by the 23rd Legislature to reform the Program and to increase the competitiveness of the Commonwealth for private sector investment.

In 2018, CEDA was designated as the entity for Opportunity Zones (O.Z.). Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long-term investments in low-income neighborhoods. Investors can defer tax on any prior gains invested in a Qualifying Opportunity Fund (QOF) until the earlier date on which the investment in a QOF is sold or exchanged or until December 31, 2026.

The Commonwealth Economic Development Authority operates from self-generated revenues; this is realized from the interest earned on loans it deploys, leases and rental income and investments. We continue to aim to diversify our portfolio to leverage our funds and compete for economic grants where available. Annually, we strive to operate within budget without sacrificing efficiency. This is a constant challenge for this agency.

ORGANIZATION

By statute, CEDA is limited to fifteen employees excluding the executive director and comptroller who are hired by the board and are officers of the authority. Currently, CEDA has 11 FTEs, with one vacancy, and plans to hire staff for the economic development department this fiscal year 2024.



FISCAL YEAR 2023 AND PART OF 2024 OUTCOMES AND ACCOMPLISHMENTS

The Fiscal Year 2023 Citizen Centric Report which summarizes CEDA's activities and accomplishments in FY 2023 is attached.

Additionally--

CEDA's San Jose building first floor walkway and ramp project, under the CIP office and funded by the Infrastructure and Maintenance Grant, was completed and established ADA compliance of the area.

CEDA's investment portfolio spanning FY 2023 through the first 5 months of FY 2024, earned positive returns in line with established benchmarks, relative to the risk incurred, while all funds remained FDIC insured to safeguard agency funds.

CEDA executed an updated Investment Policy Statement with its registered investment advisor to formalize investment decisions and responsibilities involved.

CEDA's website received an upgrade in FY 2023.

In Fiscal Year 2023, the CEDA Board of Directors lacked a quorum, which led to a temporary delay in reviewing and deciding on certain key actions. We are pleased to report that we now have a complete Board composition for FY 2024, which has re-energized our decision-making process. As we move forward, we are optimistic about the enhanced efficiency and effectiveness this brings to our operations, ensuring diligent and responsible services to the community.

Notable accomplishments for FY 2023 for the Loan Team included an increase in online loan applications, which doubled from FY 2022. The amount of loan applications processed was comparable to FY 2022, slightly reduced by 3 loans. Loan processing times of 4-7 days were maintained. Microloan delinquency remained at under 10% and Direct Loan delinquency at 1.25%. Moreover, there were no foreclosures in FY 2023.

CEDA has also been designated as the agency to handle the submission of the State Small Business Credit Initiative 2.0, with a CNMI annual allocation of \$54 million and a pending decision from the US Treasury.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

1. Legislative Change: Push for law amendments to extend refinancing options for CEDA loans to 3 years, including personal, business, and consumer loans for greater financial flexibility.
2. Underwriting Excellence: Update guidelines and offer continuous training to ensure loans are evaluated thoroughly and risks are minimized.
3. Proactive Loan Management: Use advanced technology for early risk detection and adjust strategies accordingly to maintain a healthy loan portfolio.
4. Effective Collections: Introduce innovative strategies for early intervention and improve collection processes with regular training and policy updates.

5. Data-Driven Insights: Leverage analytics for smarter decision-making in underwriting, monitoring, and collections, supported by data tools.
6. Borrower Support: Enhance assistance for those facing financial hardships through personalized repayment plans and financial education.
7. Best Practices Commitment: Stay updated with industry trends for compliance and foster continuous improvement through regular audits.
8. Advocate for HB 22-70 on the QC Program to modernize and improve the program to encourage potential investors.
9. Participate in IEDC conferences to learn about programs and funding mechanisms used by other economic development organizations.
10. Market the CNMI to foreign investors at the annual Select USA Summit.
11. Partner with SBDC to assist small businesses become successful.
12. Implement a repository for data collection of economic indicators.
13. Meet with targeted investors to pitch planned projects.
14. Partner with OGM to identify grants for economic development.
15. Revisit CEDA's personnel regulations to ensure the regulation addresses the changing needs of CEDA's programs and personnel needs. Amendments and promulgation.
16. Creation and adoption of CEDA's Procurement Regulations in line with Public Law 23-01.

**COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY
PROPOSED
FY 2025 BUDGET**

REVENUE PROJECTIONS

The Agency projects total funds available for fiscal year 2025 of \$1,909,538. Funding sources include interest on loan collections, qualifying certificate annual compliance and application fees, leases, sale of foreclosed properties, rental income from the CEDA Building, earned income on investments, and surplus funds from prior years. CEDA remains conservative in its revenue projections.

Surplus funds from prior years	1,082,923
Projected FY 2025 – collections and other revenue sources	826,614
TOTAL PROJECTED FUNDS AVAILABLE FOR FY2025	1,909,538

OPERATING EXPENDITURE

CLASS CODE	OBJECT CLASSIFICATION	FY2025 SUBMISSION
PERSONNEL SERVICES		
5010a	Wages/Salaries – Permanent	489,214
5010b	Wages/Salaries – Contract	388,985
5010c	Overtime Compensation	0
5010d	Retirement Contribution – DB Plan	96,106
5010e	Retirement Contribution – DC Plan	16,564
5010f	Medicare Contribution	12,930
5010g	Health Insurance Premium Contribution	82,176
5010h	Life Insurance Premium Contribution	10,570
5010i	Lump Sum Annual Leave Withdrawal	10,000
5010j	Social Security Contributions	55,285
5019	Merit Bonus	3,500
	Rounding	2
TOTAL COMPENSATION & BENEFITS		1,165,331

OTHER SERVICES & CHARGES

5100	Advertising	14,000
5105	Audit Fees	20,000
5110	Auto Expenses	5,100
5115	Bank Charges	10,000
5120	Board Expenses	68,500
5130	Communications	16,800
5135	Computer Repairs & Maintenance	3,000
5160	Foreclosed Properties	1,500
5170	Insurance	9,000
5180	Janitorial & Supplies	400
5200	Legal Fees	60,000
5210	Licenses & Fees	500
5220	Loan Processing Costs	1,500
5222	Miscellaneous	300
5225	Office Supplies	6,000
5230	Organizational Dues	7,000
5240	Postage & Shipping	2,000
5245	Printing & Photocopying	5,500
5250	Prof Services	74,700

5255	Publication/Online Service Subscriptions	33,115
5265	Rental – Tinian & Rota Office	15,000
5270	Rental – Equipment	4,000
5280	Repairs & Maintenance	2,000
5290	Technical Grant – various	30,000
5300	Training – Staff	18,585
5310	Travel & Per Diem – Staff	70,000
5330	Utilities – Power, Water & Sewer	17,200
5340	SSBCI Program – reimbursable	0
5350	Youth Training Programs	0
5360	CEDA San Jose Building (communal areas)	48,100
TOTAL SERVICES & CHARGES		546,800
TOTAL PAYROLL & OPERATING EXPENSES		1,712,131
CAPITAL OUTLAY		
1410	Computer Equip & Programs	4,500
1420	Building Improvements	80,000
1430	Office Equipment	15,000
1460	Furniture & Fixture	4,000
1481	Land Improvement	75,000
TOTAL CAPITAL OUTLAY		178,500
TOTAL OPERATING BUDGET		1,890,631
OTHER FUNDING		
5227	1% OPA Funding	18,906
TOTAL OPERATING BUDGET		1,909,538

Respectfully submitting,



MANUEL A. SABLAN
Executive Director

Schedule A – operations
Schedule B – condensed FY 2023 and 2024 financial statements



2023

CITIZEN-CENTRIC REPORT

FISCAL YEAR 2023

WHAT'S INSIDE

- Performance
- Finances
- Challenges/Outlook

Our Mission

is to appropriate financial and technical assistance to facilitate the start-up or expansion of private and public enterprises for their success, the benefit of the CNMI's economic welfare and the long-term sustainability of CEDA.

Our Vision

is to revitalize and reposition CEDA to perform its mission and achieve an overall vision of economic development for the CNMI

Who We Are and What We Do

The Commonwealth Economic Development Authority (CEDA) is a semi-autonomous agency of the government of the Commonwealth of the Northern Mariana Islands (CNMI). CEDA, formerly the Commonwealth Development Authority (CDA) that was established in 1985, now carries additional statutory mandates, foremost is to be proactive in the pursuit of industries and investments that will strengthen the CNMI economy. The CEDA Divisions to carry these functions are:

- The Development Banking Division (DBD) generally shall be engaged in government and public sector activities. The DBD serves as the financial advisor and coordinator to any public borrowing of the CNMI's departments, autonomous public agencies, municipalities, and public corporations, thru Bond and bank financing.
- The Development Corporation Division (DCD) generally shall be engaged in private sector activities. Through its loan programs, the DCD provides direct financing: 1) the Micro Loan Program of \$25,000 and below and 2) the Direct Loan Program of up to \$450,000. The State Small Business Credit Initiative (SSBCI) is a bank driven program. CEDA was designated its implementing agency by the CNMI Department of Commerce to administer the Program in 2012. The SSBCI Program was closed early this year.
- CEDA administers and facilitates other investment initiatives the Qualifying Certificate (QC) Program established in 2000 and the Opportunity Zone (OZ) Program in 2018. The QC Program provides for certain tax incentives for businesses in the CNMI that meet the Program requirements in return for their investment in the CNMI. Under the OZ Program, investors can defer tax on any prior gains if the gains are reinvested in a Qualified Opportunity (QO) Fund, a vehicle for investment in QO zones.

CEDA WELCOMES A NEW FIELD REPRESENTATIVE FOR ITS TINIAN OFFICE. Ms. Joyce Flores joined the COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY in January of this year. She has an associate degree in applied science in Business Administration. She has excellent communication and computer skills and has served the community in several non-profit organizations. She understands the challenges in doing business in Tinian and believes these challenges could be alleviated by networking— collaborating and coordinating with public and private organizations through public outreach, forums, social media to name a few. She looks forward to assisting and working with the community.

CEDA SAYS FAREWELL TO ITS COMPTROLLER. Mr. Donnie James P. Militante worked for the COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY for six (6) years. Mr. Militante has a wide range of accounting experience in both the public and private sectors. He was a valuable employee, a family, and he will be missed. He left CEDA to pursue other opportunities in the mainland U.S.A.

MESSAGE FROM THE CHAIRMAN & EXECUTIVE DIRECTOR

Hafa Adia! At the outset, on behalf of the Commonwealth Economic Development Authority (CEDA) Board of Directors and staff, Manny and I, recognize the past Board of Directors. Their exemplary leadership and invaluable service to this agency are profoundly appreciated. As we report our accomplishments, we extend our wholehearted gratitude to them for their contributions.

We warmly welcome our new Board of Directors, expecting CEDA's unwavering leadership to guide us through the critical task of rebuilding the CNMI's economy. We will diligently reassess our economic objectives to ensure the alignment of our policies, rules, and regulations with these objectives. It is imperative that we redouble our efforts to optimize operations, minimizing inefficiencies.

Furthermore, CEDA stands ready to collaborate closely with the Office of the Governor and the Legislature to advance these objectives. In closing, we look ahead with unwavering optimism and a renewed, steadfast commitment to our people. 'Si Yu'us Ma'ase'.


Frank Lee SN. Borja
Chairman, Board of Directors


Manuel A. Sablan
Executive Director

CEDA & DCD BOARD OF DIRECTORS, OFFICERS & MEMBERS (FISCAL YEAR 2023)

Frank Lee SN. Borja (Tinian)
CEDA Chairman (01/08/23 to 09/25/23)
DCD Chairman (05/03/13 - 09/25/23)

Michael S. Sablan (Saipan)
CEDA Member (10/01/22 to 01/13/23)
DCD Member (10/01/22 to 01/13/23)

Aubry M. Hocog (Rota)
CEDA Chairwoman (10/01/22 - 01/05/23)
Member, DCD Board

Joaquin O. Dela Cruz (Saipan)
CEDA Vice Chairman (01/06/23 - 01/30/23)
Member, DCD Board

Jocelyn T. King (Tinian)
Secretary, CEDA Board (01/07/23 - present)
Member, DCD Board

Isidro K. Seman (Saipan)
Vice Chairman, DCD Board (10/28/22 - 01/29/23)
Member, CEDA Board

Before the end of fiscal year 2023, newly appointed and confirmed by the CNMI Senate are the following CEDA Board of Directors:

Representing the island of Rota

Daniel O. Taitano
Dana A. Calvo
Tania Sophia P. David
Michael S. Sablan
Frank M. Rabaufiman

Representing the island of Saipan

2023

CITIZEN-CENTRIC REPORT

PERFORMANCE WHAT WE DID IN FY 2022

DEVELOPMENT CORPORATION DIVISION (DCD)

In Fiscal Year 2023, the CEDA Board of Directors lacked a quorum, which led to a temporary delay in reviewing and deciding on certain key actions. We are pleased to report that we now have a nearly complete Board composition, which has re-energized our decision-making process. As we move forward, we are optimistic about the enhanced efficiency and effectiveness this brings to our operations, ensuring diligent and responsible services to the community.

DCD LOAN PROGRAMS

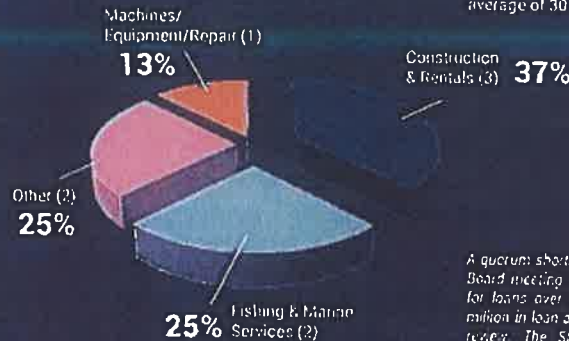
MICROLOAN AND DIRECT LOAN PROGRAMS	FY2022	FY2023*
Loan applications started (online)	36	69
Loans applications processed	23	19
Loans approved	17	6
Loans closed	14	6
Total amount of loans disbursed	\$480,168	\$116,000
Average interest rate	7.71%	8.17%
Average loan review time	4.7 days	4.7 days
Loans cancelled	1	1
Loans approval rate	74%	42%
Performing loans	122	102
Foreclosures	-	-
Foreclosed properties sold at auction	-	-

Type of Loans Approved (Overall)		
Business Type	Count	%
Construction & Rentals (3)	3	37.50%
Fishing & Marine Services (2)	2	25.00%
Other (?)	2	25.00%
Machines/Equipment/Repair	1	12.50%

Micro Loans (\$2,500 and below)
The Micro Loan Program is under the purview of the Executive Director. The average loan review and decisions take about 5-7 days, interest rates range from 5.5% to 9%, and terms of up to seven (7).

Direct Loans (\$25,000 to \$250,000)
The Direct Loan Program falls under the purview of the Board of Directors. For a complete loan application, the average loan review is 5-7 days and decisions usually within an average of 30 to 45 days.

Types of CEDA Loans Approved in Fiscal Year 2023



A quorum shortage resulted in just one DCD Board meeting for FY 2023, causing delays for loans over \$25k. Currently, about \$1.1 million in loan applications await DCD Board review. The State Small Business Credit Initiative program concluded in March 2023.

TOTAL LOANS APPROVED IN FISCAL YEAR 2023

Rota		
Business Category	Amount Approved	Count
Construction & Rentals	\$180,000	1
Retail	\$25,000	1
Other	\$3,000	1
Total	\$188,000	3
Saipan		
Business Category	Amounts Approved	Count
Construction & Rentals	\$50,000	2
Fishing & Marine Services	\$18,000	1
Total	\$68,000	3
Tinian		
Business Category	Amounts Approved	Count
Construction & Rentals	\$20,000	1
Fishing & Marine Services	\$25,000	1
Total	\$45,000	2
Total for FY 2023	\$301,000	8

Microloan & Direct Loan Programs (All Districts)		Microloan & Direct Loan Programs (Saipan)		Microloan & Direct Loan Programs (Tinian)		Microloan & Direct Loan Programs (Rota)	
Description	FY2023	Description	FY2023	Description	FY2023	Description	FY2023
Loan applications started (online)	69	Loan applications started (online)	40	Loan applications started (online)	13	Loan applications started (online)	16
Loan applications processed	19	Loan applications processed	11	Loan applications processed	4	Loan applications processed	4
Loans approved	8	Loans approved	3	Loans approved	2	Loans approved	3
Loans closed	6	Loans closed	3	Loans closed	1	Loans closed	2
Total amount of loans disbursed	\$116,000	Total amount of loans disbursed	\$68,000	Total amount of loans disbursed	\$20,000	Total amount of loans disbursed	\$28,000

DEVELOPMENT BANKING DIVISION (DBD)

The CIP Bond Interest account was depleted. Availability is zeroed out, but projects are ongoing as funds appropriated are reserved. For FY 2023, the total amount disbursed was \$49,014. The balance on the CUC Dividend Payment Account, as of September 30, 2023, is \$5M. In FY 2023, Saipan Local Law 23-02 appropriated \$1M of the dividends for road construction, water lines, and wastewater lines at the Northern Marianas College.

ECONOMIC DEVELOPMENT ACTIVITIES / QUALIFYING CERTIFICATE PROGRAM

CEDA continues its collaborative efforts with public and private sectors in the development of new businesses and retention and expansion of existing businesses in the CNMI. For 2023, CEDA executed a Memorandum of Understanding with the Small Business Development Center (SBDC) at the Northern Marianas College. The MOU between the two parties strengthened its commitment to assist small businesses by providing technical assistance services through trainings, workshops, and seminars. Also in early part of 2023, CEDA Economic Development Manager participated in Saipan Chamber of Commerce's Economic Forum which discussed economic conditions, challenges, and opportunities for the CNMI. CEDA also, for the first time, participated in Select USA, an event held by US Department of Commerce to market US states and territories to foreign investors.

There are three (3) QC beneficiaries in FY 2023, the Saipan Globe International Group, Bridge Capital LLC and Marshall Holdings, Inc. There were inquiries into the QC program to invest in the CNMI but a formal application has yet to be submitted. We continue to market the CNMI and if necessary, the QC program to help spur economic activity.



Economic Forum at Kensington



SBDC advisory Board w/ SBA & CEDA

2023

**CITIZEN-CENTRIC
REPORT**

FINANCES

HOW WE USED OUR RESOURCES

Commonwealth Economic Development Authority (CEDA) is a self-funded autonomous agency that derives its revenue for its operations from various sources such as interest and fees from loans, interest and dividends from investments, income from leases, and rentals. This fiscal year, our growth was met with challenges and risks. Both are part of our standard operating environment and significantly affected our priorities and strategies. To address these, we will continue to seek creative financing to leverage our current resources and routinely evaluate the most effective use of our capital assets.

FINANCIAL STATEMENT SUMMARY

STATEMENT OF NET POSITION

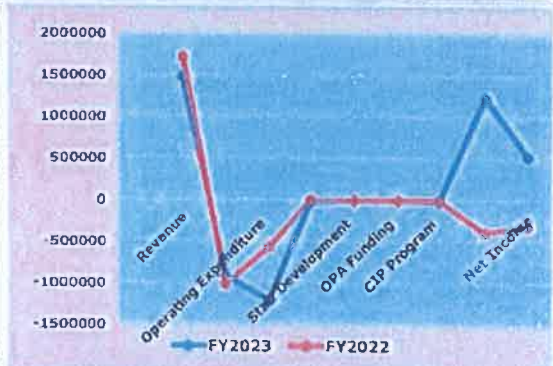
	2023	2022
Assets	\$42,515,175	\$44,900,277
Liabilities	3,271,880	7,822,311
Net Position	39,243,295	37,077,966
Liabilities and Net Position	\$42,515,175	\$44,900,277

STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION

	2023	2022
Operating Revenues	\$1,465,038	1,706,459
(Provision for) recovery for loan impairment	1,226,570	(392,250)
Net Operating Revenues	2,691,608	1,314,209
Operating Expenses	(526,279)	(1,623,979)
Operating Loss	2,165,329	(309,770)
Non-operating Revenues (Expenses), net	-	(8,913)
Change in Net Position	2,165,329	(318,683)
Net Position - beginning	37,077,966	37,396,649
Net Position - ending	\$39,243,295	\$37,077,966

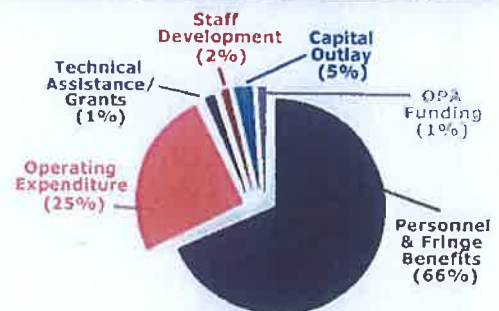
PROFIT AND LOSS COMPARATIVE

Account	FY2023	FY2022
Revenue	\$1,465,038	\$1,706,459
Personnel & Fringe Benefits	-909,689	-1,024,689
Operating Expenditure	-1,214,842	-573,515
Technical Assistance/Grants	-20,849	0
Staff Development	-7,203	-13,775
OPA Funding	-12,000	-12,000
CIP Program	-18,234	-8,913
(Provision for) recovery of loan & interest impairment	1,226,570	-392,250
Net Income	\$508,791	\$(318,683)



CEDA BUDGET 2023

Budget Item	Budget Amount	% of Budget
Personnel & Fringe Benefits	\$1,056,432	66.4%
Operating Expenditure	394,210	24.8%
Technical Assistance/Grants	18,000	1.1%
Staff Development	30,870	1.9%
Capital Outlay	75,800	4.8%
OPA Funding	\$15,745	1.0%
Total Budget	\$1,591,057	100%



2023

CITIZEN-CENTRIC REPORT

CHALLENGES & RECOMMENDATIONS WHAT TO DO

At the beginning of fiscal year 2023, recovery efforts were hampered with economic uncertainty in the CNMI. However, our outlook for 2024 is optimistic. The proposed reform of the Investment Incentive Act will strengthen our collaborative efforts toward recovery and position CEDA to better face the challenges ahead.

CHALLENGES

Overlapping and similar missions with respect to economic development. Difficulty in obtaining information and data from other agencies, especially in updating demographics, financials, and economic information when CEDA is exploring the bond market on behalf of the CNMI government.

RECOMMENDATIONS

Meet with the Executive Branch and Legislature about having CEDA be the lead economic development. All functions and funding of other agencies be transferred to CEDA. P.L. 22-01 created CEDA to assist and lead in developing an economic development plan for the CNMI. CEDA could accomplish this mandate with adequate support. A coordinated and centralized economic development office in CEDA is needed to streamline efforts.

CHALLENGES

CEDA is tasked to actively promote the CNMI as a location for private investment and promote and encourage the development of new businesses and the retention and expansion of existing businesses in the CNMI.

RECOMMENDATIONS

CEDA will coordinate and collaborate with different regulatory agencies on commerce, tourism, and trade, find ways to streamline the processes to do business in the CNMI. CEDA will update the Investment Guide on how to set up business in the CNMI. This Guide was developed by CEDA's predecessor, CDA, in 2003.

CHALLENGES

CEDA is tasked to promote and encourage the expansion and development of a market for products from the CNMI. And to coordinate, develop, and participate in off-island investor missions to generate interest and investment in the CNMI with emphasis on business investments from the United States of America.

RECOMMENDATIONS

CEDA participated in international economic development conferences and investment summits which can lead to aid in technical support, case studies, and funding from the US Economic Development Administration (EDA) and International Economic Development Council (IEDC). CEDA will continue to seek opportunities with organizations and meet with investors to fulfill its mandate in promoting the CNMI and its products.

CHALLENGES

Issues persist in the foreclosures and post-judgment processes.

RECOMMENDATIONS

We aim to collaborate with the Legislature to: 1) Remove remaining balances on debts after a property's judicial foreclosure and auction. Only auction proceeds would be owed to creditors. 2) Reduce the redemption period for foreclosed properties from one year to three months.

CHALLENGES

Need for new lending programs to boost the CNMI's business environment by attracting new clients.

RECOMMENDATIONS

The CEDA Board and management are considering a non-commercial lending assistance package. Due to current legal restrictions, we will pursue amendments to the CEDA law to enable this.



Get In Touch With Us

For more information about CEDA
www.developcnmi.com

[Connect with Economic Development Authority](https://www.facebook.com/CEDACNMI)



Saipan at CEDA Bldg.,
2390 Beach Road, Oleai
Tel Nos: (670) 234-7145/7146/6293/6245
Fax: (670) 235-7147

Rota at Tamara & Seven Brothers' Building,
Songsong Village
Tel Nos.: (670) 532-9408 | Fax: (670) 532-9409

Tinian at NMC Campus, San Jose Village
Tel. No.: (670) 433-9203
Fax: (670) 433-3690

**Commonwealth Economic Development Authority
Fiscal Year 2025 Budget Proposal**

	FY 2024 PROPOSED	ECON.DEV. DEPT	TOTAL	FY 2025 PROPOSED	ECON.DEV. DEPT	TOTAL	Change from FY 2024
CASH AVAILABLE - OPERATIONS:	1,955,859		1,955,859	1,735,982		1,735,982	
TOTAL ASSETS as of 9/30/2023, 2024, 2025: <i>excludes CUC investment of \$45M</i>	778,015		778,015	838,973		838,973	

From Cash Reserve/Available:	1,268,337		1,268,337	1,082,923		1,082,923	
Projected Income	600,000		600,000	826,614		826,614	
Total Projected Income	1,868,337		1,868,337	1,909,538		1,909,538	
Expense							
5010X - Payroll Expenses							
5010a - PERM Salaries	430,497	51,066	481,563	438,148	51,066	489,214	7,650
5010b - CONT Salaries	266,623	103,500	370,123	281,862	107,123	388,985	18,862
5010d - DB Plan Contributions	93,680	-	93,680	96,106	-	96,106	2,426
5010e - DC Contributions	9,937	6,183	16,120	10,237	6,328	16,564	444
5010f - Medicare Contribution	10,304	2,241	12,545	10,636	2,294	12,930	384
5010g - Med/Den Ins. Prem Contrib	57,477	19,978	77,456	63,881	18,295	82,176	4,720
5010h - Life Ins. Prem Contrib	8,899	1,638	10,537	8,932	1,638	10,570	33
5010i - Lump-Sum Annl Leave Payout	10,000	-	10,000	10,000	-	10,000	-
5010j - Social Security	44,058	9,583	53,642	45,478	9,808	55,285	1,644
5019 - Merit Bonus	3,500	-	3,500	3,000	500	3,500	-
5020 - Annual Leave Accrual	-	-	-	-	-	-	-
ROUNDING	2		2	2		2	
Total Payroll Expenses	934,978	194,190	1,129,168	968,281	197,050	1,165,331	36,164

5100 - Advertising & Notices	4,000	-	4,000	4,000	10,000	14,000	10,000
5105 - Audit Fees	20,000	-	20,000	20,000	-	20,000	-
5110X - Auto Expenses							
5110a - Gas for Agency Cars	2,000	-	2,000	2,000	-	2,000	-
5110b - Vehicle Repair & Maint	2,000	-	2,000	2,000	-	2,000	-
5110c - Mileage Allowance Paid	100	1,000	1,100	100	1,000	1,100	-
5110d - Vehicle Rental	-	-	-	-	-	-	-
5115 - Bank Charges & Adjustments	10,000	-	10,000	10,000	-	10,000	-
5120X - BoD Expenses							
5120a - Compensation	1,000	-	1,000	1,000	-	1,000	-
5120b - Per Diem	25,000	-	25,000	25,000	-	25,000	-
5120c - Travel	20,000	-	20,000	20,000	-	20,000	-
5120d - Ground Transportation	3,000	-	3,000	3,000	-	3,000	-
5120e - Other & Functions	4,000	-	4,000	4,000	-	4,000	-
5120f - QC	500	-	500	500	-	500	-
5120g - Stakeholders Meeting	5,000	-	5,000	5,000	-	5,000	-
5120h - Prof.Dev (registrations & fees)	6,000	-	6,000	10,000	-	10,000	4,000

**Commonwealth Economic Development Authority
Fiscal Year 2025 Budget Proposal**

5130X - Communications									
	5130a - DCD	15,000	-	15,000	16,800	-	16,800	1,800	
	5135 - Computer Parts & Maint.	5,000	-	5,000	3,000	-	3,000	(2,000)	
	5140 - Computer Programming Svc								
5160X - Foreclosed Prop Exp									
	5160a - Appraisal & PTR	1,000	-	1,000	1,000	-	1,000	-	
	5160c - Upkeep & Repairs	-	-	-	-	-	-	-	
	5160d - Other (public notices/ads)	500	-	500	500	-	500	-	
	5170X - Insurance	9,000	-	9,000	9,000	-	9,000	-	
	5180 - Janitorial & Supplies	250	-	250	400	-	400	150	
5190X - Bond Issues Expenses									
	5190a - Legal Fees	-	-	-	-	-	-	-	
	5190b - Advertising & Notices	-	-	-	-	-	-	-	
5200X - Legal Fees									
	5200a - DCD								
	5200b - QC								
	5200c - BoD Meetings	75,000	-	75,000	60,000	-	60,000	(15,000)	
	5200d - Fcld Property-related								
	1231a - Loan Charges (legal & misc.)								
	5210 - Licenses & Fees	500	-	500	500	-	500	-	
	5220 - Loan Processing Costs	1,500	-	1,500	1,500	-	1,500	-	
	5222a - Misc. DCD	300	-	300	300	-	300	-	
	5225 - Office Supplies	6,000	-	6,000	6,000	-	6,000	-	
	5230 - Organization Dues	5,000	2,000	7,000	5,000	2,000	7,000	-	
	5240 - Postage and Shipping	2,000	-	2,000	2,000	-	2,000	-	
	5245 - Printing	3,000	2,500	5,500	3,000	2,500	5,500	-	
	5250 - Prof Services - Other								
	Alarm Monitoring & Service	2,100	-	2,100	2,100	-	2,100	-	
	Armored Courier	3,600	-	3,600	3,600	-	3,600	-	
	DR Solution	3,000	-	3,000	3,000	-	3,000	-	
	Website redesign/upgrade project	3,000	4,000	7,000	2,000	4,000	6,000	(1,000)	
	Other - consulting	-	60,000	60,000	-	60,000	60,000	-	
	Other services	-	-	-	-	-	-	-	
	5255 - Publication/Online Service Subscriptions								
	Publications	300	800	1,100	300	800	1,100	-	
	DownHome	9,000	-	9,000	9,000	-	9,000	-	
	Lenderfit	11,776	-	11,776	14,175	-	14,175	2,399	
	Office 365	2,500	-	2,500	2,250	-	2,250	(250)	
	Malwarebytes	1,500	-	1,500	1,800	-	1,800	300	
	Webhosting & Domain registration	500	1,000	1,500	500	1,000	1,500	-	
	Zoom	300	300	600	300	300	600	-	

**Commonwealth Economic Development Authority
Fiscal Year 2025 Budget Proposal**

	Newspaper Subscription				180		180	180
	Data Upload Services - credit reporting	900		900	900		900	-
	Equifax	1,260		1,260	1,610		1,610	350
5265	Rental - Office	15,000		15,000	15,000		15,000	-
5270	Rental - Equipment	3,000		3,000	3,000		3,000	-
	Copier new leases	2,000	2,000	4,000	2,000	2,000	4,000	-
5280	Repairs & Maintenance	2,000		2,000	2,000		2,000	-
5290a	SBDC Grants							
5290b	Other Grants/Projects	20,000	10,000	30,000	20,000	10,000	30,000	-
5300	Training - Staff - registration fees							
	FY 24 - loan	4,785		4,785	4,785		4,785	-
	FY 24 - econ dev	5,000	5,000	10,000	1,800	5,000	6,800	(3,200)
	FY 24 - acctg	5,000		5,000	5,000		5,000	-
	FY 24 - admin	2,000		2,000	2,000		2,000	-
5310	Travel - Staff (airfare, per diem & ground)	25,000	40,000	65,000	30,000	40,000	70,000	5,000
5330X	Utilities (office)							
	5330a - Power	15,000		15,000	16,800		16,800	1,800
	5330b - Water	400		400	400		400	-
5340X	SSBCI Program							
	5340a - Travel & per diem							
	5340c - Legal Fees/audit							
	5340d - Registration & Other							
5350	Youth Training Programs							
5360X	CDA San Jose Bldg. (common area & units)							
	5360a - Janitorial & Maint.	15,000		15,000	15,600		15,600	600
	5360b - Power	2,500		2,500	2,000		2,000	(500)
	5360c - Water & Sewer	20,000		20,000	15,000		15,000	(5,000)
	5360e - Repairs & Maintenance	10,000		10,000	10,000		10,000	-
	5360f - Moving & Relocation Expenses							
	5360g - Generator (Fuel & Maintenance)	3,000		3,000	5,500		5,500	2,500
Total Operating Expense		416,071	128,600	544,671	408,200	138,600	546,800	2,129
Total Payroll & Operating Expense		1,351,049	322,790	1,673,839	1,376,481	335,650	1,712,131	38,293
Capital Outlay								
1410a	Computer Equip/program		6,000	6,000		4,500	4,500	(1,500)
1420a	Building Improvement	20,000	60,000	80,000	20,000	60,000	80,000	-
1430a	Office Equipment	10,000		10,000	15,000		15,000	5,000
1440a	Machinery & Vehicles							
1460a	Furniture & Fixture		5,000	5,000		4,000	4,000	(1,000)

**Commonwealth Economic Development Authority
Fiscal Year 2025 Budget Proposal**

1470a - Building Mach. & Equip	-	-	-	-	-	-	-
1481a - Land Improvements	75,000	-	75,000	75,000	-	75,000	-
Total Capitol Outlay	105,000	71,000	176,000	110,000	68,500	178,500	2,500
TOTAL EXPENSE & CAPITAL OUTLAY	1,456,049	393,790	1,849,839	1,486,481	404,150	1,890,631	40,793
5227 - OPA 1% of Budget	14,560	3,938	18,498	14,865	4,042	18,906	408
TOTAL:	1,470,609	397,728	1,868,337	1,501,346	408,192	1,909,538	41,201

Development Corporation Division - DCD

Balance Sheet

As of February 29, 2024

	<u>Feb 29, 24</u>		<u>Sep 30, 23</u>	
ASSETS				
Current Assets				
Checking/Savings				
1000X · Operations Cking BoG 0260	198,394.44	1%	302,375.29	1%
1020 · Loans Cking BoG 0273	919,788.01	4%	860,873.53	4%
1030X · Petty Cash	500.00	0%	500.00	0%
1080X · Investments	10,485,982.00	43%	10,485,982.00	43%
1090 · SSBCI Checking BOG 8908	27,521.41	0%	14,899.55	0%
1090a · SSBCI Savings BOG 8237	974,423.43	4%	974,423.43	4%
Total Checking/Savings	<u>12,606,609.29</u>		<u>12,639,053.80</u>	
Accounts Receivable	143,119.51	1%	202,521.01	1%
Other Current Assets	<u>8,664,881.39</u>	36%	<u>8,724,762.21</u>	35%
Total Current Assets	21,414,610.19		21,566,337.02	
Fixed Assets	794,873.62	3%	792,981.64	3%
Other Assets	<u>2,187,888.50</u>	9%	<u>2,231,871.62</u>	9%
TOTAL ASSETS	<u><u>24,397,372.31</u></u>	100%	<u><u>24,591,190.28</u></u>	100%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	44,131.93	0%	66,658.70	0%
Other Current Liabilities	<u>3,234,240.24</u>	13%	<u>3,222,689.13</u>	13%
Total Current Liabilities	<u>3,278,372.17</u>		<u>3,289,347.83</u>	
Total Liabilities	3,278,372.17		3,289,347.83	
Equity	<u>21,119,000.14</u>	87%	<u>21,301,842.45</u>	87%
TOTAL LIABILITIES & EQUITY	<u><u>24,397,372.31</u></u>	100%	<u><u>24,591,190.28</u></u>	100%



MARIANAS
VISITORS AUTHORITY

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February 29, 2024

Ms. Virginia C. Villagomez
Special Assistant
Office of Management and Budget
Commonwealth of the Northern Mariana Islands
Caller Box 10007
Saipan, MP 96950

RE: FISCAL YEAR 2025 BUDGET

Hafa adai and Tirow Ms. Villagomez:

Attached is the Fiscal Year 2025 budget submission for the Marianas Visitors Authority (MVA). This was adopted by the Board of Directors in its special board meeting on February 28, 2024.

Should you have any questions or need further information, please contact my office at 664-3200/01 or by email at jtorres@mymarianas.com.

Respectfully,

JUDY C. TORRES
Acting Managing Director

Enclosure





The Marianas

| Saipan | Tinian | Rota |



Marianas Visitors Authority Fiscal Year 2025 Operations Budget

Approved by the MVA Board of Directors
February 28, 2024 Special Board Meeting

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I. MISSION STATEMENT

Mission Statement

To promote and develop The Marianas as a premier destination of choice for visitors from throughout the world while providing a maximum quality of life for our people. We nurture and encourage cultural interchange and environmental sensitivity for visitors' enjoyment and for our children's children.

Our primary duty is to promote The Marianas as a destination of choice to the travelling public. To accomplish this, the MVA's enabling legislation includes:

- Organizing and conducting programs, advertising, and further featuring The Marianas and its attractions to the traveling public;
- Advising the Governor and Legislature on the need for development, expansion and improvement of existing tourist facilities, and recommending methods to increase visitor satisfaction;
- Promoting beautification programs in The Marianas;
- Preparing information booklets in English and other appropriate languages for distribution to all tourists;
- Collecting, compiling, and analyzing statistics and other data and information;
- Providing advice and technical assistance to tourism development organizations and tourism related enterprises;
- Encouraging the investment of private funds to improve tourist facilities in The Marianas;
- Planning, constructing and maintaining reception and information booths and other tourist facilities and providing staff for such facilities;
- Recommending procedures for expediting immigration and customs clearance for tourists;
- Improving communication with foreign visitors by assisting in the establishment of foreign language training programs;
- Promoting the indigenous arts and crafts of The Marianas;
- Promoting the preservation of the cultural heritage of The Marianas;
- Encouraging and supporting the employment of local residents in the tourism industry;
- Coordinating efforts with all departments and agencies of the Commonwealth government including the mayors of each Senatorial district; and
- Regulating the tour industry through the issuance of certifications to tour operators and tourist land/sea transport operators attesting to their compliance with statutory and regulatory requirements for engaging in the tour operator and tourist land/sea transport operators business and tour guides through the issuance of certifications attesting to a minimum proficiency in the English language and their successful completion and training in the history, culture, and scenic attractions of The Marianas.

Governing Law

The Marianas Visitors Authority (MVA) was created by District Law 4-145 during the Trust Territory years under the title of Marianas Visitors Bureau and amended through Public Law 11-15 to Marianas Visitors Authority for the purpose of enhancing tourism in the Commonwealth of the Northern Mariana Islands. The MVA is charged with the responsibility of promoting tourism and travel to the Northern Mariana Islands. Tourism is the primary economic driver for The Marianas.

State of the Industry

Tourism was a \$1.5 billion industry for The Marianas in 2018, when visitor arrivals were fairly moderate. The industry supports private sector jobs and generates tax revenue to support public sector jobs and services. For every 85 tourists, tourism supports one person employed in the private sector and for every 95 tourists, one person is employed in the public sector.

The importance of tourism and the work of the MVA is clearly evidenced by the continued lull in the economy activity. As we all know, the COVID-19 pandemic has been the most significant disruption to global travel and tourism in the history of the industry. Despite unprecedented levels of government intervention to help the public and private sectors brace themselves against the prolonged and pronounced impacts of COVID-19, the tourism industry has suffered deep losses. In July 2021, the MVA implemented the innovative and adaptive Tourism Resumption Investment Plan (TRIP) as part of the first travel bubble agreed to by South Korea, creating a global standard and template for reopening a destination in the midst of the COVID-19 pandemic. The MVA is now focusing in stabilizing arrivals, opening up additional markets and restoring all normal marketing, promotions, signature events, and other activities in support of a revived tourism economy.

I. ORGANIZATIONAL CHART

Please see Attachment “A”.

II. BUDGET NARRATIVE

A. Department Overview – Structure and Services

MVA is composed of the following Divisions/Sections and their respective functions:

DIVISION	SERVICES
Board of Directors (9) 5 appointed 4 elected	<ul style="list-style-type: none"> • Establishes policies for the Organization • Acts as governing body of MVA • Supports and reviews the performance of the MVA Managing Director • Approves the Annual Budget • Maintains overall responsibility on the performance of the MVA to its direct beneficiaries and stakeholders • Approves the Fund Requirement of the Organization

Executive Office	<ul style="list-style-type: none"> • Reports to the Board of Directors and fulfills its orders and resolutions • Manages the operations and performance of the MVA • Reviews and presents the final proposal of the Annual Budget to the Board • Approves the salaries and compensation of the employees • Implements the governing laws, regulations, policies, and procedures • Reviews and approves the Marketing Strategy and Programs of the Organization • Reviews and approves the expenditures of the Organization • Approves public relations programs such as press releases, monthly newsletters, and other related publications • Reviews and approves the annual report of the MVA as required for distribution to the CNMI Legislature
Administrative/Human Resources	<ul style="list-style-type: none"> • Supports the training and career development of the employees • Manages the hiring of the employees • Creates the labor policies and interprets state and federal employment and labor laws • Directs employee benefit and assistance programs • Supervises the employee-related compensation package • Prepares the employee-related Annual Budget • Develops and implements employee professional development programs
Tour Guide Certification	<ul style="list-style-type: none"> • Manages the Tour Guide Certification Program towards regulation of land/sea tour guides and operators through the issuance of valid certification • Recommends rules and regulations and establishes reasonable fees necessary to carry out statutory mandates • Communicates data with relevant government agencies for enforcement purposes • Communicates with tour guides and operators with updates through quarterly newsletters and other forms of communication • Develops and supplies road safety videos for visitors and rental car companies • Manages and updates information relevant to the maintenance and promotion of visitor safety and satisfaction through distribution of the Official Marianas Guide manual, safety booklets, and videos
Research	<ul style="list-style-type: none"> • Accomplishes statistical research and analysis towards the support of policy development and marketing for The Marianas tourism industry • Collects inbound travel data and extracts valuable market information in order for the MVA to better evaluate travel trends relevant to our destination

	<ul style="list-style-type: none"> • Produces reports such as the Visitor Arrivals Statistics to The Marianas and Visitor Profiles for Japan, Korean, China, US/Guam, and Others on a monthly basis • Maintains monthly and annual historical statistic reports • Assembles and collates inbound data on all incoming flights to Saipan and Rota • Generates Load Factor on direct flights to from Japan, Korea, China, Guam, and others
Marketing	<ul style="list-style-type: none"> • Prepares Annual Budget on Marketing Strategies for Tourism • Ensures maximum exposure for the destination in all source countries within the allotted budget through cooperative marketing efforts with travel agencies, airlines, tour operators, retail outlets, and other stakeholders • Create marketing and promotional contents of destination spots, culture, and history. • Fosters maximum usage of the Familiarization Tours for stakeholders in order to obtain the highest quality and highest spending visitors that the islands can physically accommodate • Promote The Marianas through brand platforms such as travel trade shows, social media, websites, and other media channels
Community Programs	<ul style="list-style-type: none"> • Prepares the Annual Budget on Community Projects benefiting the Tourism Industry of The Marianas • Develops annual signature events to generate off-island publicity and offer tourists a variety of activities to choose from • Supports improvements of Marianas products for tourists • Partners with industry members to further educate the community on the importance of the tourism industry • Partners with other agencies in all Saipan, Tinian, and Rota to create events aimed at attracting travel to all islands • Create programs that foster cultural and historical values to visitors • Recruit and manage MVA membership program
Accounting	<ul style="list-style-type: none"> • Manages the Organization's business transactions in a systematic manner • Ascertains the financial position of the Organization • Collects, analyzes, and reports on the present financial position • Manages the funding of the MVA • Ensures compliance on regulations, policies, and procedures on fund disbursement • Prepares required reports to other government agencies • Consolidates and analyzes the Annual Budget and Financial Statements
Procurement Section	<ul style="list-style-type: none"> • Manages all RFP, ITB, RFQ, Contracts, and Small Purchase Orders for MVA services • Oversees and implements the compliance of the procurement regulations • Manages and controls the inventory assets of the MVA
Field Operations (Tinian and Rota)	<ul style="list-style-type: none"> • Maintains and improves designated tourist sites • Coordinates with MVA headquarters on all signature events

	<ul style="list-style-type: none"> • Supports Travel Agents and Media Familiarization Tours • Provides information regarding the CNMI to visitors • Manages the assets of MVA assigned to their respective offices • Partners with other CNMI government agencies on any tourism-related matters • Assists other Government Agencies as needed • Provides support on Destination Enhancement Projects • Represents MVA in all of the local events on each respective island
Product Development	<ul style="list-style-type: none"> • Defines, launches, and maintains programs towards the enhancement of The Marianas as a tourist destination, such as: <ul style="list-style-type: none"> • Evaluating the tourism-attraction value of current and potential new sites • Monitoring and upgrading the content and upkeep of these existing sites in cooperation with relevant government agencies • Supervises, controls, and monitors destination enhancement site repair/improvement expenditures and contracts in accordance with procurement conditions • Works in close coordination with MVA members, stakeholders, and government agencies in the planning, development, and execution of destination enhancement projects • Manages contractor relationships and assists in building effective partnerships in the development, maintenance, and enhancement of tourist sites

B. KEY INITIATIVES

1. FINANCIAL HIGHLIGHTS

Prior to FY 2021, the MVA had been funded entirely (except for \$1) through its entitlements, specifically a percentage of the Hotel Occupancy Tax and the Alcoholic Beverage Container Tax. In FY 2021 due to the pandemic, these earmarks were suspended in favor of a direct appropriation.

As a point of historical reference, the MVA’s entitlement to earmarked funds are mandated under 4 CMC § 1803 authorizing the MVA to receive eighty percent (80%) of the taxes collected under 4 CMC § 1502 or Hotel Occupancy Tax (HOT). Provided, however, under 4 CMC § 2157, the Secretary of Finance may withhold up to 2.5% percent of the funds [per fiscal year] for the purpose of funding revenue and tax personnel to enforce the provisions of this Article and other Commonwealth tax laws.

The CNMI Budget Act for FY 2021, 2022, and 2023 suspended the earmarked funds including the MVA’s share in the Alcohol Container Tax (20%) and MVA’s entitlement to the Hotel Occupancy tax (80%).

The MVA was provided a budget allocation of \$3,113,730 for FY 2022. Appropriation from local funds is \$2,019,911 and \$1,093,819 from American Rescue Plan Act (ARPA) funds. Personnel budget is \$1,609,170 and the remaining \$1,504,560 is for operations/all other expenses, including the 1% OPA fee.

In FY 2023, based on Public Law 22-22, total budget received was only \$821,745 of which \$676,181 was for Personnel and \$145,564 goes to All Others including Marketing. We were force to shift funding allocations earmarked for destination enhancement and our own, rent-free permanent office building. Funds under the Tourism Resumption Investment Plan (TRIP) that were carried over were obligated to contractual agreements, including continued marketing in Korea and Japan.

For FY 2024, MVA’s entitlement to the Hotel Occupancy Tax (80%) was reinstated giving MVA a projected available funds for operations amounted to \$4,149,113. However, the budget is way below the pre-pandemic budget level and MVA needs to be armed with substantial resources to accomplish its mission to promote The Marianas in this competitive environment and support the continued recovery of our tourism.

As of January 2024, arrivals have recovered over 50% compared to pre-pandemic levels. Competing destinations are numerous and better funded as they dedicate substantial resources to strengthen their tourism industries. To counter this fierce competition and accelerate our tourism recovery, MVA is requesting a \$12,389,852 budget for FY 2025 to fund its personnel and operations and continue to work on tourism recovery and product development.

FUNDING LEVEL

For FY 2025, the MVA requests to receive a budget allocation of \$12,389,852.

Particulars	FY 2022	FY 2023	FY 2024	FY 2025
Personnel Costs	1,609,170	676,181	1,243,750	1,649,522
Other Operating Expenses	428,757	128,531	376,306	1,047,885
Marketing	575,803	-	2,073,344	7,335,000
Advertising Events	200,000	17,033	335,267	1,030,345
Destination Enhancement	300,000	-	120,447	1,327,100
Total	3,113,730	821,745	4,149,114	12,389,852

2. OVERVIEW

Based on visitor arrivals as of January 2024 which covers the first four months of FY 2024, visitor arrivals to The Marianas continue to show significant recovery compared to pre-pandemic arrivals numbers. As of January 2024, visitor arrivals recorded a 68% growth as compared to the same period last year. Nonetheless, total arrivals remain 56% lower than the first four months of FY 2020 (pre-pandemic) and 22% lower than pre-Super Typhoon Yutu in FY 2019, indicating a continued need for strategic effort to recover arrivals.

In terms of individual source market performance, South Korea is performing well, Japan is increasing but struggling, and China is still largely inaccessible. At this time, Korea and Japan markets are dampened by a very strong U.S. Dollar and weaker Won and Yen, steep competition from competitors, among other challenges.

In fiscal year 2023, Korea arrivals to The Marianas comprise 82% of total visitor arrivals - or market share – and have recovered or exceeded arrivals as compared to arrivals in FY 2020. This is positive impact to the CNMI's tourism industry as it is reported that the overall Korea national outbound has not reached pre-pandemic arrival levels. This is a good indication that there is strong consumer demand for The Marianas despite the challenging exchange rate. Direct flights from Seoul to Saipan include two flights a day by Jeju Air and one daily flight by T'Way. Asiana Airlines operates twice weekly flights. In all, we are projecting a 23% increase in air seats in FY 2024 compared to last fiscal year, indicating continued growth of the Korea market.

Japan currently comprises only 4% market share for The Marianas. In addition to the unfavorable currency exchange rate, there is still concern in the country about COVID, especially for unvaccinated children and seniors, which comprised a high percentage of travelers to The Marianas before the pandemic. Overall, the Japan national outbound travel rate is also still nearly 50% lower compared to pre-pandemic and, in the mind of today's traveler, there is still interest in less expensive and safer domestic travel. United Airlines operates 3 flights a week from Tokyo-Narita for both Japanese and individuals transiting to or from The Marianas. The MVA has requested for United Airlines to change their flight schedule so Japanese are not paying for an extra hotel night due to early morning arrival time. The MVA's immediate goal is to increase consumer demand and arrivals while simultaneously increasing flight frequency, securing charter flights during the peak travel seasons, and – long term – opening another city besides Tokyo and attract new airlines.

The need for a third source market is essential to achieve full recovery of arrivals and restore stability to the Marianas tourism economy. Before the pandemic, China comprised 44% (FY 2019) of visitor arrivals. Last year only 2% of visitors were from China. Due to the absence of direct flights at this time, most Chinese transit via Seoul or Tokyo (monthly arrivals from China began outpacing arrivals from

Japan four months ago). Hong Kong Airlines will begin direct flights in April 2024, and there is still a tremendous potential that can only be realized with more flights. This first direct flight is positive news.

This fiscal year we are also seeking an increase in the number of ship arrivals. Larger cruise ships with thousands of visitors aboard usually stay for only a day, while smaller vessels – such as military – usually stay several days, generating limited but welcomed economic impact. It is unclear if this trend will continue in FY 2025.

C. ACCOMPLISHMENTS

FY 2024

Although the MVA's funding has been severely limited due to the impacts of the pandemic, coupled with limited personnel, the office has worked effectively and efficiently through its divisions to achieve the following accomplishments in FY 2024:

Marketing Division

The Marianas Visitors Authority (MVA) has made significant strides in Fiscal Year 2023 and the early of Fiscal Year 2024, showcasing a successful array of marketing initiatives and partnerships that have elevated the visibility and appeal of the Marianas as a premier travel destination. The Mariana Visitors Authority's collaborative efforts, innovative campaigns, and strategic partnerships have successfully positioned the Marianas as a top-of-mind travel destination for travelers, driving engagement, awareness, and interest in exploring the unique offerings of the islands.

The Mariana Visitors Authority has achieved significant success in our source markets and the efforts have resulted in extensive media coverage, high PR value, and widespread exposure to a large audience base.

Highlights:

- The Marianas Visitors Authority generated a total PR value of USD 115,510,722 for Fiscal Year 2023 and start of Fiscal Year 2024, with 5,018 articles generating 118 media sources and 453 exposures totaling a circulation of 76,737,135 through our marketing efforts in our source markets and the efforts have resulted in extensive media coverage, high PR value, and widespread exposure to a large audience base.
- The Marianas Visitors Authority executed several successful campaigns, notably the Marianacation Chotoku campaign that ended August 30, 2023 and continued with the Marianacation Tabitoku campaign that is effective until April 30, 2024 which have resonated with the Japanese audience, driving engagement and interest in the Marianas as a travel destination.
- A strategic media tie-up with major broadcasting company TV Asahi featuring the Marianas has resulted in a significant PR value of USD \$2,760,000, exposing the destination to a wide audience base.

- Collaborations with major magazine companies like EVEN magazine and 10 carefully selected social media dive influencers producing over 120 social media contents targeting diving in the Marianas have further amplified the destination's visibility.
- The celebrity co-op promotion with the popular girl group Niziu, who filmed their summer vacation package for their 2nd album 'Coconut,' garnered significant attention. The 8 episodes and 9 teaser videos generated \$1,270,000 in ad value exposure with over 2,000,000 total views.
- A mass digital signage ad campaign in three major train stations in Japan JR Shinagawa Station, Otemachi Station, and Roppongi Station resulted in 1,330,980 displays, reaching over 21 million passengers and effectively showcasing the beauty and attractions of the Marianas.
- Successful co-op promotion with major Korean conglomerate company LG resulted with a specially designed massage chair called the 'Saipan' massage chair. It is currently sold for USD 2,500. Conducted a campaign titled LG Saipan Healing Trip that reached an impressive audience of 1,625,702,341 through various media and digital channels.
- Destination ads made a significant impact by reaching 125,412,952 passengers through media, digital channels, Out-of-Home (OOH) ads, and partner channels.
- Collaboration with 64 social media influencers led to the creation of 446 content pieces, generating a PR value of USD 1,344,000.
- Secured 58,242 circulation through 150,000 readership of the ads the MVA have conducted with National Geographic Traveler Magazine in 3 different monthly spreads (October 2023, November 2023, December 2023).
- The MICE program resulted of a total of 13 companies MICE trip with a total of 1,405 pax
- The Mariana Visitors Authority successfully conducted 14 promotions with three major airlines - Jeju Air, Asiana Airlines, and T'Way.
- Co-op promotions with 11 key travel agencies such as Mode Tour, Hana Tour, Very Good Tour, Yellow Balloon to name a few generated a total of 148,084 bookings in FY'23 with a total market share of 51%.
- Successfully signed a sports ambassador Park Bo-Kyeom, who is a LPGA Tour player who started golf in the Marianas where she attended school at the Whispering Palms School. Park won the KLPGA 9th Gyochoon 1991 Ladies Open in May 23, 2023.
- Conducted the Marketing Blitz Campaign in the Korea market with total of 50,254,571 digital ad impression, Click rate of 117,150 and total ad value of USD 57,242 from October 2023-December 2023 through key online channels such as Naver, Kakao,

Google, Meta, and Skyscanner. MVA Korea social media channels generated over 312,136 impressions, over 6,506 profile clicks, content likes of 1,585, interactions of 2,849 times, and generated 553 comments. The anamorphic ads in particular was exposed to over 7,839,582 vehicles and 8,894,818 people from our Gangnam Street ad, 5,782,000 vehicles and 6,900,000 people from our Hongik University Street ad, and 9,780,883 vehicles and 12,360,779 people from our Namdaemoon City Hall ad.

- Successfully generated 72 articles with a total PR value of USD 691,500 and total impression of 8,704,173 people through projects such as the 20th Tinian Hot Pepper Festival, 2024 Marianas Visitors Authority New Year’s Seminar and collaboration with Kidzania Trick Art Event Booth.
- Successfully recruited over 150 cyclists from around the world through various promotions for the 2024 Hell of the Marianas cycling event that took place in Saipan December 2, 2023.

The Mariana Visitors Authority's strategic partnerships, media coverage, and influencer collaborations have played a vital role in promoting the Marianas as a desirable travel destination in our source markets. These achievements reflect the successful implementation of marketing strategies and the effective utilization of various channels to reach and engage with a broad audience base.

Community Projects Division

As part of the MVA’s overall mission of promoting/marketing the CNMI as a preferred sports and leisure travel destination, the MVA’s Community Project Division reinforces this by developing sports, cultural, leisure and other recreational activities that aims to attract international as well as local participation.

As a result of the significant challenges that The Marianas has been facing since the pandemic, there still remains the need to recover. The MVA continues to move forward with its promotional events with a sense of normalcy.

The MVA was able to restart and add new events and activities and support for others:

October	Tinian Chief Taga Day Bisita Luta The Marianas Experience
December	Christmas in the Marianas Hell of the Marianas Century Cycle
January	Rota Marathon
February	20 th Annual Tinian Pika Festival Pika Fun Run
March	Saipan Marathon
April	Flame Tree Arts and Cultural Festival
May	25 th Annual Taste of the Marianas

	CNMI Tourism Month
	Rota Gilita Festival
June	Rota Sweet Potato Festival
September	Chamorro Carolinian Heritage Month
	Rota Coconut Festival

Destination Enhancement/Product Development Projects

Destination Enhancement continues to work on the improvement, restoration, renovation and expansion of tourist sites and attractions in The Marianas. We continue to focus on identifying new attractions and sites of significance that will enhance and provide a unique experience for all visitors.

- Grotto Site Improvements - Grotto remains one of the most visited sites on Saipan and the upkeep of the site is a priority for the MVA. The MVA works closely with the Division of Parks and Recreation in the upkeep of the Grotto site. In December 2023, Parks & Recreation assumed the responsibility of providing non-potable water and daily maintenance for the restroom.
- Last Command Post Site Improvements – The Last Command Post Improvement Project is halfway complete. The dilapidated benches were repaired and the landscaping and planting of trees and flowers were also complete. The repainting of cannons came to a halt after the cannons were deemed unsafe. We are waiting for the HPO office to declare it safe to grind to remove the rust and finally repaint.
- Talofofo Beach Signs – The MVA recently installed informational/ safety signs at Unai Nanasu and Unai Fanhang on Windward Road, Saipan. The signs serve as a reminder to beachgoers to take precaution when entering the water and to keep the beaches clean by taking their trash with them.
- Christmas in the Marianas Illumination Project – The Christmas in the Marianas Illumination project falls around the same time as the Christmas in the Marianas event. The illumination project usually focuses on the illumination of sculptures along Beach Road from Garapan all the way to Susupe. However, due to the ongoing construction on Beach Road, the installation of sculptures was limited and were only installed on the medians on the heart of the tourist district in Garapan. The illumination began at the intersection of T Galleria by DFS and extended all the way to the median in front of the DFEMS Station in Garapan. The trees and sculptures were illuminated from December 2023 until January 2024.
- Hafa Adai and Tirow Signs – The Hafa Adai and Tirow sign is a new project that was funded by the Korea-ad hoc committee. The signs are being made and is expected to be completed in March. The sign will be located in Marpi, Saipan and will be a new and iconic tourist attraction.

- Bird Island/Suicide Cliff/Last Command Post – The MVA was named as co-recipient of a \$1.4M Economic Development Administration Grant to fund a complete renovation of the Bird Island lookout, new railing, and parking area at Suicide Cliff and brand new restroom at Last Command Post.

Tinian Field Operations

A. Personnel

Tinian Field office has only (4) employees. One Field Office Supervisor and three (3) Trades Technician I. MVA opened and interviewed two Technician 1 positions last year but only one was hired due to lack of funds.

B. Department Overview

MVA Tinian Field Office's main objective is to maintain, enhance, and develop the island's tourist sites to be attractive and safe to the traveling public and the community. The office regularly maintains several sites and other non-MVA historical sites that are of interest to off-island media for promotion purposes. Our office also embraces, in one way or another, the responsibilities of most of the divisions of MVA, meaning we do other duties and responsibilities other than maintenance of tourist sites. Our field office conducts or assists familiarization tours, plans/coordinates & conducts special events, meets and attends meetings with other municipal government officials'/cabinet members, managers & other organizations for matters related to the MVA objectives, manages petty cash funds, requests/submits purchase orders, receipts & invoices, requests hotel occupancy numbers from hotels, and entertain walk-in visitors.

The office field crew focused mainly on maintaining, enhancing, and landscaping tourist sites. We fabricate, construct, paint, and install signboards at tourist sites and do daily brush cutting, mowing, trimming, pruning, raking, and trash picking. We also scrape and paint historical monuments and repair existing sites' broken stairs and concrete slabs. We also maintain the nursery, which requires collecting soil and pot ornamental flowers and tree seedlings/seeds.

Southern Sites

1. Suicide Cliff
2. House of Taga
3. Sumiyoshi Shrine
4. Korean Memorial Monuments and Santa Lourdes Shrine
5. Swimming Hole
6. Ginoza Caves

Northfield Sites

7. Unai Dankulu or Long Beach
8. Long Beach Interpretive Trail
9. Japanese Defense Caves and Trail
10. Hinode Shrine

11. American Memorial Monuments
12. Blow Hole
13. Air Raid Shelters and Tarmac
14. Flying Command Tower
15. Air Command Post
16. Japanese Power Plant
17. Atomic Bomb Pits/Park
18. Underground Fuel Tank
19. Chulu Beach
20. 107th Seabees Monument
21. Tachibana Shrine
22. Nursery

C. Previous Year's Accomplishments

1. Meticulous daily maintenance of tourist sites was done due to the newly purchased riding mower and trailer.
2. Our field office was able to cope with the fabrication and repairs of site & directional signboards
3. Despite meager funding, we successfully conducted the activities of the Tourism Month and Christmas Events.
4. Assisted the MOT with their annual events

D. Proposed Future Projects

Priority projects listed below are potential tourist sites and act as alternative attractions when the north field is closed for military exercises.:

1. Construction of a Tinian Botanical and Limestone Garden
2. Re-opening of nature trails and abandoned tourist sites:
 - Masalok Beach Trail
 - Long Beach Interpretive Trail
 - Kastiyu Caves

Rota Field Operations

The MVA Rota Field Office maintains, enhances, and develops Rota tourist sites with a staff of 4 personnel. Daily maintenance includes brush cutting, mowing, trimming, pruning, raking, and trash picking, and upkeep of landscaping at designated tourist sites. Our focus this upcoming fiscal year is to improve the infrastructure of our tourist sites and make much needed repairs to concrete structures.

FY2024 Accomplishments

- 1.) Launch first Annual Rota Marathon
- 2.) Repaired and painted wooden table at the Swimming Hole
- 3.) Repaired and painted concrete table at the Swimming Hole
- 4.) Repaired and painted Teneto Bridge
- 5.) Water blasted and painted the Japanese Cannon

Top Priorities

Our top priority this upcoming fiscal year is to make tourists sites more attractive to our visitors and residents by improving our structures such as our concrete benches and picnic tables located at some of the sites to ensure the safety and well-being of our visitors and residents.

Sites Maintained

- 1.) Bird Sanctuary
- 2.) Taqa Stone Quarry
- 3.) Pali'i Japanese Cemetery
- 4.) Sabana Peace Memorial
- 5.) Sabana Japanese Cannon
- 6.) Guata Beach Park
- 7.) Old German Chapple
- 8.) Songsong Lookout
- 9.) Tonga Cave
- 10.) Apanon Japanese Cemetery
- 11.) Pona Point
- 12.) Japanese Cannon
- 13.) Swimming Hole
- 14.) Mua Japanese Train
- 15.) Sugar Mill Japanese Train
- 16.) Tweeksberry Beach Park

*We also assist various departments with mowing brush cutting and lending equipment.

Tour Guide Certification Program

The Tour Guide Certification Program (TGCP) was placed on temporary suspension in 2020 due to all tour operators ceasing operations as a result of the COVID-19 pandemic. In 2022 and onward into the post-pandemic recovery period, the Tour Guide Certification Program underwent modifications that included new standards of education and basic updates to the curriculum. MVA in coordination with the Northern Marianas College Community Development Institute developed a new certification process that better suits the economic and development needs of the current tour guide community.

The TGCP lite program, as the updated program is referred to, has been restructured to allow applicants to forego formal classes and utilize the Official Marianas Guide Book and accompanying videos as learning resources. These resources are readily available and have been translated from

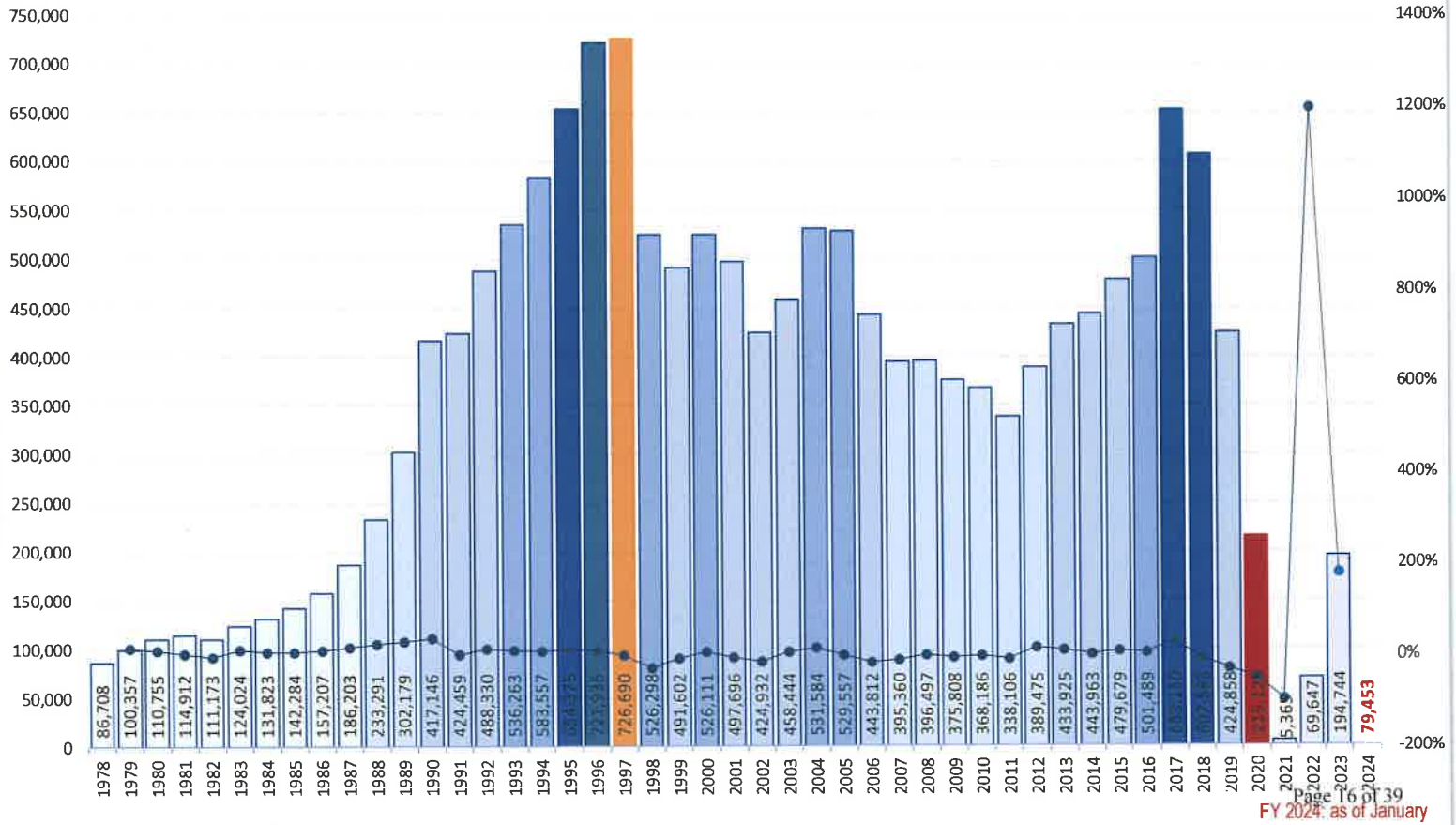
English into Japanese, Korean, and Chinese. Administrative requirements remain the same however, applicants will be afforded the opportunity to apply for a certification when they are comfortable with the material to request for an exam. In addition, the TGCP application process has been simplified as submissions will be accepted online, further providing a most accommodating environment for both MVA and the community.

D. PERFORMANCE INDICATORS



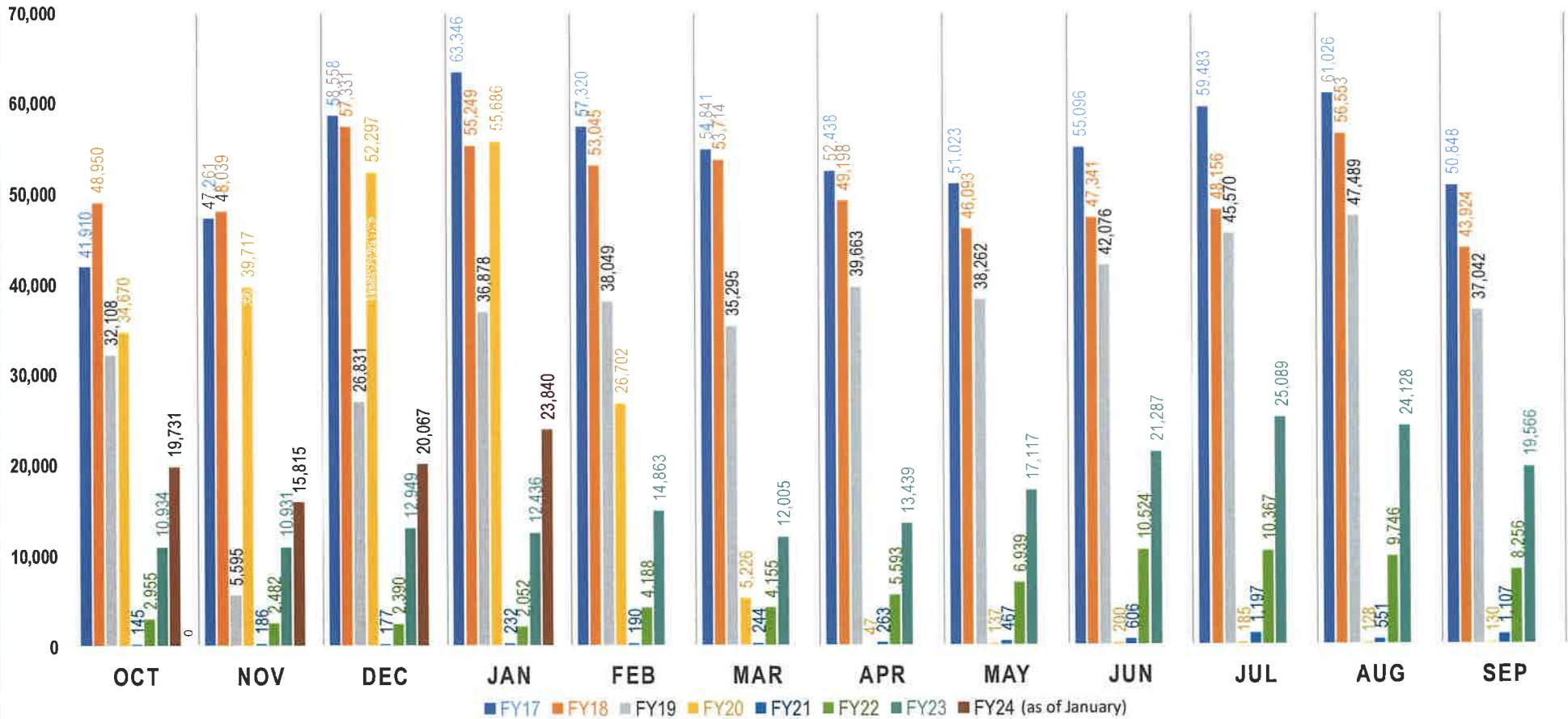
CNMI Historical Visitor Arrivals • Fiscal Year 1978 - 2024

- Notes:
- 1978 - 1987: Initial Phase
 - 1988 - 1997: Economic Boom
 - 1998 - 2005: Asian Economic Crisis:
 - 2001: 9-11
 - 2002: Iraq War
 - 2003: SARS Outbreak
 - 2005: JAL Pullout (Oct. 31, 2005)
 - 2006 - 2011: Recession; Suspension of NW Airlines, Osaka flight (Oct. 28, 2006)
 - 2009: Global Economic Crisis
 - 2011: Japan Earthquake
 - 2012 - 2017: Economic Recovery
 - 2015: Typhoon Soudelor
 - 2018: Delta Pullout (May 6) and Super Typhoon Yutu (Oct. 25, 2218)
 - 2020-21: Global Pandemic (COVID-19)
 - 2021 - 2022: South Korea TRIP Program
 - 2022 - 2023: Japan TRIP Program



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FY 2024: as of January

VISITOR ARRIVALS TO THE MARIANAS FY 2017 - 2024

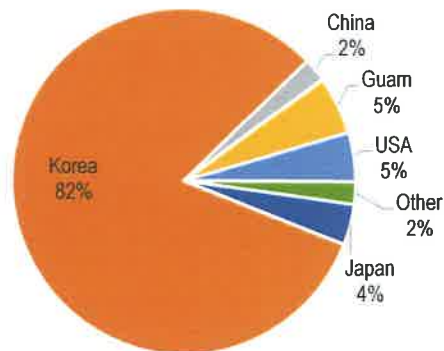




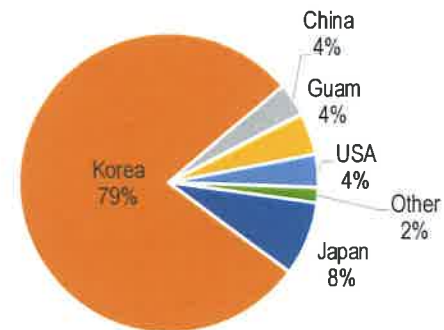
Visitor Arrivals Breakdown FY 2023-2024



FY 2023



FY 2024



FUTURE PLANS

Marketing:

- Creating a global branding and marketing strategy establishing clear identity for The Marianas that resonates within the travel community as a desirable destination to visit. The initial idea for the MVA is to develop a comprehensive global branding strategy that incorporates traditional print materials, digital marketing, uniformity amongst social media platforms, implementation training, and to create global uniform branding in all major source markets (Japan, Korea, China, U.S.), and potential new markets. Steps will also be taken to enhance existing marketing platforms locally and in our source markets creating new opportunities, ideas, and guidelines to brand The Marianas to current and potential new markets.
- Expand digital marketing efforts to reach potential visitors through targeted online advertisements, social media campaigns, and search engine optimization
- Develop engaging content for social media platforms to showcase the beauty, culture, and attractions of the Marianas
- Forge partnerships with airlines, travel agencies, and tour operators to create joint marketing campaigns that promote the Marianas as a desirable travel destination
- Collaborate with local businesses and hospitality providers to offer exclusive travel packages and promotions
- Identify and target specific demographics, such as adventure seekers, eco-tourists, and luxury travelers, through tailored marketing strategies and personalized experiences
- Utilize market research to understand the preferences and behaviors of different traveler segments and adapt marketing approaches accordingly
- Sponsor and participate in major travel and tourism events, trade shows, and consumer fairs to increase the visibility of the Marianas as a prime tourism destination
- Continue to improve visitor experience on Saipan, Tinian, and Rota with additional events of enhanced value that highlight attributes showcasing The Marianas as among the premier travel destinations. We will create more cultural events that will advance our indigenous culture and engage community participation. In response to shifting market trends, we must also diversify our activities to attract further visitors
- Emphasize the commitment to sustainable tourism practices and eco-friendly initiatives through marketing campaigns that highlight the preservation of the natural environment and local communities
- Promote responsible travel behaviors and eco-tourism activities that align with the principles of sustainability and conservation

- Engage with travel influencers, bloggers, and industry ambassadors to create authentic and compelling content that showcases the Marianas' offerings and experiences
- Invite key influencers and ambassadors to visit the Marianas for firsthand experiences and to amplify the destination's visibility through their networks
- Implement marketing initiatives that focus on enhancing the overall visitor experience, including the development of interactive maps, mobile apps, and online resources that provide valuable information for travelers
- Utilize customer feedback and data analytics to continuously improve and personalize the visitor experience, ultimately driving positive word-of-mouth and repeat visitation

Community Projects Division:

Since 2021, the MVA has been restoring its annual signature events as well as other events it organizes or sponsors. The MVA's Community Projects Division will continue to engage local government and industry partners to carry forward ongoing Signature Events in Saipan, Tinian and Rota.

For Saipan, the MVA plans to continue forward in sponsoring cultural activities such as the Marianas Experience at DFS Saipan, Flame Tree Arts Festival, and the Cultural Heritage Month's activities. The MVA also has increased its support to arriving military and cruise ships by enhancing cultural offerings such as the presence of our arts and craft practitioners as well as our local food and drink vendors at the Saipan Seaport during visits. This includes special price offering from the MVA members.

For Tinian and Rota, the MVA plans to introduce more cultural activities that represents each island's specialty such as a "Saibuk Festival" (Kamuti, Suni and Dagu) for Rota and expand the current offerings of Tinian's Pika (Hot Pepper) Festival just to name a few. Just in recent years, Rota has been working on growing and making coffee in partnership with Japan which is showing promising results for the near future. We plan to continue the Rota Marathon as a signature event.

It is crucial that the MVA tailor's community events to maximize on-island and off-islands participation to include current and future sporting events and to attract niche markets to conduct training programs in the Marianas.

MVA will also continue its support to other related and meaningful community events such as the Saipan International Fishing Tournament, Miss Marianas Beauty Pageant, Miss Earth Northern Mariana Islands, Marianas Tourism Education Council, Rota and Tinian fishing tournaments, golf tournaments, fiesta activities, memorial groups and others.

The cost of hosting events has increased, especially transportation to Rota and Tinian therefore, the MVA must be provided with adequate funding for the continuity of signature events that attract visitors to our beautiful Mariana Islands and add value to their stay.

Destination Enhancement/Product Development Projects:

- The Product Development Division/Destination Enhancement will continue to plan and work on the improvement, restoration, rehabilitation and renovation of tourist sites with its partners, including the Department of Correction Community Outreach Program, Office of Grants Management, Saipan Mayor's Office, Tinian Mayor's Office, Rota Mayor's Office.
- Exploring innovative means to repair, maintain and improve tourist sites; and
- Improving value-added amenities at natural resource sites.
- Facility upgrades to multiple attractions are under consideration. Specified modifications include replacement of signage, functionality of equipment, and facility cleanliness/beautification and safety.
- The Product Development Division will continue to explore innovative means to repair, maintain and improve tourist sites to enhance the Marianas as a premier destination.

Future project plans include:

- Suicide Cliff Improvements – The suicide cliff improvements project falls under the Economic Development Administration ARPA State Travel, Tourism and Outdoor Recreation Grant. The site improvement project is estimated to begin construction on March 2025 and is expected to be completed by May 2027. The updates to the site include a designated parking lot and an American with Disabilities Act (ADA) compliant ramp with railings that will go to the top of the lookout point.
- Last Command Post Site Improvements – The construction of a new restroom at the Last Command Post is also under the Economic Development Administration ARPA State Travel, Tourism and Outdoor Recreation Grant. The current restroom building will be demolished and a new and improved structure will be built with more stalls to accommodate the large flow of visitors in the north side.
- Bird Island Site Improvements – The bird island site improvement is another tourist site included in the Economic Development Administration ARPA State Travel, Tourism and Outdoor Recreation Grant. It is the largest project under the grant and will fund the construction of a new parking lot, new stairs with ADA compliant ramp and railings that will lead to an observation deck.
- Wing Beach Site Improvement Project – The Wing beach improvement includes the installation of solar lighting and an enhanced landscape with indigenous fruit trees and flowers around the area. The site will also include trash receptacles and recycling stations to promote a clean and litter free environment.
- Mt. Tapochau Site Improvement – Mt. Tapochau is the highest point and is iconic for its 360 view of Saipan. The site improvements will include a designated parking lot, upgrades to the railings and stairs to include an ADA ramp, the construction of a multi-level observation deck, the addition of an ADA ramp, and stationary binoculars placed throughout the viewing decks. Enhanced landscaping will include planting

local fruit trees and flowers and trash receptacles to promote a clean and litter free environment.

- Marianas Flower Garden at Airport – The Marianas Flower Garden project at the airport will undergo some construction with the formation of The Marianas interactive sign. The sign will be illuminated with solar lighting to remain visible for travelers arriving throughout the day. The landscape will include a designated parking area and a small public garden that may also serve as a waiting lot. The addition of the airplane sculptures will make it a must-see attraction for visitors and locals.
- Illumination Project – The illumination project will be extended from Beach Road Susupe to the Paseo de Marianas in Garapan and will feature new sculptures that represent the holidays in the Marianas.
- Lunar New Year – For the Lunar New Year, we will install illuminating lanterns within the heart of the tourist district in Paseo de Marianas, Garapan.
- Tinian – Projects on Tinian include constructing and opening several nature trails on the island. Repairing and maintaining the open sites remains a priority to ensure safety of the sites to the public. Site repair and maintenance includes beautifying the area through landscaping, repairing broken tables, pavilions and directional signs, replacing fixtures and repainting sites.
- Rota – Projects on Rota include maintaining the sites accessible to the public. Repairing and maintaining the open sites remains a priority to ensure safety of the sites to the public. Site repair and maintenance includes beautifying the area through landscaping, repairing broken tables, pavilions and directional signs, replacing fixtures and repainting sites.

Tour Guide Certification Program:

The program is slated to be fully reinstated within FY 2024. It is estimated that at the time of the launch, at least 30%, or roughly 150 applicants, will be attempting certification. The reasoning behind these figures is that most tour operators/ guides that were once certified are no longer in operation and individual guides have relocated.

The Tour Guide Certification Program will continue to support every professional who provides immediate services to visitors of the Marianas. MVA aims to equip Official Marianas Guides with the tools necessary to best showcase The Marinas and its people by:

- Increase tour guides knowledge of the native Chamorro and Carolinian history and culture
- Increase tour guides knowledge in protecting and preserving the CNMI natural resources

- Support tour guides participation, collaboration, interaction on tourism issues
- Encourage tour operators to incorporate Chamorro and Carolinian values into their business models
- To support and strengthen tour guide enforcement regulations.

III. SUMMARY AND FINANCIAL HIGHLIGHTS

In fulfilling its establishing legislation, the Marianas Visitors Authority supports the primary economic driver of The Marianas economy – tourism. Tourism generates revenue for both the government and local businesses and keeps people employed. In order to support the revival of tourism, adequate funding of the MVA is imperative.

- **Personnel Costs**

In FY 2024, the MVA started with 28 full time employees. This was a reduction of 38% as compared to prior covid-19 level. As the Marianas geared up in implementing its tourism resumption, it is crucial that the MVA has adequate staffing levels to carry out all MVA’s goals. As tourism is the primary economic driver in the Marianas, the MVA must be well funded and equipped with sufficient funding and personnel to fulfill its duties and responsibilities. Currently, MVA has issued job vacancy announcements for several key positions. For FY 2025, MVA is requesting for \$1,649,522 funding for personnel, of this amount \$143,225 to implement within grade increases to its much deserving staff and management. The personnel costs for FY 2024 were estimated at \$2.4 million of which salaries and wages amounts to \$1.6 million and employer contributions \$.77 million.

- **Contractual Services**

The MVA requires contractual services to provide representation services in off-shore source markets; to provide maintenance of designated tourist sites; and to provide design and engineering expertise for destination enhancement and beautification projects in The Marianas.

In marketing The Marianas, it is important to keep the destination top-of-mind for people when they think about where they want to travel. Our off-shore offices cannot be shut down because it would be more costly to regain that presence of mind than to maintain a presence. Our off-shores offices provide front door services to all travel trade partners and consumers, develop and deploy representation, promotional and public relations plan that will increase visitor arrivals, and entice new air carriers to provide air services to the Marianas.

In promoting the destination to generate more visitors who bring in needed revenue, the MVA need to reinstate its full marketing programs to continue The Marianas’ upward trajectory.

- **Equipment**

The MVA will require upgrades to current servers, computer systems, software and peripherals, office furniture, and field equipment for Tinian and Rota for maintenance and upkeep of tourist sites. The equipment is critically needed as some are obsolete and requires numerous repairs at a high cost.

Previously, MVA a purchase a scanning system and related application development. It involves data conversion and migration services, user training and technical support, software upgrades and annual maintenance capabilities. Funding is needed to cover ongoing hardware and software maintenance and support. This is essential to ensure the durability and ongoing operation of this system.

- **Building**

MVA secured a grant of public domain from the Department of Public Lands in Garapan to construct a permanent office building. The MVA sought the legal advice from the Attorney General's Office (AGO) on the possibility of acquiring a loan to fund a new office building. The response from the AGO was that the MVA was unable to enter into any long-term debt agreements. Therefore, the MVA will continue to pursue alternative options.

**MARIANAS VISITORS AUTHORITY
FY 2025 PROJECTED REVENUE VS. OPERATIONS BUDGET**

Particulars	FY 2024 (PL 23-09)			FY 2025 Proposed Budget			FY24-25 Increase/ (Decrease)	
	Local funds	HOT (80%)	Total	Local Funds	HOT (80%)	Total	(\$)	(%)
REVENUES								
Appropriation								
Appropriation	\$ 2	4,584,654	4,584,656	5,932,738	7,200,488	13,133,226	8,548,570	186%
1% OPA Fee	-	(45,847)	(45,847)	(59,327)	(72,005)	(131,332)	(85,485)	186%
6% Municipalities (HOT Share)	-	(275,079)	(275,079)	-	(432,030)	(432,030)	(156,951)	57%
2.5% Revenue & Tax (HOT Share)	-	(114,616)	(114,616)	-	(180,012)	(180,012)	(65,396)	57%
Projected Available Funds for MVA Operations	\$ 2	\$ 4,149,112	\$ 4,149,114	\$ 5,873,411	\$ 6,516,441	\$ 12,389,852	\$ 8,240,738	199%
OPERATIONS BUDGET								
Expenditures								
Personnel Costs	\$ 1	1,243,749	1,243,750	-	1,649,522	\$ 1,649,522	405,772	33%
Other Operating Expenses	1	376,307	376,308	540,694	507,191	\$ 1,047,885	671,577	178%
Marketing	-	2,073,342	2,073,342	4,101,787	3,535,205	\$ 7,335,000	5,261,658	254%
Advertising Events	-	335,267	335,267	531,644	498,701	\$ 1,030,345	695,078	207%
Destination Enhancement	-	120,448	120,448	699,286	352,822	\$ 1,327,100	1,206,652	1002%
Total Projected Expenditures for MVA Operations	\$ 2	\$ 4,149,112	\$ 4,149,114	5,873,411	6,516,441	\$ 12,389,852	8,240,738	199%

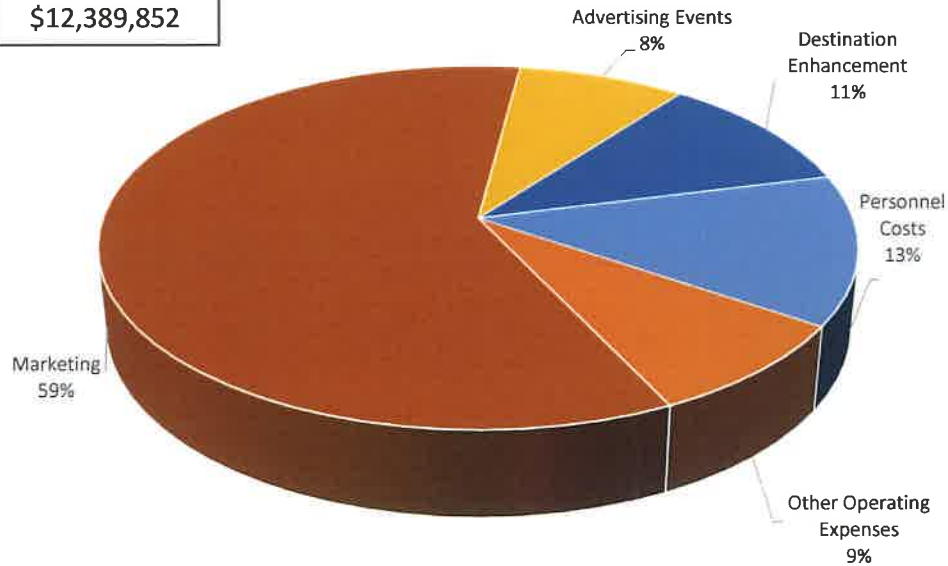


MVA EXPENSE DISTRIBUTION



FY 2025
PROPOSED
BUDGET
\$12,389,852

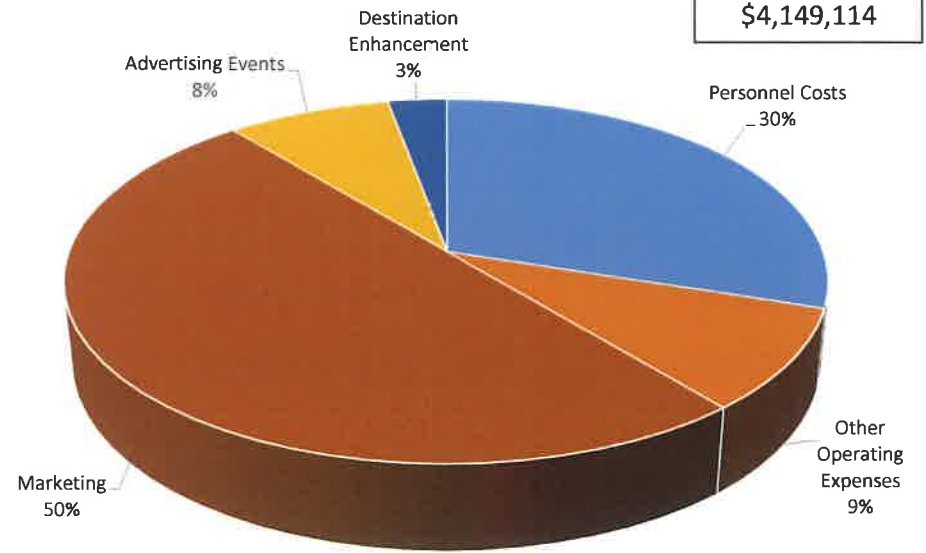
FY2025



- Personnel Costs
- Other Operating Expenses
- Marketing
- Advertising Events
- Destination Enhancement

FY 2024
BUDGET ACT
\$4,149,114

FY2024



- Personnel Costs
- Other Operating Expenses
- Marketing
- Advertising Events
- Destination Enhancement

MARIANAS VISITORS AUTHORITY
FY 2025 OPERATIONS BUDGET

CLASS CODE	EXPENDITURE	FY2022 ACTUAL (Unaudited)	FY2023 ACTUAL (Unaudited)	FY2024 ACTUAL (Unaudited)	FY 2025	FY24-25 Increase/ (Decrease)	
					Proposed Budget	(\$)	(%)
61000	Personnel Service	1,620,000	1,582,119	1,359,156	1,649,522	290,366	21%
62060	Professional Fee	40,000	94,663	70,000	109,825	39,825	57%
62061	Tour Guide Certification	10,000	3,500	1,000	10,000	9,000	900%
62250	Communication	30,000	25,614	28,000	30,000	2,000	7%
62260	Dues & Subscription	1,000	1,621	2,000	10,000	8,000	400%
62280	Insurance	32,500	35,455	40,000	45,000	5,000	13%
62300	Printing & Publication	50,000	30,002	20,000	55,000	35,000	175%
62440	Office Rental	64,000	161,850	120,000	180,000	60,000	50%
62460	Office Equip/Rental/Repairs	15,000	13,380	12,000	15,500	3,500	29%
62500	Travel	20,000	107,959	200,000	75,000	(125,000)	-63%
62660	Repairs & Maintenance	15,000	18,675	18,000	20,000	2,000	11%
62680	Postage & Freight	2,000	2,300	1,783	3,000	1,217	68%
62690	Staff Training/Professional Development	2,500	5,000	20,000	43,560	23,560	118%
62710	Utilities	30,000	42,343	40,000	50,000	10,000	25%
63030	Fuel & Lubrication	24,000	19,779	20,000	28,800	8,800	44%
63040	Office Supplies	10,000	12,554	7,798	20,700	12,902	165%
63050	Maintenance Supplies	26,000	16,993	15,000	30,000	15,000	100%
64550	Computer Systems	10,000	36,000	75,000	75,000	-	0%
64580	Capital Assets	25,000	36,000	15,000	216,500	201,500	1343%
64999	Miscellaneous / All others	-	9,255	-	30,000	30,000	100%
	PERSONNEL AND ALL OTHERS	2,027,000	2,255,059	2,064,737	2,697,407	632,670	31%
	<i>Advertising Events and Marketing</i>						
620800	Advertising Events	200,000	616,607	478,953	1,030,345	551,392	115%
620800	Offshore Promotion	447,320	103,647	3,358,251	5,870,000	2,511,749	75%
620800	Other Promotions	60,000	52,978	268,753	1,465,000	1,196,247	445%
620800	Marketing Recovery Program	256,910	81,060	-	-	-	0%
	ADVERTISING AND MARKETING	964,230	854,293	4,105,957	8,365,345	4,259,388	104%
	<i>Dest. Enhancement Projects</i>						
62089705	Projects and Maintenance	209,000	190,247	157,068	1,257,100	1,100,032	700%
62081125	Beautify My Marianas	6,000	3,400	-	20,000	20,000	100%
62089709	Div. of Parks and Recs	40,000	10,000	10,000	40,000	30,000	300%
62089710	Dest. Enhancement Support to Other Agencies	45,000	-	5,000	10,000	5,000	100%
	DESTINATION ENHANCEMENTS	300,000	203,647	172,068	1,327,100	1,155,032	671%
	1% OPA Fee	-	21,967	45,847	52,225	52,225	114%
	TOTAL MVA OPERATIONS BUDGET	3,291,230	3,312,999	6,342,762	12,389,852	6,047,090	112%

**MARIANAS VISITORS AUTHORITY
FY 2025 OPERATION BUDGET
MARKETING AND ADVERTISING EVENTS DETAIL**

CLASS CODE	EXPENDITURE	FY2022 ACTUAL (Unaudited)	FY2023 ACTUAL (Unaudited)	FY2024 (Unaudited)	FY 2025	FY24-25 Increase/(Decrease)	
					Proposed Budget	(\$)	(%)
1000	AD COST FOR SAIPAN						
62081101	Christmas in the Marianas	5,000	83,312	15,000	35,000	20,000	133%
62081103	Saipan Marathon	50,000	100,850	95,402	150,000	54,598	57%
62081106	Flame Tree Arts Festival	-	-	5,000	10,000	5,000	100%
62081108	Annual MVA Tourism Month	1,000	12,000	5,000	20,000	15,000	300%
62081109	Taste of Marianas	50,000	118,071	100,000	110,000	10,000	10%
62081111	Saipan Int'l Fishing Tournament	-	-	2,500	5,000	2,500	100%
62081116	Indigenous Cultural Expo	10,000	-	-	35,000	35,000	100%
62081123	Marianas Tourism Educ. Council	2,500	5,000	3,000	5,000	2,000	67%
62081129	Hell of the Marianas	-	50,000	-	50,000	50,000	100%
62081133	Natibu Barbeque Festival	-	-	-	25,000	25,000	100%
62081201	Katori Festival	800	824	1,000	1,000	-	0%
62081202	Membership Meeting	4,000	5,000	5,000	10,000	5,000	100%
62081207	Memorial Service Support	700	500	500	5,000	4,500	900%
62081301	Saipan - Others	-	10,000	20,000	25,000	5,000	25%
62081302	Local Hospitality	5,000	5,586	5,000	15,000	10,000	200%
62081303	Ship Arrivals	1,000	-	1,500	15,000	13,500	900%
62081304	Gifts	-	-	-	10,000	10,000	100%
62081305	Cultural Promotions	5,000	-	-	20,000	20,000	100%
62081306	Sponsorship Program	10,000	71,625	20,000	50,000	30,000	150%
62081308	Destination Video	-	48,000	36,000	36,000	-	0%
62081310	Sponsorship - DFS	-	68,500	24,000	50,000	26,000	108%
62081315	HANMI Golf Tournament	-	-	5,000	5,000	-	0%
620819999	Hafa adai and Tirow Summer Jam	-	9,514	-	-	-	0%
62081316	October Fest	-	-	-	45,345	45,345	100%
	Sub-total for Saipan	145,000	588,783	343,902	732,345	388,443	113%
2000	AD COST FOR TINIAN						
62082102	Tinian San Jose Fiesta	-	3,000	2,500	5,000	2,500	100%
62082101	Christmas event	1,000	400	3,300	10,000	6,700	203%
62082105	Tinian Tourism Month	500	5,000	2,500	5,000	2,500	100%
62082110	Tinian Cliff Fishing Derby	-	-	-	7,000	7,000	100%
62082111	Tinian Hot Pepper Festival with Fun Run	15,000	-	50,000	55,000	5,000	10%
62082113	Micronesia Repatriation Ceremony	500	-	1,000	1,000	-	0%
62082200	Tinian Others	5,000	713	7,251	10,000	2,749	38%
62082200b	Tinian Beef, Beer & Bands Festival	-	-	5,000	10,000	5,000	100%
62082201	Tinian Chief Taga Day	5,000	-	5,000	5,000	-	0%
62082308	Sponsorship- Tinian	-	-	-	20,000	20,000	100%
62082307	Marathon or New Sporting Event	-	-	-	25,000	25,000	100%
	Sub-total for Tinian	27,000	9,112	76,551	153,000	76,449	100%
3000	AD COST FOR ROTA						
62083101	San Francisco de Borja Fiesta	500	-	5,000	5,000	-	0%
62083103	Christmas Event	1,000	-	2,500	5,000	2,500	100%
62083106	Rota-Tourism Month	500	3,000	2,500	5,000	2,500	100%
62083109	Cliff Fishing Derby	-	-	-	5,000	5,000	100%
62083111	Rota Marathon	-	-	25,000	30,000	5,000	20%
62083112	Rota Coconut Festival	5,000	-	1,000	10,000	9,000	900%
62083200	Other Rota-related Events	20,000	3,713	10,000	10,000	-	0%
62083312	Rota-Kamote Festival	-	1,500	2,500	35,000	32,500	1300%
62083313	Rota-San Isidro Agri Fair	500	-	-	-	-	0%
62083401	Mes Gilita Festival	-	-	-	10,000	10,000	100%
62083402	Bisita Luta	-	-	-	10,000	10,000	100%
62083308	Sponsorship - Rota	-	-	-	20,000	20,000	100%
	Sub-total for Rota	27,500	8,213	48,500	145,000	96,500	199%

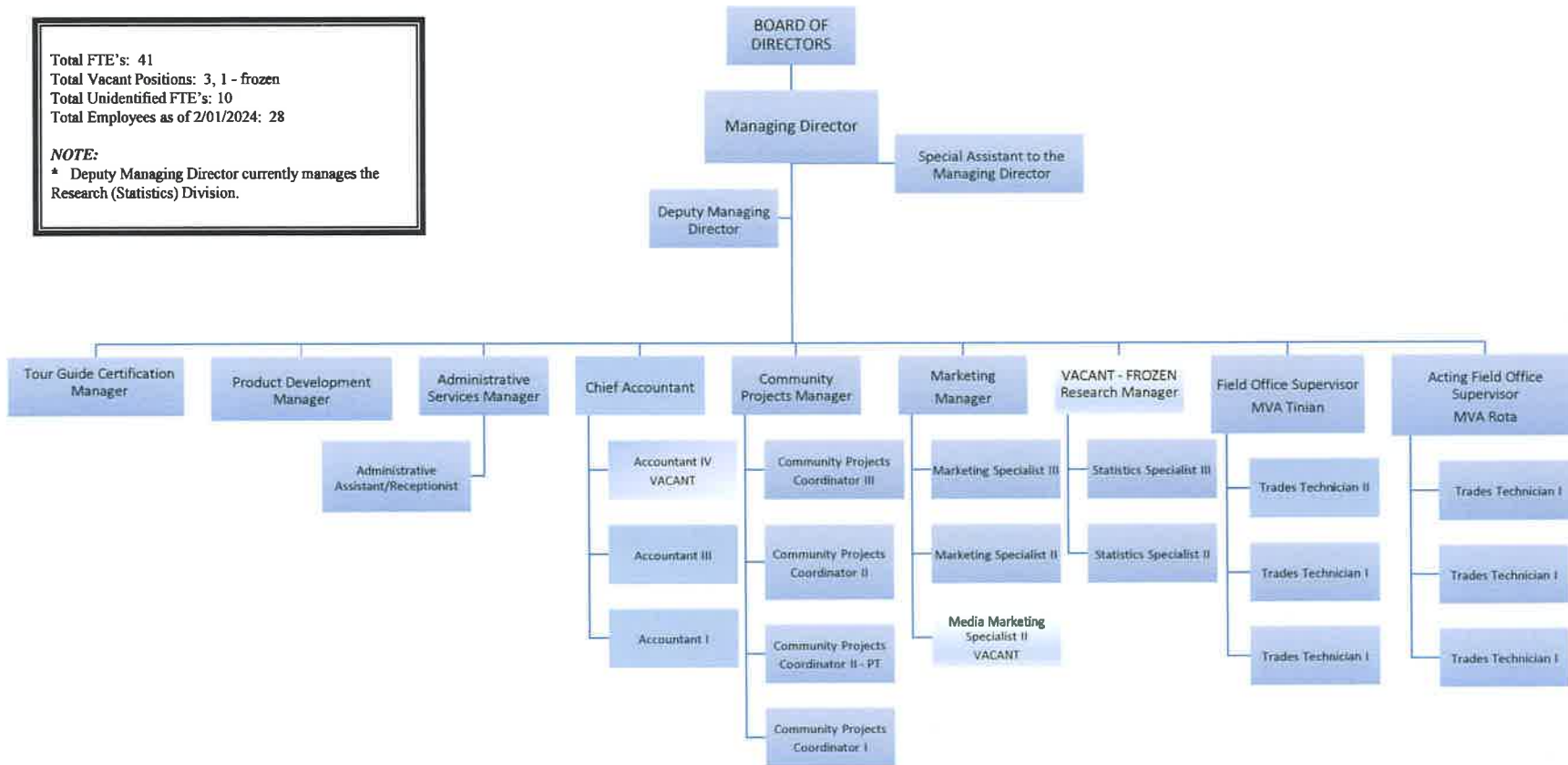
**MARIANAS VISITORS AUTHORITY
FY 2025 OPERATION BUDGET
MARKETING AND ADVERTISING EVENTS DETAIL**

CLASS CODE	EXPENDITURE	FY2022 ACTUAL (Unaudited)	FY2023 ACTUAL (Unaudited)	FY2024 (Unaudited)	FY 2025	FY24-25 Increase/(Decrease)	
					Proposed Budget	(\$)	(%)
	Total CNMI Advertising	199,500	606,107	468,953	1,030,345	561,392	120%
4000	MKTG COST FOR JAPAN						
62084000	OF-JP-Ads and Promotion	19,650	103,647	91,251	100,000	8,749	10%
62084110	OF-JP-Representation	-	-	1,000,000	1,900,000	900,000	90%
	Sub-total for Japan	19,650	103,647	1,091,251	2,000,000	908,749	83%
5000	MKTG COST FOR KOREA						
62085110	OF-KR-Representation Fee	-	-	1,800,000	2,500,000	700,000	39%
62085144	OF-KR-Travel Trade Promotion	261,000	-	-	-	-	0%
	Sub-total for Korea	261,000	-	1,800,000	2,500,000	700,000	39%
85300	MKTG COST HONGKONG						
62085300	OF-HK-Representation	-	-	467,000	500,000	33,000	7%
	Sub-total for Hongkong	-	-	467,000	500,000	33,000	7%
7000	MKTG COST FOR CHINA						
62087110	OF-CN-Representation Fee	-	-	-	400,000	400,000	100%
	Sub-total for China Market	-	-	-	400,000	400,000	100%
7000	MKTG COST FOR TAIWAN						
62087803	OF-TW-Representation Fee	-	-	-	400,000	400,000	100%
	Sub-total for Taiwan	-	-	-	400,000	400,000	100%
8000	MKTG COST FOR US/GUAM						
62088406	LC-US-Other Promotions	-	-	-	60,000	60,000	100%
62088602	LC-US-Military Fair	-	-	-	10,000	10,000	100%
	Sub-total for US/Guam	-	-	-	70,000	70,000	100%
9700/9800	ALL OTHERS AND MKTG COSTS						
62087900	Promotion - Others	-	17,745	40,500	200,000	159,500	394%
62084600	Trade Shows and Expos	-	-	102,253	500,000	397,747	389%
62084600	Trade Marketing (Seminars, Roadshows, etc)	-	-	-	200,000	200,000	100%
62089901	JATA/PATA Int'l Programs/Events	10,000	12,000	10,000	135,000	125,000	1250%
62089904	Collaterals	30,000	12,400	100,000	80,000	(20,000)	-20%
62089905	Website/ Social Media/ Mobile App	20,000	10,833	16,000	200,000	184,000	1150%
62089906	Influencer Collaboration	-	-	-	150,000	150,000	100%
62089910	Marketing Recovery Program	235,153	81,060	-	-	-	0%
	All Other Promotions	295,153	134,038	268,753	1,465,000	1,196,247	445%
	Total Advertising and Marketing	575,803	237,685	3,627,004	7,335,000	3,674,996	101%
GRAND TOTAL - CNMI ADVERTISING AND MARKETING		775,303	843,793	4,095,957	8,365,345	4,236,388	103%

Organization Chart – Marianas Visitors Authority

Total FTE's: 41
 Total Vacant Positions: 3, 1 - frozen
 Total Unidentified FTE's: 10
 Total Employees as of 2/01/2024: 28

NOTE:
 * Deputy Managing Director currently manages the Research (Statistics) Division.





MARIANAS VISITORS AUTHORITY

ACCOMPLISHMENTS HIGHLIGHTS 2022-2023

Marianas Visitors Authority

Citizen-Centric Report Fiscal Year 2023

About MVA 1

Progress 2

Finances 3

Outlook 4

P.O. BOX 500861

Saipan, MP 96950 www.mymarianas.com

670.664.3200•SAIPAN 670.433.9365•TINIAN

670.532.0327•ROTA



Who We Are

Pursuant to Public Law 11-15 Section 5, Public Law 13-5, Public Law 13-9, and Executive Order 03-02 of March 10, 2003, the Marianas Visitors Authority shall promote the orderly growth of the CNMI tourism industry. It is our mission to promote and develop the Northern Mariana Islands as a premier destination of choice for visitors from throughout the world while providing a maximum quality of life for our people. We nurture and encourage cultural interchange and environmental sensitivity for visitors' enjoyment and for our children's children.

Headed by a 9-member Board of Directors, the MVA is led by a Managing Director and Deputy Managing Director, along with division managers in Saipan, Tinian, and Rota. As of September 2023, the MVA had 27 employees: 18 full-time and one part-time employee in Saipan, four in Tinian and four in Rota. Three key managerial positions were also filled: HR/Administrative Services, Marketing, and Product Development.

The MVA has 11 divisions:

- | | |
|------------------------|-----------------------------|
| 1. Executive | 7. Product Development |
| 2. Accounting | 8. Research |
| 3. Marketing | 9. Tour Guide Certification |
| 4. HR & Admin Services | 10. Rota Field Office |
| 5. Community Projects | 11. Tinian Field Office |
| 6. Procurement | |

The MVA operates representative offices in its major source markets. In FY 2023, the work of the South Korea and Japan offices included working with tour agents and media to create Marianas tour products, coordinating events to showcase The Marianas, generating positive exposure through media outlets and social media influencers, executing targeted ad campaigns, implementing digital media strategies, and more.

Taiwan office was closed in December 2022 due to lack of demand, and the office in China remained closed for a third consecutive fiscal year due to several factors: Chinese travel restrictions due to the pandemic (lifted late in the year), a lack of direct flights, and geopolitical concerns.

MVA in FY 2023

The Marianas Visitors Authority supports tourism, the sole economic driver of The Marianas. It is our duty to aggressively promote The Marianas and attract visitors to our islands, primarily through our off-shore offices.

Fiscal Year 2023 (October 2022-September 2023) saw an exponential increase in visitor arrivals compared to the prior year founded on strong performance from South Korea and a slow but steady increase from Japan via 3x weekly direct flights from Tokyo-Narita started in September 2022.

Visitor arrivals from Korea increase over 200% compared to FY 2022 to 159,315 visitors in FY 2023 with 23 flights at week in the final month of the year and a 78% recovery of air seats compared to FY 2019. Visitor arrivals from Japan increased to 7,306 in the year, compared to 705 in FY 2022. Both markets were challenged by a strong U.S. Dollar and weaker domestic currency, while Japan market recovery was also hampered by a strong domestic travel incentive program and continued fears of COVID, China—which had comprised about 40% of visitor arrivals before the pandemic—registered only 4,309 visitors due to a lack of direct flights.

Along with daily flights from Guam, visitor arrivals grew steadily throughout the year. However, total visitor arrivals were only 46% of arrivals in FY 2019 before the pandemic. The Marianas received 194,662 visitors this year compared to 69,534 visitors in FY 2022, 5,365 visitors in FY 2021, and 215,125 visitors in FY 2020.

The priority of the MVA remains to fuel the fire of the tourism economy to generate funding for government services, keep businesses open, and have people retain or restart employment to help secure their financial security. The opening of a third major source market is essential to this goal.

WHAT DID 2023 LOOK LIKE?

MARKETING



- For the CNMI Tourism Resumption Investment Plan (TRIP) and travel bubble with South Korea, the MVA was named on Oct. 7 as the global recipient of 2022 Pacific Asia Travel Association (PATA) Gold Award for Tourism Destination Resilience, recognizing the best in marketing, creativity and innovation tailored for the Asia Pacific region and beyond.
- To enhance sports tourism the MVA signed a one-year MOU in Seoul on Dec. 1 with the Korean Professional Baseball Players Association.
- Golf variety show "Swing Star in Saipan" filmed in Saipan with 30 celebrities generated an estimated \$800,000 in ad exposure value.
- The Marianas was featured in February on one of Japan's most popular and longest running television travel shows "Tabi Salad," bringing the destination an estimated \$2.7 million in ad value.
- Japan video-on-demand channel CL released two episodes about The Marianas featuring the visit of members of Japanese hip-hop group DOBERMAN INFINITY.
- One of Japan's up-and-coming girl groups, Sky Syllabus, recently filmed a music video in The Marianas for their new song "TOKIMEKI White Splash," which has been selected as the theme song of Chiba TV for this year's Japan National High School Baseball Championship.
- J-Pop girl group NiziU streamed an 8-part series on YouTube about their vacation in The Marianas, reaching over 2 million subscribers and generating about \$1.2 million in ad exposure value.
- High Priest Kosho Nakanishi of Shinsho-kai, a Japanese group that has been making memorial pilgrimages to The Marianas since 1982, was named Honorary Marianas Tourism Ambassador. Professional golfer Park Bo-Kyeom was named Honorary Marianas Sports Ambassador to help promote her childhood home, The Marianas.
- More than 100 tourism partners from South Korea and 20 partners from The Marianas participated in The Marianas Seoul-Busan Roadshow held in August 2023.
- Full-page ads featuring Saipan, Tinian, and Rota were placed in the October, November, and December 2023 print and digital issues of the award-winning National Geographic Traveller (UK).
- The MVA joined in the Adventure Travel World Summit on Sept. 11-14, the leading global conference for adventure tourism with 700 adventure travel professionals from over 50 countries.
- The CNMI TRIP Program was gradually phased out as travel demand from Korea stabilized and funding under the American Rescue Plan Act was depleted.

COMMUNITY PROJECTS



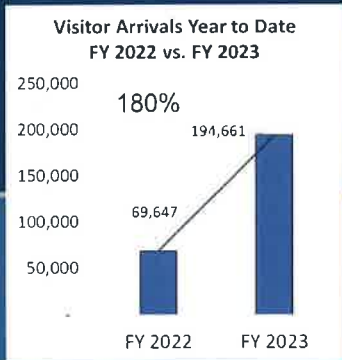
- The 18th Annual Christmas in The Marianas was celebrated with special events in Saipan, Tinian, and Rota.
- Due to funding uncertainties, the 2023 Tinian Hot Pepper Festival was spearheaded this year by the Tinian Mayor's Office, although the MVA still assisted with construction of booths.
- The Saipan Marathon was not held due to funding uncertainties.
- Marianas Tourism Month was celebrated in May 2023 with a proclamation signing, clean ups, a student logo contest, social media photo contests, a 5K Fun Run, "Tourist for a Day" tours, and other activities.
- The 18th Annual Taste of The Marianas International Food Festival & Beer Garden was held for every weekend in June, featuring 23 food and beverage vendors and several contests, including the HANMI- Northern Marianas Technical Institute chefs competition. The event was moved from May to June this year to coincide with the 2023 Oceania Cup, allowing guests from throughout the Pacific to enjoy the largest food festival of The Marianas.
- The Marianas Experience, funded by the MVA, was launched in July 2023 in cooperation with T Galleria of Saipan, highlighting indigenous Chamorro and Carolinian displays, demonstrations, and performances.
- We cooperated with the Office of Planning & Development on the Garapan Revitalization Project.

DESTINATION ENHANCEMENT

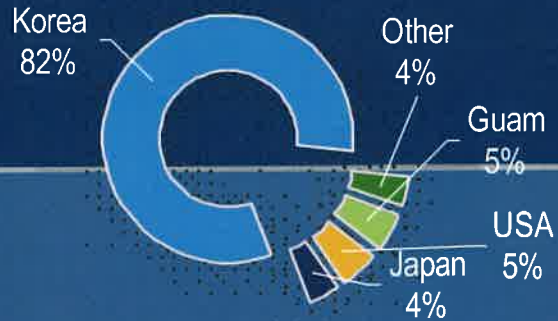


- Twenty-one tourist sites on Tinian and 17 sites on Rota were regularly maintained.
- On Saipan, Garapan Area Trash Collection was continued with daily trash collection and minor landscaping in the tourist district of Garapan. Flower and tree planters were replaced and repainted at Last Command Post, and signage was replaced with an updated map and legend. Safety railings at Banzai Cliff were repaired.
- Railing and baluster repairs were completed at I Chen'chon Bird Sanctuary in Rota.
- On Tinian, the historic Ginoza Trail and caves and Tachibana Trail were reopened. Site, directional, and warning signs were refurbished, and repairs and painting were conducted at Suicide Cliff, Tinian.
- Beautify My Marianas partnered with an average of three organizations a month conducting beach clean-ups in Saipan, Tinian, and Rota.

Visitor Arrivals



Market Share FY 2023



OPERATING BUDGET FOR FISCAL YEAR 2023

Where does the money come from?

Pursuant to Public Law 18-1, Hotel Occupancy Tax (HOT) normally constitutes a majority of the MVA's budget. From the tax collected, 80% is given to the MVA and 20% to the NMI Retirement Fund. However, due to low visitor arrivals, the CNMI Budget Appropriations Act in FY 2023 suspended MVA's entitlement to the HOT and Alcohol Container Tax. Major funding sources in FY 2023 were the Community Development Block Grant-Disaster Recovery grant, American Rescue Plan Act, reserved funding, and local appropriation.

Where does the money go?

MVA FY 2023 Expense Distribution

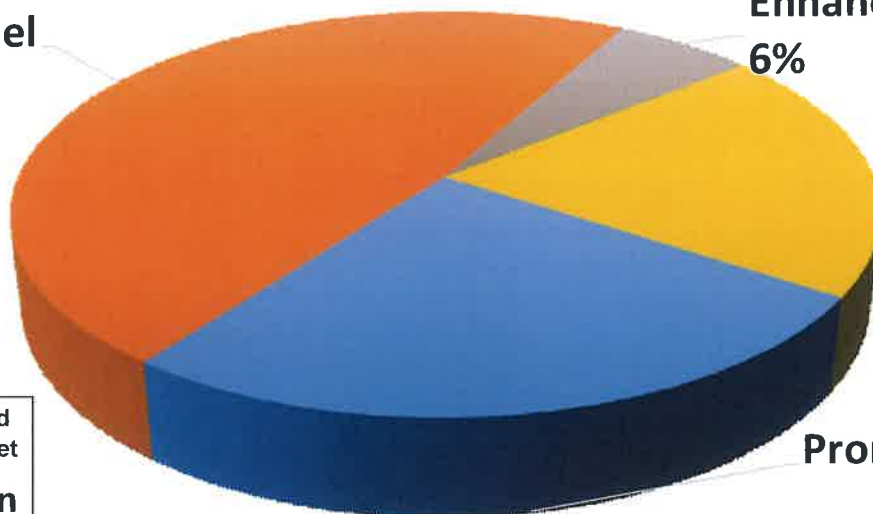
Personnel
48%

Destination Enhancement
6%

All Others
20%

Promotions
26%

Amended Board Approved Budget
\$3.3 million



WHAT IS NEXT?

CHALLENGES AND PLANS

PROMOTING THE MARIANAS

- Marketing offices in Korea and Japan will continue to represent The Marianas.
- Currency exchange rate is one of the many variables that makes tourism a volatile industry, and the beginning of FY 2024 still presents the challenge of a strong U.S. Dollar and weaker Japanese Yen and Korean Won. The Korea media blitz through December 2023 will collaborate with major online media outlets such as Naver, Google, Kakao, and Skyscanner; include billboard ads in major areas such as Gangnam, Hongdae and subway stations; and launch a social media promotion. New initiatives will be implemented in Japanese market to entice hesitant Japanese to overseas travel to The Marianas.
- The MVA will prepare industry partners for the anticipated independent restart of charter flights from Hong Kong in early 2024.
- A new contractor will be hired for Phase II of global branding, the development of a comprehensive global brand and related marketing strategies, creating a clear identity for The Marianas that resonates with the worldwide travel community.

ENHANCING EVENTS

Adding to its lineup of annual signature events, MVA will inaugurate a new event—Rota Marathon—on MLK Jr. Day holiday weekend, Jan. 13, 2024. The initial run of the event will include a full marathon and 5K courses.

AUSTERITY MONDAYS

- Due to limited funding, the MVA offices in Saipan, Tinian, and Rota will be closed every other Monday beginning Oct. 3 until further notice. Austerity Mondays that land on a legal holiday will be observed the next day, Tuesday.

IMPROVING TOUR EXPERIENCES

- The Tour Guide Certification Program—providing certification for tour operators and Official Marianas Guides and suspended since the pandemic—will be full reinstated in cooperation with Northern Marianas College Community Development Institute to help ensure visitors receive a quality experience learning about the sites and cultures of The Marianas.

BEAUTIFYING OUR ISLANDS

- Enliven Saipan's main tourist of Garapan with a holiday illumination project during Christmas and New Year's.
- Construct and install additional iconic signs in Saipan, Tinian, and Rota.
- Enhance the natural aesthetic of Garapan planting more flora and fauna in downtown Garapan.
- Create a Botanical and Limestone Garden in Tinian to include endemic trees, Chamorro and Carolinian medicinal plants, and ornamental trees.
- Re-opening the Long Beach Interpretive Trail and other nature trails.
- Renovate of the MVA field office and shop, refurbishment of the office plant nursery, and purchase a new vehicle for media production tours.

ENGAGING THE COMMUNITY

- Community engagement will be enhanced through various channels, including continued close cooperation with Marianas Tourism Education Council targeting students, continued monthly engagement with the public through the series "Making Tourism Our Business" in local newspapers, distribution of our monthly e-newsletter to MVA members and the Northern Marianas Legislature, and other on- and offline outreach.



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Marianas Visitors Authority

Citizen-Centric Report Fiscal Year 2022

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Progress 2

Finances 3

Outlook 4

P.O. BOX 500861

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Who We Are

Pursuant to Public Law 11-15 Section 5, Public Law 13-5, Public Law 13-9, and Executive Order 03-02 of March 10, 2003, the Marianas Visitors Authority shall promote the orderly growth of the CNMI tourism industry.

It is our mission to promote and develop the Northern Mariana Islands as a premier destination of choice for visitors from throughout the world while providing a maximum quality of life for our people. We nurture and encourage cultural interchange and environmental sensitivity for visitors' enjoyment and for our children's children.

Headed by a 9-member Board of Directors, the MVA is led by a Managing Director and Deputy Managing Director, along with division managers in Saipan, Tinian, and Rota. As of September 2022, the MVA has 25 employees: 17 employees in Saipan, four in Tinian and four in Rota.

The MVA has 11 divisions:

- | | |
|------------------------|-----------------------------|
| 1. Executive | 7. Product Development |
| 2. Accounting | 8. Research |
| 3. Community Projects | 9. Tour Guide Certification |
| 4. HR & Admin Services | 10. Rota Field Office |
| 5. Marketing | 11. Tinian Field Office |
| 6. Procurement | |

The MVA also operates representative offices in its major source markets. In FY 2022, the Korea office continued with the work of the TRIP Korea program to revitalize tourism. On top of the TRIP Korea program, the Korea office negotiated with filming groups, TV programs, and influencers to expose The Marianas and continued to maintain good relationships with airlines and travel agencies to sell the destination. The Japan office and Taiwan office were reinstated on April 5, 2022. The office in China remained closed for a second fiscal year due to strict travel restrictions.

MVA in FY 2022

The Marianas Visitors Authority supports tourism, the sole economic driver of The Marianas. It is our duty to aggressively promote The Marianas and attract visitors to our islands, primarily through our off-shore offices in Korea, Japan, and Taiwan.

Fiscal Year 2022 (October 2021-September 2022) saw the beginning of recovery from the global COVID-19 outbreak, which had been kickstarted by the Tourism Resumption Investment Plan (TRIP) program initiated with direct flights from Korea in July 2021. TRIP Japan was implemented as travel demand from Japan began to grow and travel restrictions were eased. Direct flights from Japan were initiated on Sept. 1, 2022, three times week. Along with daily flights from Guam, visitor arrivals grew steadily through the first part of the year. However, the resurgence of COVID in Korea and Japan, the strength of the U.S. dollar, and fierce competition from competing destinations dampened arrivals in the final months of the year. The MVA is looking into the feasibility of further implementing TRIP programs in potential markets.

Federal aid for the pandemic and disaster recover from prior typhoons comprised most of the MVA's budget in FY 2022.

The Marianas received 69,534 visitors this year compared to 5,365 visitors in FY 2021 and 215,125 visitors in FY 2020. The priority of the MVA remains to fuel the fire of the tourism economy to generate funding for government services, reopen businesses, and have people continue or restart employment to help secure their financial security as the COVID epidemic continues to stymy tourism and travel around the world.

WHAT DID 2022 LOOK LIKE?

JUMPSTARTING ECONOMIC RECOVERY

CNMI TRIP PROGRAM



- October 23, 2021 - Due to strong travel demand to The Marianas from South Korea, an additional hybrid quarantine hotel was opened under the CNMI Travel Investment Resumption Plan (CNMI) program. T'way Air increased weekly flights from Seoul to Saipan to two flights per week.
- November 16, 2021 - "No Quarantine" was announced by The Marianas for arriving vaccinated travelers, effective on Dec. 1, 2021.
- December 3, 2021 - The South Korean government announced 10 days mandatory quarantine for all inbound travelers to South Korea, with the exception of those coming from travel bubble destinations, such as The Marianas.
- January 2022 - Air Busan, a Busan regional carrier, started their charter flight operation organized by Micronesia Resort Inc. Since then, Air Busan has changed operation from charter to regular flights twice weekly.
- February 2022 – Travel Bucks, a spending incentive to entice visitors, was phased out due to high travel demand.
- March 2022 – For the first time ever, Air Seoul provided direct flights to The Marianas with two weekly flights from Seoul.
- September 2022 - The CNMI TRIP program with Japan commenced international flights to Saipan with three weekly flights from Narita. Tourism executives and media reps from Japan took FAM tours of Rota, Tinian, and Saipan.

MARKETING



- The Military MWR Go Local Fair Show at Andersen Air Force Base, Guam on May 26, 2022, was attended by nearly 600 service members and family members.
- Marianacation Campaign offers visitors from Japan a choice of free golf or free scuba diving when they purchase round trip flight ticket from Narita to Saipan.
- The MVA joined 127 other exhibitors at Asia Dive Expo (ADEX) 2022, the largest and longest-running dive consumer and trade show in Asia was held on Sept. 16-18, 2022, in Singapore.
- The MVA joined representatives of 77 other international countries and regions, businesses, and organizations at JATA Tourism EXPO 2022 on Sept. 22-25, 2022, in Tokyo, Japan.
- The MICE Support Program in Korea attracted nearly 1,000 visitors in its first three months.

COMMUNITY PROJECTS



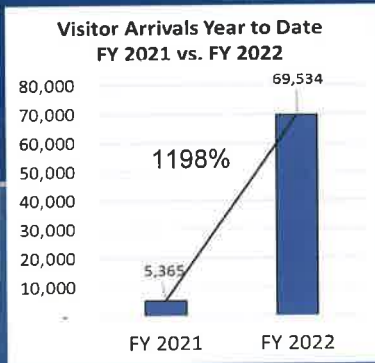
- Due to a spike in COVID cases, the 18th Annual Christmas in The Marianas was downsized to a sculpture and light display at Garapan Fishing Base and the MVA office.
- The 18th Annual Tinian Hot Pepper Festival was held on March 11-13, attracting hundreds of visitors.
- The 2022 Saipan Marathon was held on April 9, 2022, with 324 registered runners. Due to low demand, the course featured a half-marathon, 10K, and 5K events.
- CNMI Tourism Month was celebrated in May 2022 with the Fit to Lead 5K Fun Run, a logo contest, cleanups, radio trivia, and roadside waving.
- The Taste of The Marianas International Food Festival & Beer Garden was held for five days over two weekends during the Pacific Mini Games in 2022, featuring 29 food and beverage vendors.
- The semi-weekly Hafa Adai Tirow Cultural Experience was launched in collaboration with the Carolinian Affairs Office in August 2022.
- World Tourism Day was celebrated on Sept. 17, 2022, with activities with sunset walks, cleanups, and other activities on Saipan, Tinian, and Rota.

DESTINATION ENHANCEMENT

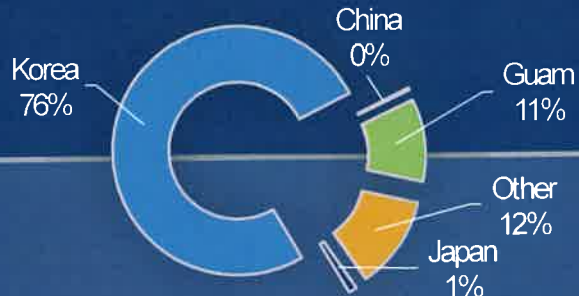


- Public-private partnerships continued under the Governor's Council of Economic Advisors worked to renovate and repair historic, scenic, and recreational sites, including major tourism sites. The MVA served as liaison for permitting for most of these projects.
- Railing repairs were made to improve safety at Bird Island Lookout.
- Garapan Area Trash Collection resumed in FY 2022 with daily trash collection and landscaping on select streets in the downtown tourist district.
- The Beautify My Marianas program was re-launched, providing cash incentives to groups for cleaning designated areas in Saipan, Tinian, and Rota. An average of four cleanups per month were conducted.
- The Carolinas Lookout Point deck project continued at this iconic spot in Tinian.
- Repairs to I'Chanchon Bird Sanctuary in Rota were 80% completed, with the project anticipated to be finished in early 2022.

Visitor Arrivals



Market Share FY 2022



OPERATING BUDGET FOR FISCAL YEAR 2022

Where does the money come from?

Pursuant to Public Law 18-1, Hotel Occupancy Tax (HOT) normally constitutes a majority of the MVA's budget. From the tax collected, 80% is given to the MVA and 20% to the NMI Retirement Fund. However, due to low visitor arrivals, the CNMI Budget Appropriations Act in FY 2022 suspended MVA's entitlement to the HOT and Alcohol Container Tax. Major funding sources in FY 2022 were the American Rescue Plan Act, Community Development Block Grant-Disaster Recovery, Office of Insular Affairs Technical Assistance Program, and local appropriation.

Where does the money go?

MVA FY 2022 Expense Distribution



WHAT IS NEXT?

CHALLENGES AND PLANS

REPRESENTATIVE OFFICES

- Marketing offices in Korea and Japan will continue to represent The Marianas. New proposals will be received for Japan and Taiwan representative offices.
- The MVA will focus on getting the arrival number of South Korean market, and Japanese market back to pre-pandemic time by using both online and offline channels to promote the Marianas. The MVA focus on attracting more FITs (Free Independent Travelers) Opportunities will be explored to re-establish a military market from Guam to the Marianas.

TRIP PROGRAM EXPANSION

- Ad hoc committees will explore the feasibility of extending the Tourism Resumption Investment Plan to Hong Kong, Taiwan, Australia, and the Philippines.

INFLUENCER PROGRAM

- In October 2022 a support program for qualified Influencers will be launched in South Korea. This program will give influencers flexibility to develop their own itinerary to share with their followers some of the lesser known travel spots within The Marianas. The program aims to create a new image of The Marianas by showing a new way of enjoying the islands with new sites and new activities.

GLOBAL BRANDING

- Geo Graphics Inc. will continue its work in assisting The Marianas to develop a comprehensive global brand and related marketing strategies. This ongoing work engages stakeholders in creating a clear identity for The Marianas that resonates with the worldwide travel community as a destination in existing source markets and new ones.

OFFICIAL MARIANAS GUIDES

- In partnership with Northern Marianas College Community Development Institute, the Tour Guide Certification Program will be reinstated in FY 2023. It will be restructured to reflect the current global environment while maintaining the program's core principles and utilizing new technology.

TRIP GRANT PROGRAM

- The TRIP Grant Program will offer financial assistance to businesses who generate at least 75% of their income from direct services to tourists and who meet other eligibility criteria.

DESTINATION ENHANCEMENT

- A collaborative agreement with other government agencies will revitalize major tourist sites.
- The Bird Island Revitalization Project will be commenced in FY 2023.
- On select sites in Rota, running water will be restored, restrooms will be clean and restored to working order, painting and enhancement will be undertaken, and additional flowers and trees will be planted.



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**NORTHERN MARIANAS HOUSING CORPORATION
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

**Fiscal Year 2025 Budget
Submission Package**



NORTHERN MARIANAS HOUSING CORPORATION

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February 26, 2024

Ms. Virginia C. Villagomez
Special Assistant for Management and Budget
Office of Management and Budget
Commonwealth of the Northern Mariana Islands
Caller Box 10007
Saipan, MP 96950

Subject: Northern Marianas Housing Corporation Budget for FY 2025

Dear Ms. Villagomez,

Transmitted for review and consideration is the proposed Northern Marianas Housing Corporation (NMHC) Fiscal Year 2025 Budget, along with related and clarifying supporting documents. The proposed budget is NMHC's operating resources plan on pursuing three (3) primary missions to:

- expand NMHC's capacity to honor its commitment to develop and administer a full range of services to provide decent, safe, sanitary, and affordable housing for the residents of the Northern Mariana Islands;
- ensure long-term corporate and programs financial integrity and sustainability; and
- intimately honor its commitments with the U.S. government, primarily with the U.S. Department of Housing and Urban Development (HUD).

This annual budget is not the product of one individual, rather it embodies the collective effort of NMHC executives, management, and staff to deliver responsible financial and operating plans for fiscal year 2025 on behalf of the CNMI.

I want to take this opportunity to thank the NMHC team for their contribution to the preparation process of this, the Fiscal Year 2025 Budget Package.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesse S. Palacios".

Jesse S. Palacios
Corporate Director, NMHC



"NMHC is an equal employment and fair housing public agency"

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**NORTHERN MARIANAS HOUSING CORPORATION
BUDGET SUBMISSION PACKAGE
FISCAL YEAR 2025**

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I. SUMMARY OF NMHC PROGRAMS

Corporate Overview

The Northern Marianas Housing Corporation (NMHC), governed by a five (5) - member Board of Directors, was established to develop and administer residential (and rental) housing for very low-, low-, and moderate-income households in the CNMI, and provide subsidized low-interest loans or deferred loans for construction and rehabilitation of such housing. NMHC is the Public Housing Authority (PHA) for the CNMI.

The primary purpose and functions of NMHC are to:

- Administer direct loans to qualified individuals for housing construction;
- Participate as guarantor or trustee in housing loan programs;
- Develop and manage rental housing;
- Construct and/or administer other Federal and local residential and housing projects; and
- Participate in programs subsidized by HUD.

NMHC serves the very-low, low and moderate-income population on Saipan, Tinian, and Rota, by providing safe, decent, sanitary, affordable housing and community facilities through its housing and community development programs.

NMHC Mission Statement

Providing efficient and responsive delivery of housing, mortgage and community development programs to the people of the Commonwealth; Affording fair and equal opportunity to housing programs and services for all, with special emphasis to very-low, low and moderate income individuals, elderly and persons with disabilities; Increasing and implementing home ownership programs with houses that is safe, decent, sanitary, and affordable; Encouraging and promoting economic independence, self-sufficiency and upward mobility for families; and Implementing programs to address the growing and future needs and economic viability of the communities in the Commonwealth.

Brief Description of NMHC Programs

NMHC administers federal programs funded by HUD, the Internal Revenue Service (Treasury), and VA through seven divisions:

- Mortgage and Credit Division (MCD);
- Program and Housing Division (PHD)
- Community Planning and Development Division (CPD);
- Asset Management Division (AMD);
- Administrative Division;
- Fiscal Division; and
- Community Development Block Grant Disaster Recover Division (CDBG-DR).

Mortgage and Credit Division administers the housing mortgage banking functions of NMHC. Loan programs offered are the Housing-Financed Loan Program using locally-funded loans for low to moderate income families as well as higher-income families, HUD's HOME Investment Partnerships Program, the NMHC Loan Guarantee Program for residential mortgage loans by local banks, the U.S. Department of Agriculture Rural Development residential housing loans, and VA.

Program and Housing Division operates and manages HUD's Section 8 Housing Choice Voucher and Multi-Family Housing programs that provide very-low and low-income households with rental and utility subsidies for decent, safe, and sanitary housing. In addition, this division manages the newly-created Emergency Housing Voucher program. On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (P.L. 117-2) into law, which provides relief to address the continued impact of the COVID-19 pandemic. Section 3202 of the ARPA appropriates funding for new incremental EHV, renewal of those EHV, and fees for the cost of administering the EHV and other eligible expenses defined in PIH Notice 2021-15 to prevent, prepare, and respond to coronavirus to facilitate the leasing of the EHV. The U.S. Department of Housing and Urban Development (HUD) allocated approximately 70,000 Emergency Housing Vouchers (EHV) to PHAs across the country - **NMHC has received 132 vouchers**. To implement the EHV program within our community, there are several factors that PHAs must conform to such as eligibility, partnership with a Continuum of Care (CoC) or service providers, direct referrals and eligible service fees.

Community Planning and Development Division administers the HUD's Community Planning and Development programs: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), the Housing Trust Fund and the Homeowner Assistance Fund (HAF) (made possible through the U.S. Treasury). CDBG provides funding assistance to the CNMI for development and improvement of public facilities and also provides funding assistance for public service activities. ESG provides financial assistance to literally homeless families and families who are at risk of homelessness. The Housing Trust Fund, administered by a non-profit organization, is a program that provides assistance to sustain the rental housing stock for the extremely low-income population in the CNMI. The HAF program provides mortgage payment assistance, utilities assistance, and broadband assistance, inclusive of delinquency assistance, for homeowners. Overall, the programs aim to ensure accessibility and affordability, create economic opportunities, and address urgent needs for low-income households.

Asset Management Division provides repair and maintenance services for NMHC's Multi-Family housing units as well as the NMHC main office maintenance needs. The division also assists the Mortgage & Credit Division with home construction/repair inspections as well as LIHTC property inspections.

Administrative Division provides administrative services to the other divisions of NMHC and handles all Procurement matters for the Agency. The Administrative Division also provides services to the NMHC Board of Directors.

Fiscal Division manages and accounts for all financial affairs of NMHC and its federal grants. It provides treasury, financial accounting, accountability, compliance, analyses and reporting.

CDBG-DR Division administers the Community Development Block Grant Disaster Recovery (CDBG-DR) Program created by a \$254 million grant as well as \$16,225,000 under the

Community Development Block Grant Mitigation (CDBG-MIT) Program that were awarded to the CNMI by the U.S. Department of Housing and Urban Development (HUD) and intended to address housing, infrastructure, and economic development unmet disaster recovery needs following the onslaught of the 2018 disasters (Typhoon Mangkhut and Super Typhoon Yutu).

- ***The Housing Program*** consists of three (3) program activities: 1) Homeowner Rehabilitation and Reconstruction; 2) Single Family New Construction Development; and 3) Affordable Rental Housing Development. The Homeowner Rehabilitation and Reconstruction and Single Family New Construction Development Programs have been converted from loan to grant assistance programs.
- ***The Infrastructure Program*** aims to rebuild and strengthen the CNMI's current facilities to build more resilient structures that can withstand future disasters through allocated funding under the CDBG-DR and CDBG-MIT programs. The Infrastructure Program works with Implementing Partners to address three program activities (1) Public Facilities, (2) Roads, and (3) Utilities. The Public Facilities program activity consists of the 10% Local Cost Share on FEMA PA Public Infrastructure Projects and Repairs and Resiliency for Public Infrastructure Projects not covered by FEMA PA. The Roads program activity focuses on the rehabilitation of major roadways for the islands of Saipan and Tinian (MID areas). The Utilities program activity focuses on the repair and rehabilitation of community water systems and electric power systems within the islands of Saipan and Tinian (MID areas).
- ***The Economic Development Program*** consists of two (2) program activities that are being administered by Implementing Partners. The Tourism Promotion and Marketing is being administered by the Marianas Visitors Authority (MVA) to promote tourism for the CNMI in the Japan, Taiwan, Korea and Global Markets. The Workforce Development is administered by the Northern Marianas Technical Institute (NMTI) via a scholarship program under NMTI's Construction program.

II. CORPORATE GOALS FOR FY 2023

Goal - Expand the supply of assisted housing.

- Apply and justify for additional rent vouchers;
- Monitor HUD's NOFA and/or Super NOFAs for additional funding;
- Collaborate with the CNMI Delegate to the U.S. Congress, HUD, the USDA Rural Development, and the Veterans Affairs Office (Hawaii, Guam and CNMI) in seeking for additional housing programs; and
- Continue to foster LIHTC projects for affordable housing units.

Goal - Improve the quality of assisted housing.

- Improve voucher management:
 - i. Attain "high performer" SEMAP rating;
 - ii. Implement all revisions and improvements to certification process;
 - iii. Improve staff accountability and proper administration of the program;
 - iv. Provide training opportunity to improve/increase staff capacity; and

- v. Develop new and/or enhance quality control measures.
- Increase assisted housing choices:
 - i. Conduct outreach efforts to potential voucher landlords;
 - ii. Develop landlord packet and briefing session to explain the HCV Program and their roles and responsibilities as landlords;
 - iii. Continue updating rent comparable listing required for Rent Reasonableness determination by continuing to gather information provided by landlords who advertise their unassisted unit(s); and
 - iv. Continue utilizing Rent Reasonableness, as well as data from Commerce such as latest Market Studies, HIES (2016), and/or CENSUS (2020), to explore possible reductions in rent based on the current housing market.
- Implement Project-Based Voucher Program:
 - i. Continue monitoring development/progress of project sites to ensure efforts to afford families more housing choices; and
 - ii. Deconcentrate poverty in poverty and minority areas, and expand housing opportunities to eligible families.

Goal - Ensure equal opportunity and affirmatively further fair housing.

- Continue improving the availability and visibility of fair housing information on all three (3) islands;
- Seek additional fair housing training, as well as sensitivity training for persons with disabilities and laws surrounding service and/or comfort animals;
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing;
- Ensure inspectors and other staff are HQS and/or UPCS certified to also include NSPIRE;
- Continue to provide information on housing availability through its landlord listing, as well as through unit advertisements provided by landlords;
- Undertake affirmative measures to ensure fair housing through undertaking affirmative measures to make certain accessible housing to persons with varieties of disabilities regardless of unit size required;
- Provide training opportunity to improve/increase staff understanding of reasonable accommodations; and
- Continue to provide exceptions in number of bedrooms, as well as home visits for re-certifications, as forms of reasonable accommodations.

Goal - Family Self-Sufficiency (FSS)

- Through the Family Self-Sufficiency program, enable HUD-assisted families in increasing their earned income, learn new skills, reduce their dependency on welfare assistance and rental subsidies;
- NMHC will continue to work in collaboration with the Program Coordinating Committee to secure commitments of public and private resources for the successful operation of the FSS program; and

- Implement a FSS program for the HUD’s Multi-Family program so families in this program can also benefit and improve their lives.

Goal - Emergency Housing Voucher (EHV)

- Work with the Continuum of Care to assist individuals or families who meet one of the four eligibility criteria: Homeless, At-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, and recently homeless to be issued Emergency Housing Vouchers;
- Issue 132 EHV as approved and referred by the Continuum of Care panel through the Alternative Referral System to NMHC;
- Ensure Housing Specialists are trained for the HCV Occupancy Training;
- Conduct outreach efforts to potential voucher landlords;

Goal - Community Development

- Work with the administration in identifying and prioritizing community development projects; and
- Work with the administration and the homeless coalition in applying for and receiving homeless shelter grant to address the homeless population.

Goal - Expand Homeownership Opportunities

1. Work with the administration and the Department of Public Lands in identifying public lands suitable for turnkey development; and
2. Sustain funding for homesteaders and private landowners to avail of low-interest rate loans to build new homes or rehabilitate existing homes.

III. ACCOMPLISHMENTS

Low Income Housing Tax Credit Program

FY 2023

The 2023-2024 Qualified Allocation Plan has been approved by the Board of Directors. After the governor approves it on his end, NMHC will announce the availability of housing tax credits for those developers who wish to apply for credits to build affordable rental housing. Previous awardees Isa Villas II and Lotus Homes plan to commence construction in calendar year 2023.

FY 2024

Isa Villas II's project is currently on-going and the 56-unit affordable rental housing project should be completed on or before December 31, 2024. We anticipate having Palm Breeze Homes and Lotus Homes commence construction at the latter part of FY 2024 to early FY 2025. The Board of Directors has also approved a new LIHTC new construction applicant, Vista Homes, which plans to build 46 units in the As Mahetog, Sadog Tasi area commencing at the early part of FY 2025.

Submitted by: Jesse Palacios, Corporate Director

Planning Division

CDBG

FY 2024 Goals – CDBG/HTF/HAF

- To meet August 2 timeliness test
- To implement the Housing Trust Fund Program
- To assist up to 100 households in the Homeowner Assistance Fund (HAF) Program, a pilot program in the CNMI

FY 2025 Goals – CDBG/HTF/HAF

- Work with the administration in identifying and prioritizing community development projects which will be funded through CDBG;
- Work with the administration and the homeless coalition in applying for and receiving homeless shelter grant to address the homeless population to supplement the ESG Program;
- Meet Timeliness Test;
- Improve access to at least (3) public facilities per year and (1) public service per year;
- Assist 4-8 households with the ESG and HTF Programs; and
- Assist up to 150 families in FY 2025 under the HAF Program.

Emergency Solutions Grant Program

FY 2023

- To continue efforts to secure CoC funding in the CNMI
- If CoC funding is secured, to allocate funding to one of two options: 1) Transitional Housing or 2) Emergency Shelter.

FY 2024

- If CoC funding is secured, to allocate funding to one of two options: 1) Transitional Housing or 2) Emergency Shelter.

CDBG

FY 2023 Accomplishments

- Met FY 2023 timeliness test
- Over 95% completion of the CDBG-CV Programs
- Completed the PY 2020-2024 Five Year Consolidated Plan, PY 2020, and PY 2021 Annual Action

FY 2024 Accomplishments – CDBG/HTF/HAF

- Implementation of the Housing Trust Fund Program.
- Assisted close to 100 families under the Homeowner Assistance Fund (HAF) Program, a pilot program in the CNMI.
- Completed more than three (3) CDBG projects in the past year.

HESG

FY 2023 Accomplishments

- 99% completion of ESG-CV Program
- ESG FY 2023 fully committed funds to prospective tenants

FY 2024 Accomplishments

- Provided housing to more than 10 families under the ESG Program (inclusive of previous ESG funding).

Submitted by: Zenie P. Mafnas, Deputy Corporate Director

Mortgage and Credit Division (MCD)

FY 2023 & 2024

- There is \$2.5 million in total funds available to commit for the HOME Loan Program. As such, the mortgage division will closely monitor and manage the HOME wait list by filtering-out applicants who are no longer interested in the HOME program, as well as those who have become inactive and require updating. The goal is to effectively streamline the waiting process and to accurately gauge the demand for the HOME Loan Program. In line with this, the CNMI has encountered a housing construction crisis due to the shortage of contractors as a result of the pandemic and coupled by the increases in construction materials and the increase in minimum wage. Moreover, the demand for CDBG-DR projects have attracted contractors thereby reducing the pool of committed projects for the HOME program. This has undoubtedly caused a major constraint for NMHC in the ability to attract and have contractors to take on new HOME projects. In line with the processing of new applications, MCD will also work towards committing more HOME funds for rehabilitation and new construction by the end of the current FY2023 and into the following FY2024. The goal is to have at least four (4) HOME projects committed by the end of this fiscal year. The goal is to fully commit and complete projects that have been bottlenecked due to contractor shortages as a result of the pandemic.
- MCD will continue to work diligently in servicing delinquent accounts through outreach and contacts with clients who are in danger of being accelerated to foreclosure. We will look at options, such as loan modifications or payment plans, or alternatives to help borrowers get caught up with their past due amounts and to ultimately prevent foreclosure. The goal is to further reduce or minimize the overall delinquency rate by working with the borrowers to make their loan accounts current. The agency as a whole shall continue to promote Fair Housing to the community; as well as aim to meet its goals as outlined in the Consolidated Plan and through its yearly Action Plan by providing affordable housing to low and very-low income families in the CNMI.

FY 2024 & 2025

- Currently, MCD is projecting at least ten (10) potential housing new construction and rehabilitation projects of which may be committed into the next fiscal period. HOME project in progress may result in, at least, an estimated \$850,000 in HOME program committed funds. There is an estimated \$2.1 million total in program income and

entitlement funds available to commit for the HOME Loan Program. The MCD continues to monitor and manage the HOME wait list through the update process and in determining who are still deemed active and eligible for the program.

- Moreover, the recent boom in the CNMI's housing construction has increased costs and the overall value of properties and single-family dwellings; which has affected the affordability of homes for those low-income families and households. The low to very-low income families do not have the financial capacity and income resources to sustain a mortgage with a high monthly payment. Fortunately, NMHC was able to find solutions to this impediment by making amendments to the HOME policies and procedures to provide subsidies to in the form of grants to cover excess construction and rehabilitation costs.
- With the adoption of the amended HOME policies and procedures to include updates to sections such as the underwriting of loans; as well as the inclusion of subsidy layering, NMHC has now the flexibility to continue forward with housing projects that have been hampered by delays due to the last construction crisis.
- The MCD is hopeful that FY2025 may reflect signs of a higher upswing in new HOME Program projects.

Accomplishments on FY2023 & FY2024 (WIP)

HUD HOME Projects

As of month-end of January, 2024; from HUD report, total HOME entitlement (EN) funds available for commitment: \$2.1 million. This includes the latest Program Year 2023 funds of \$415,877.80.

- There were four (4) HOME projects that were completed during Fiscal Period 2023. The four projects amounted to a total of \$870,617.40 in HOME funding.
- From July to October of this year 2023, the MCD has managed to close on three (3) HOME new construction and one (1) HOME rehab project which are still ongoing; project funding totaling to more than \$950,000 in program funds.
- Currently, there is one (1) project near loan closing, a HOME New Construction project in Kagman which is a two-bedroom house with a total funding amount of \$204,944.00.
- In the pipeline: MCD has been actively updating applications for subsidy assistance as provided by the latest amendment and adoption of its HOME program policies and procedures. As such, we are moving forward towards approving and closing on a couple of new HOME projects in Saipan; one in As Matuis homestead and the other in As Lito village.
- Additionally, the MCD waitlist currently indicates twelve (12) mortgage applicants whom are being serviced for application updates and are pending additional information or required submissions.

Veterans Affairs Native American Direct Loan (VA NADL):

MCD has been receiving several inquiries and applications for the NADL program. The past year reflected an increase in the demand for the VA loan.

For the last fiscal period (2023), the MCD managed to close on seven (7) VA loans for a grand total in funding assistance of \$1,993,000.

All seven (7) VA projects have been completed; the breakdown are as follows:

- Three (3) new construction projects.
 1. Kagman III - \$320,000
 2. Fina Sisu - \$275,000
 3. As Lito - \$200,000
- Four (4) purchases.
 1. Sadog Tasi - \$425,000
 2. San Vicente - \$235,000
 3. As Lito - \$270,000
 4. Dandan - \$268,000

Currently in the pipeline, MCD is working on two Papago properties for VA loan acquisitions, or purchases:

- Papago - \$430,000
- Papago - \$200,000

Submitted by: Chris Pangelinan, MCD Manager

Program and Housing Division

The Program and Housing Division (PHD) administers the Section 8 Housing Assistance Payments Program, which is a Federal Program that provides temporary housing assistance to very low and low-income families through funding from the U.S. Department of Housing and Urban Development (HUD). NMHC is the Public Housing Authority (PHA) for the entire CNMI and administers the following Section 8 Housing Assistance Payments Programs:

- ***Housing Choice Voucher Program:*** The Housing Choice Voucher (HCV) Program pays rental subsidies so that eligible families can afford decent, safe, and sanitary housing. NMHC administers and manages 374 vouchers throughout the CNMI throughout Saipan, Tinian, and Rota. Under this program, families select and rent privately-owned, scattered units that meet the program Housing Quality Standards (HQS).
- ***New Construction Multifamily Program:*** The New Construction Multifamily Program is similar to the HCV Program except that families select and rent units that are owned by NMHC and are located in scattered housing subdivisions. NMHC currently manages a total of 132 housing units, which are located on the islands of Saipan (Mihaville Estates and Koblerville Estates), Tinian (Broadway), and Rota (Blue Bay Homes).

Emergency Housing Voucher Program: The Emergency Housing Voucher (EHV) Program assists families who fall in the following categories: experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability. NMHC administers and manages 132 vouchers throughout the CNMI throughout Saipan, Tinian, and Rota. Under this program, families select and rent privately-owned, scattered units that also meet the program Housing Quality Standards (HQS).

FY 2023 & 2024 Anticipated Goals

- Maintain a 95% or higher monthly PIC submission rating, as required by HUD;
- Maintain "high performer" SEMAP rating;

- Fully implement the Family Self Sufficiency (FSS) Program and achieve Program Funding upon grant availability;
- Assist FSS Program Graduates for completing individual goals and objectives to become self sufficient;
- Implement Fraud Recovery and other enforcement measures;
- Increase PHD staff capacity through additional Certification/Trainings;
- Maintain lease up activities/efforts;
- Conduct Landlord briefings for Saipan, Rota and Tinian;
- Obtain & maintain passing REAC scores for all New Construction (Multifamily) project sites – Mihaville, Koblerville, Tinian & Rota;
- Increase enforcement on our tenants to comply with House Rules, debts owed and tenant damages for Multifamily tenants;
- Conduct Tenant Briefings for Multifamily program for Saipan, Rota and Tinian;
- To leased/housed all 132 EHV by End 2023;
- To comply with the audit report, related findings and questioned costs. PHD will continue to implement corrective actions as well as improving quality control methods

2023-2024 Needs

Staffing

- One (1) Housing Quality Standard (HQS) Inspector for Emergency Housing Voucher (EHV) & HCVP
- One (1) Housing Specialist for the Multifamily program;
- One (1) In-House Supervisor for Housing Specialists;
- One (1) PHD Administrative Assistant;

Transportation

- One (1) SUV to replace the current vehicle for Housing Specialist/Management home visits

2023 Accomplishments

- Section 8 Housing Choice Voucher Program (S8HCVP) - Maintained Applicant Wait List through purging and lease up activities;
- Conducted nine (9) Housing Choice Voucher Briefing for New Participants during 2023;
- Maintained a 95% or higher monthly PIC submission rating, as required by HUD;
- Maintained 2023 SEMAP Certification score from 100 to 130 (High Performer);
- FSS Program – 17 Active participants as of December 31, 2023;
- FSS Program – 5 participants Graduated/Completed the FSS Program (4 Ended their participation and are able to be self-sufficient on payment for rent and utilities and 1 Ported out to another PHA under the Section 8 Housing Choice Voucher Program and was absorbed);
- Not a single family was terminated due to insufficient funding;
- New Construction Program (Multifamily) - Maintained Applicant Wait Lists through purging;
- Maintained multi-year HAP contracts and annual funding levels;
- NMHC's efforts to comply with HUD's Conflict of Interest;
- Conducted seven (7) Emergency Housing Voucher Briefing for New Participants during 2023;

- A total of 49 new families were housed for FY 2023 Emergency Housing Vouchers.
- 49 EHV families availed to the service fees assistance that provided payments for either rental security deposit, utility security deposit, utility rears, moving expense, housing essentials and tenant readiness as provided by the EHVP.

FY 2023 Performance Data

HCVP FY 2023 Annual Performance Data (10/01/22 through 12/30/23)				
Performance Parameters	Saipan	Tinian	Rota	Total
New Admission	74	0	1	75
End of Participation (EOP)	35	0	5	40
Portable Move-Out	7	0	1	8

NCP FY 2023 Annual Performance Data (10/01/22 through 09/30/23)					
Performance Parameters	Saipan		Tinian Broadway Subdivision	Rota Blue Bay Homes	Total
	Mihaville	Koblerville			
New Admission	1	2	8	7	18
End of Participation	1	4	8	4	17
Change of Unit	2	0	1	0	3

EHV FY 2023 Annual Performance Data (10/01/22 through 12/30/23)					
Performance Parameters	Saipan	Tinian	Rota	Port-Out	Total
EHV Total Issued (as of 12.2023)	113	1	1	0	115
EHV Total Unit Searching (as of 12.2023)	6	0	0	0	6
EHV Total Housed	89	1	1	1	92
VOUCHER AVAILABILITY					
Total Vouchers Given	132				
Total Vouchers Issued	115				
Total Vouchers to be Issued	13	(January 2024)			
Total Available Vouchers	4				

FY 2024 & 2025 Anticipated Goals

- Continue to maintain a 95% or higher monthly PIC submission rating, as required by HUD;
- Continue to maintain “high performer” with HUD SEMAP rating;
- Achieve Program Funding upon grant availability for Family Self Sufficiency (FSS) Program;
- Assist FSS Program Graduates for completing individual goals and objective to become;
- Implement Fraud Recovery and other enforcement measures;
- Increase PHD staff capacity through additional Certification/Trainings;
- Maintain lease up activities/efforts;
- Conduct Landlord briefings for Saipan, Rota and Tinian;
- Obtain & maintain passing REAC scores for all New Construction (Multifamily) project sites – Mihaville, Kobleville, Tinian & Rota;
- Obtain funding to repair Blue Bay Homes;
- Increase enforcement on our tenants to comply with House Rules, debts owed and

tenant damages for Multifamily tenants;

- Conduct Tenant Briefings for Multifamily program for Saipan, Rota and Tinian;
- To full lease up all remaining EHV by middle 2024;
- To comply with the audit report, related findings and questioned costs. PHD will continue to implement corrective actions as well as improving quality control methods

2024-2025 Needs

Staffing:

- One (1) PHD Administrative Assistant;
- One (1) Housing Specialist for the Multifamily program;
- One (1) In-House Supervisor for Housing Specialists;

Transportation:

- One (1) SUV to replace the current vehicle for Housing Specialist/Management home visits.

Trainings/Certifications:

- Housing Choice Voucher Specialist
- HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Multifamily Housing Specialist
- Self-Sufficiency Service Coordination
- Fair Housing and Reasonable Accommodation
- Supervision and Management
- First Aid/CPR/AED Safety Course

Submitted by: David Chargualaf, PHD Manager

Asset Management Division

FY 2023 Accomplishments

- Mihaville Estate is 100% fully occupied,
- Koblerville Estate is 94% occupied (two units are vacant),
- The Tinian Broadway Homes application for FEMA typhoon shutters and windows with Project Number DR-4404-47-17R has been approved.
- NMHC Central Office: The A-17 unit in the Annex, intended for the new CDBG Planning Section office, has been completed and occupied.
- NMHC Central Office: The Annex's A-56 unit is completed and inhabited,
- Roof proofing is completed for the two Mihaville units.
- Three AMD personnel passed the NSPIRE certification training.
- LIHTC;
 - Completed On-site UPCS inspection for compliance monitoring review:
 - Saipan Comfort Homes,
 - Ocean Ridge Homes,
 - Zen Homes, LLC.,
 - Isa Villas 1.

- We keep carrying out the appropriate inspection protocols,
 - Teach the renter how to appropriately abide by the house regulations;
 - Minimize the tenant’s damages or negligence;
- We keep up our appropriate work order system monitoring;
- We continue to implement the process of using the Blank Purchase Order:
 - keeping track of each BPO's balance and, if necessary, seeking renewal;
 - keeping expenses within the limitations of the purchase order;
 - handling of invoice processing for recording and payment;
 - Use the WinTen system's function for the received portion of purchase orders in an appropriate manner;
- We are still following the SOP on charging tenants;
- We keep the New Construction Program Enforcement Citation in effect.

Multi-Family FY 2023 Occupancy Activity (10/01/21 through 09/30/23)		
Development	Move-Out	Move-In
MIHAVILLE	4	4
KOBLERVILLE	2	1

2023-2024 Strategic Goals:

- To continue to obtain high scores on the Real Estate Assessment Center (REAC) or NSPIRE inspection results for both projects, MIHAVILLE & KOBLERVILLE in Saipan, BROADWAY ESTATE on Tinian, and BLUE BAY HOMES on Rota,
- To continue to comply with the audit requirements to maintain zero findings,
- To maintain zero vacancies for all the units,
- To continue the enforcement of citations until tenants follow all the house rules and lease agreements accordingly,
- To continue the quarterly inspection to implement proper care of units by our tenants,
- To replace all the louver glass windows with tempered glass sliding windows in Mihaville,
- To replace all the wooden typhoon shutters with aluminum accordion typhoon-proof in Mihaville,
- To replace all the wooden typhoon shutters with aluminum accordion typhoon-proof in Koblerville,
- To build sidewalks in both villages, Mihaville and Koblerville,
- To apply roof leak proofing in both villages, Mihaville and Koblerville,
- To convert the roof weatherhead to an underground weatherhead in both villages, Mihaville and Koblerville.

2023-2024 Areas of Concerns:

- Must replace all the old vehicles with reliable ones for our users to help us achieve our goals,
- We must have complete inspector gadgets to use in our regular inspection tasks,
- We must continue attending training and seminars that are applicable to AMD operations to gain more knowledge to apply to our daily operations and daily work activities,

- We must obtain personal protective clothing and equipment for all AMD staff.

Submitted by: Sidney T. Camacho, AMD Property Manager

Administrative Division

FY2024:

- Plan and implement digital processing for the agency;
- Continue to work with the Auditors to address any audit issues concerning the Administrative Division;
- Assist the agency in cost control measures;
- Continue to improve customer service and delivery of services to internal divisions and external partners;
- Continue Cross training for Administrative Division Staff;
- Continue to make improvements to our Central Office building.

FY2025:

- Continue to plan and implement digital processing for the agency;
- Continue to work with the Auditors to address any audit issues concerning the Administrative Division;
- Assist in the cost control measures;
- Continue to improve customer service and delivery of services to external and internal customers;
- Continue cross training for Administrative Division Staff;
- Upgrading of computer equipment and technology to provide efficient services;
- Continue to improve the Central Office Building and satellite offices.

Submitted by: Jacob Muna, Office Manager/Procurement Officer

Fiscal Division

Fiscal Year 2025

Goals for Fiscal Division

For this FY 2025, the Fiscal Division will:

- Continue to pursue reducing auditor's findings and questioned costs
- Articulate and implement NMHC investment policy
- Implement methods to sustain growth in internal revenues and addition of external revenues
- Reperform incomplete financial system setups
- Improve financial controls over general ledger and other financial/operational cycles
- Reduce/Investigate findings to minimal levels
- Implement electronic storage/paperless processing for all NMHC divisions.
- Migrate towards new accounting software system
- Focus on increased Accounting and ADP Payroll/Timekeeping system related trainings
- Process payroll by-weekly in a timely manner

- Disburse all funds to vendors on time and improve the payable cycle
- Submit reports in a timely manner. These reports include:
 1. VMS monthly;
 2. Annual Action Plan and PR29 quarterly report for CDBG only
 3. Unaudited FASSPH REAC submission for Voucher Program only
 4. FASSUB annually for Koblerville Housing Assistance Payment only
 5. CDBG-DR DRGR Quarterly Performance Reports and Drawdowns
 6. CDBG-MIT DRGR Quarterly Performance Reports and Drawdowns

The Fiscal Division will concentrate its efforts on accomplishing the above-stated goals in this period.

Submitted by: Michelle Z. Gibson, Acting Chief Financial Officer

Community Development Block Grant – Disaster Recovery (CDBG-DR) Division

CDBG-DR and CDBG-MIT Planning and Program Support Sections

Overview of Community Development Block Grant Mitigation (CDBG-MIT) Program

The Commonwealth of the Northern Mariana Islands (CNMI) is also a recipient of \$16,225,000 in Community Development Block Grant Mitigation (CDBG-MIT) funds. The funding will be used to address mitigation defined as activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage and loss of property, and suffering and hardship, by lessening the impact of future disasters.

The Federal Register Notices¹ allocating the CDBG-MIT funds require that the CNMI prepare an Implementation Plan for the use of CDBG-MIT funds and conduct a Capacity Assessment of the CNMI’s ability to implement and manage the proposed activities, provide management and financial oversight of the expenditure of the funds, and meeting the U.S. Department of Housing and Urban Development’s (HUD) reporting and compliance requirements. The CNMI, through the Northern Marianas Housing Corporation (NMHC), provides this implementation Plan in accordance with the CDBG-MIT Federal Register Notice 84 FR 45838 issued on August 30, 2019.

FY 2021 and FY 2022

- Completed and obtained HUD’s approval on Substantial Amendment No. 01 and Non-Substantial Amendment to the CDBG-DR Action Plan on July 27, 2021. Amendment covered redistribution of funds for CDBG-DR Infrastructure Program and removal of “three (3) year residency requirement.”
- Completed Non-Substantial Amendment No. 02 to the CDBG-DR Action Plan on January 18, 2022. Amendment covers inclusion of “reimbursements” for pre-grant costs incurred by implementing partners (CDBG-DR subrecipients) and NMHC-incurred pre-award costs covering planning, administration, and program/projects.

¹ 86 FR 561 and 84 FR 45838

- Prepared waiver requests for CNMI-PSS and NMC CDBG-DR funded infrastructure projects. HUD approved both requests but only issued one (1) approval (in the form of a HUD-generated legal opinion) for CNMI-PSS. NMHC is still waiting for HUD to issue OMNI Notice for NMC CDBG-DR projects (March 21, 2021). On July 11, 2021, HUD notified NMHC that HUD Headquarters agreed to waive the Housing tieback requirement (per the referenced Federal Register Notice) and that NMC would be required to show it meets the LMI National Objective by conducting surveys for income eligibility of either 80% AMI or 51% LMI threshold. **OR** the buildings erected with CDBG-DR funds must be open to the general public as a public facility at an established threshold. NMC has met the preceding requirement and is awaiting HUD Headquarters to issue the OMNI Notice.
- Developed proposed amendments (emergency regulations) to NMHC’s procurement regulations to include the federal government’s prevailing Simplified Acquisition Threshold (SAT), which is currently at \$250,000, and Simplified Acquisition Procedures (SAP) in NMHC’s small purchase procurement method. SAT and SAP are now in effect covers procurement on all NMHC grants and programs.
- Developed policies and procedures for the CDBG-DR Workforce Development Training Scholarship Program (WDTSP) and Infrastructure Program (including subsequent amendments) with the assistance of HUD-paid NMHC consultant, ICF (Infrastructure Program: July 8, 2021; WDTSP: August 7, 2021).
- Assisted in the review and finalization of CDBG-DR Housing Programs’ policies and procedures and subsequent amendments (July 8, 2021)
- Prepared Draft Green Building Standards for all four (4) CDBG-DR Housing Programs and appropriate proposed amendments to existing policies and procedures covering said programs (January 28, 2022).
- Developed the Infrastructure Program’s Duplication of Benefits (DOB) Certification form, which will be used in lieu of a subrogation agreement that implementing partners (CDBG-DR subrecipients) must sign in order to receive CDBG-DR funds (January 6, 2022).
- Developed, completed, and published the initial draft of the CDBG-MIT Action Plan with the assistance of NMHC’s paid consultant Pacific Coastal Research and Planning (PCRP) on February 11, 2022.
- Facilitated and completed HUD-required pre- and post-virtual public meetings for CDBG-MIT with the assistance of CDBG-DR administrative manager, CDBG-DR project manager, CDBG-DR project supervisor, CDBG-DR procurement officer, and PCRP. The Pre-Release public meeting was conducted on February 9, 2022 while the Post-Release public meeting was performed on February 16, 2022. Recordings of both public meetings may be accessed at NMHC’s CDBG-MIT website: <https://www.cnmi-cdbgdr.com/cdbg-mitigation-citizen-participation/>.
- Worked on and completed NMHC’s CDBG-MIT Implementation Plan and Capacity Assessment (February 16, 2022).
- Provided countless technical assistance, guidance, and support to other CDBG-DR Division staff in areas that include procurement, 2 CFR Part 200, HUD’s cross-cutting requirements, and NMHC CDBG-DR program policies and procedures.

Area of Concern: None

FY 2023 and FY 2024

- The CDBG-DR Workforce Development Training Scholarship Program (WDTSP) launched on October 5, 2021. Since then and as of January 1, 2023, the Northern Marianas Technical Institute (NMTI) has enrolled 34 eligible recipients under the scholarship program and awarded \$94,620.77 in CDBG-DR funds to support NMTI's WDTSP.
- HUD approved NMHC's revised Green Building Standards prepared on January 28, 2022 and alternatives to Energy Star appliances which are currently unavailable in the CNMI.
- Prepared NMHC's Draft *Residential Anti-Displacement and Relocation Assistance Plan (RARAP)* and Non-Substantial Amendment No. 04 to NMHC's CDBG-DR Action Plan that would effectuate RARAP five (5) business days after transmitting notification to HUD or went into effect on October 18, 2022.
- Revised and updated NMHC CDBG-DR Program's Duplication of Benefits (DOB) policy and Non-Substantial Amendment No. 05, which effectively updates the DOB policy on NMHC's CDBG-DR Action Plan on December 28, 2022 and five (5) business after transmitting the notification to HUD.
- Prepared and transmitted Substantial Amendment No. 02, which seeks HUD's approval at NMHC reprogramming the sum of \$14,602,500 from the CDBG-DR Infrastructure Program to support CDBG-DR Housing Program: Homebuyer and First-Time Homeowner New Construction. The HUD Honolulu Field Office has notified NMHC that it has recommended approval and NMHC is currently waiting for HUD Headquarters to act on the recommendation no later than 45 days following transmittal of the Substantial Amendment or no later than March 14, 2023 (45 days following the submission date of Substantial Amendment No. 02 to HUD).
- HUD approved NMHC's CDBG-MIT Action Plan, CDBG-MIT Implementation Plan and Capacity Assessment on June 3, 2022 and subsequently the Grant Agreement on June 15, 2022 thereby allocating the sum of \$16,225,000 to the CNMI.
- Continue to provide technical assistance, guidance, and support to CDBG-DR Division staff in areas that include but not limited to procurement, 2 CFR Part 200, HUD's cross-cutting requirements, and NMHC CDBG-DR/CDBG-MIT policies and procedures.

Area of Concern: None

FY 2023

AMENDMENTS to CDBG-DR Action Plan

Completed and obtained HUD's concurrence to Non-Substantial Amendment Nos. 04, 05, and 06 to NMHC's CDBG-DR Action Plan. **Non-Substantial Amendment No. 04** authorized NMHC's to develop, launch, and implement a CDBG-DR *Residential Anti-Displacement and Relocation Assistance Plan (RARAP)*. During its visit on August 16, 2022, U.S. Department of Housing and Urban Development (HUD) officials notified NMHC that the grantee is required to develop, adopt, and implement RARAP. Aptly, the RARAP went into effect on October 18, 2022. **Non-Substantial Amendment No. 05** paved way for NMHC to amend its CDBG-DR Action Plan to update and align its Duplication of Benefits (DOB) policy with HUD's updated DOB policy as prescribed in 84 FR 28836. HUD, through FR 28836, incorporated a range of safeguards to ensure that CDBG-DR funds are used for reimbursement of eligible costs of meeting the housing rehabilitation needs or economic revitalization needs of applicants that applied for were approved for, and borrowed SBA loans funds. HUD, in consultation with partner federal agencies, has

developed safeguards to promote a responsible approach to requests to use CDBG-DR funds to reimburse for eligible recovery costs originally paid with subsidized loan funds. This Non-Substantial Amendment set in on December 28, 2022. **Non-Substantial Amendment No. 06** authorized the conversion of NMHC’s CDBG-DR Rehabilitation and Reconstruction and First-Time Homebuyer, and Single-Family New Construction programs from loan- to grant-based per recommendations by HUD and to allow NMHC to assist potentially eligible families receive assistance despite having high debt-to-income ratios. This Amendment went into effect on June 5, 2023. For more information, please visit NMHC’s CDBG-DR website at: <https://www.cnmi-cdbgdr.com/action-plan/amendments/>

AMENDMENTS to CDBG-MIT Action Plan

Completed and obtained HUD’s concurrence to Non-Substantial Amendment No. 01, which authorized NMHC CDBG-MIT to reprogram the sum of \$94,500 from unspent CDBG-MIT planning funds to CDBG-MIT Infrastructure program to cover CUC’s funding shortfall required to support the following CDBG-MIT projects: 1) Dandan Water Tank Replacement; and 2) Tinian Carolinas Water Tank Replacement. This Amendment went into effect on June 23, 2023. For more information, please visit NMHC’s CDBG-MIT website at: <https://www.cnmi-cdbgdr.com/cdbg-mitigation-action-plan/>

Launch and Implementation of Uniform Relocation Act (URA) and Optional Relocation Assistance (ORA) Activities

With the assistance of its HUD-paid consultant, ICF, NMHC developed policies and procedures that authorized URA and ORA activities under the agency’s CDBG-DR Affordable Rental Housing Development program and Homeowner Rehabilitation and Reconstruction Program. URA and ORA activities allow NMHC to assist temporarily displaced families—voluntary and involuntary—with housing, moving, and storage services during the period of rehabilitation or reconstruction of their rental units (URA) or homes (ORA). The agency, through Non-Substantial Amendment No. 07, re-allocated the sum of \$100,000 from its unspent CDBG-DR planning funds to support these program activities: URA, \$50,000 (\$40,000 for rental subsidies and \$10,000 for moving and storage costs); ORA \$50,000 (\$40,000 for rental subsidies and \$10,000 for moving and storage costs).

Workforce Development Training Scholarship Program (WDTSP)

As of December 31, 2023, the Northern Marianas Technical Institute (NMTech) reported to the Northern Marianas Housing Corporation (NMHC) that it has a total of 72 WDTSP scholarship recipients:

1. 58 regular students; and
2. 14 low-risk inmates - from the CNMI Department of Corrections (DOC) who are currently enrolled in NMTech's DOC Outreach Program and received WDTSP scholarship awards

Similarly, NMHC has disbursed the total sum of \$319,429.90 to NMTech to assist eligible scholarship recipients under its WDTSP. The aforesaid amount represents 28% of the total WDTSP scholarship allocation (\$1,160,000).

Last, NMHC officials attended NMTech’s second award ceremony scheduled on December 19, 2023 at 5:30 p.m. held at the Multi-Purpose Center.

Areas of Concern: NONE

Submitted By: Kimo Rosario, Planning & Support Program Manager

CDBG-DR Projects Division

Overview

NMHC’s CDBG-DR Action Plan has identified multiple infrastructure priorities that must be addressed, many of which directly support housing needs. Residents not only suffered from direct damage to their homes from the 2018 disasters, but also endured the loss of critical services such as public utilities, educational institutes, and transportation infrastructure following the aftermath of Typhoon Mangkhut and Super Typhoon Yutu.

In response to extraordinary impacts from disasters, The Community Development Block Grant Disaster Recovery (CDBG DR) Projects Division is tasked to address infrastructure and mitigation needs. All housing and infrastructure projects should aim to incorporate compliance, mitigation, and resiliency solutions to better ensure future recovery if another Typhoon disaster were to impact the CNMI.

Accomplishments

Public Facility

CNMI Public School System (10% Flex match) PSS Tinian Elementary School (TES) Rehabilitation Project

All Environmental Assessments have been completed Tinian Elementary School. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on September 19, 2021. No public comments were received on the September 29th deadline for comments. FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on November 09, 2021. Multiple meetings with PSS to discuss Phase I approach with Marianas High School and Tinian Elementary School. Scope of Work and Report for TES from PEGS identified additional critical rehabilitation work. Phase I, Building K and Cafeteria. Phase II, electrical, civil works and perimeter fencing. CDBG-DR met with PSS and PEGS with PSS agreeing to all proposed project bid. PSS will draft letter indicating deviating from FEMA worksheet to proposed CDBG-DR Project approach. TES Scope of Work accepted by PSS. IFB Advertised on June 05, 2023. Pre-Bid Meeting and Site visit was on June 15, 2023, Tinian. Bid Opening was on July 12, 2023. Lowest Bidder. Completed the Evaluation of Bid for Responsiveness and Responsible on July 27, 2023. Bidder was unresponsive. Evaluation Committee completed an evaluation on “Next Lowest Bidder” on August 29, 2023. Notice to Proceed was issued to Core Plus Construction.

CNMI Public School System (10% Flex match)
PSS Marianas High School (MHS) Rehabilitation Project

All Environmental Assessments have been completed for the PSS Marianas High School Rehabilitation Project. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on September 09, 2021. Comments due September 24, 2021. Multiple meetings with PSS to discuss approach with the construction phase of the project. **The Authorization to Use Grant Funds (AUGF) was issued on November 8, 2021.** Design plans submission of 60% by CM PEGS Engineering. PSS is reviewing plans and approvals for final scope of work and process for Bid processing Phase. NMHC hosted a Meeting with PSS and CM PEGS on January 24, 2024 to review and finalize all documents prior to initiation of Procurement process.

CNMI Public School System (10% Flex match)
PSS William S. Reyes Elementary School

All Environmental Assessments have been completed for the PSS William S. Reyes Elementary School Rehabilitation Project. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on September 09, 2021. Comments due September 24, 2021. Multiple meetings with PSS to discuss approach with the construction phase of the project. The Authorization to Use Grant Funds (AUGF) was issued on November 8, 2021. Design plans submission of 50% by CM PEGS Engineering. PSS is reviewing plans and approvals for final scope of work and process for Bid processing Phase. NMHC hosted a Meeting with PSS and CM PEGS on January 24, 2024 to review and finalize all documents prior to initiation of Procurement process.

CNMI Public School System (10% Flex match)
PSS Francisco M. Sablan Middle School

All Environmental Assessments have been completed for the PSS William S. Reyes Elementary School Rehabilitation Project. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on September 09, 2021. Comments due September 24, 2021. Multiple meetings with PSS to discuss approach with the construction phase of the project. The Authorization to Use Grant Funds (AUGF) was issued on November 8, 2021. Design plans submission of 50% by CM PEGS Engineering. PSS is reviewing plans and approvals for final scope of work and process for Bid processing Phase. NMHC hosted a Meeting with PSS and CM PEGS on January 24, 2024 to review and finalize all documents prior to initiation of Procurement process.

PSS MHS Career and Technical Education Center (EDA 50% Match \$6,000,000)

All Environmental Assessments have been completed for the CTE Building. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on March 09, 2022. Comments due March 24, 2022. Multiple meetings with PSS to discuss approach with the construction phase of the project. The Authorization to Use Grant Funds (AUGF) was issued on April 16th. Design plans Finalized by GHD. NMHC hosted a Meeting with PSS, GHD, and PEGS on January 24, 2024 to review and finalize all documents prior to initiation of Procurement process.

CHCC Community Guidance Center Rehabilitation

Transitional Living Center and Substance Abuse Treatment & Recovery Center

All Environmental Assessments have been completed for the rehabilitation of two centers located at Navy Hill. Renovations include work on Employee Restroom, Patient Restroom, Reception area & Patient waiting area, Rooms, Offices and closet storage, Kitchen, Corridor, Patio and Roof Top, Windows and Doors, Exterior and Interior Painting. 24 CFR Part 58 and the Notice of Intent to Request a Release of Funds was published. **Authorization to Use Grant Funds was received April 19, 2022.** Notice To Proceed was issued on October 06, 2023 On-going construction on the Substance Abuse and Recovery Center. Contractor identified additional structural deficiencies with the 2nd floor walkway. Worked with DPW Building Code Office and CM Team completed Structural Hammer Test.

Northern Marianas College Classroom Buildings

All Environmental Assessments have been completed for 2 Two Story Classroom Building located on As Terlaje Hill. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on May 10, 2021. No public comments were received. FONSI and RROF was sent to HUD for review and approval on July 21, 2022. The OMNI waiver pending took time to publish through the Federal Register on 6/14/2022. The Request for Authorization to use Grant Funds (AUGF) was received on July 21, 2022. RFP for A&E Design was published on December 13, 2022. Mandatory Pre-proposal Conference was held on December 28, 2022 at the CDBG DR Conference Room. Evaluation Committee (3 from NMC and 2 from NMHC CDBG DR) completed the review of the RFP submittals and recommendations were sent to the Procurement Officers and the CD On August 04, 2023. Taniguchi Ruth Makio Architects (TRMA) had the highest points and were selected. Document and Propose cost submittals from TRMA. Additional info from TRMA (Delayed due to Typhoon. TRMA main Office in Guam). Contract Signed on September 13, 2023. Notice to Proceed (NTP) scheduled for September 21, 2023. On-going design works by TRMA. Project scope reduced to Two One Story Classroom Buildings.

Homeland Security and Emergency Management Communication Tower (\$1,883,100)

All Environmental Assessments have been completed for 200ft Communications Tower located at Mt. Tapochao. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on September 19, 2023. No public comments were received. FONSI and RROF was sent to HUD for review and approval. **The Request for Authorization to use Grant Funds (AUGF) was received on October 12, 2023.** IFB Advertised on October 13, 2023. Pre-Bid Meeting and Site visit was conducted on October 24, 2023.

Road Repair

Ghilis Street Road and Drainage Improvement

All Environmental Assessments have been completed for the road and drainage improvement of Ghilis Street and Apengahg Ave. Public Notice for the Findings of No significant Impact (FONSI)

24 CFR Part 58 and the Request for Release of Funds (RROF) was published on April 22, 2021. No public comments were received. FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on June 16, 2021. As of December 2022, overall project completion in at 62%. This project was suspended until completion of Oleai Sewer Line Replacement Project completed on December 12, 2023. Project is in the Procurement process for the completion of paving and repairs.

Route 33 Beach Road Phase III and IV Improvement (\$10,000,000)

All Environmental Assessments have been completed for Route 33 Beach Road Phase III and IV. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on November 08, 2021. No public comments were received. 8 Step Decision Making Process EO 11988 completed on March 14, 2022 (revised version). FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on January 18, 2022. DCRM issued Major Siting Permit MS2022-0001 for Route 33, Phase 3 and 4. DEQ issued One Start Permit 2022 SNC 172G for Route 33, Phase 3 and 4. Completed the procurement process and the Notice to Proceed was issued to GPPC Inc. on February 17, 2023. On-going Progress meeting with HEC, DPW, and GPPC to discuss updates. Monthly meetings established every last Wednesday of the month. On-going review of all Material Submittals. Reviewed by CM Team, DPW, and NMHC. Asphalt removal and Basecourse application on Northbound Lane from Bank of Saipan to MVA Office, Garapan. Contractor is working with CUC, IT&E, and Docomo to relocate existing utilities. Delay in the Voids in Mineral Aggregate (VMA) and Job Mixture Formula (JMF). GPPC requested for variance. Submittal for JMF approval due July 2023 and first submittal was on August 22, 2023 with a total of 4 submittals. Last submittals were on December 30, 2023. Monitor Construction and review all submittals and Monthly Performance Reports. Contract expired on December 13, 2023. Only 19% of the project was completed. GPPC Inc. requested for 180day extension. 30day Extension granted by NMHC. Liquidated Damage in effect as of January 26, 2024. Pending NMHC Corporate Director discretion to grant another extension Asphalt Test Strip Test results was conducted on February 02, 2024. Test results failed.

Tinian Route 206

CDBG DR Application was submitted on December 29, 2021. The Environmental Assessment request was sent to Permitting Agencies. All Environmental Assessments have been completed. Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was advertised and no Public Comments were received. The Authorization to Use Grant Funds (AUGF) was issued on August 10, 2022. Intergovernmental Agency Agreement completed with DPW. All required documents needed to initiate the procurement process was transmitted over to DR Procurement Officer. NMHC Invitation for Bid 2023-001 was advertised on January 20, 2023. January 31, 2023, a mandatory Pre-bid Conference held at the NMHC Filed Office Tinian. Mandatory Site walk-through was conducted immediately after the Pre-bid conference. Bid Submission Date March 7, 2023. RNV Construction was the lone bidder with a cost proposal of 4.7Million. Cost Analysis review confirmed by CM GHD RNV best and final offer \$4,143,561.00. RNV reduced their price by just \$ 104,439.00 or 2.46% off their original bid cost. Bid Cancellation Notice issued on May 18, 2023. Meeting held by the Tinian Delegation on June 15, 2023. It was agreed that NMCH CDBG DR will only rebid for Route 206 and maintain the project budget at \$2.5M. DPW updated the Scope of Work (SOW) and Bid Schedule for Route 206 only. IFB 2023-008 Advertised on August 07, 2023 (re-bid). Mandatory Pre-bid Conference

and Site Inspection set for August 15, 2023 on Tinian. Bid Opening was on September 07, 2023. Hawaiian Rock was the Lowest Bidder at \$1.9M. Award and NTP issued to Hawaiian Rock Products.

Utilities- Power & Water

CUC Oleai Sewer line Replacement (Completed 12/12/2023)

All Environmental Assessments have been completed for Sewer line replacement along Apengahg Ave. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on July 13, 2021. No public comments were received. FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on August 03, 2021. Notice to Proceed (NTP) was issued to Yanzte Corporation (NMHC 2022-017) on September 26, 2022 to begin work. Contract is for two hundred forty (240) calendar days. Project should be finalized and completed on May 2023. Liquidated Damages to effect September 01, 2023. \$100.00 per day. Project completed and the Certificate of Completion and Acceptance signed on December 12, 2023 (Signed by CUC, PEGS, and NMHC).

Kagman Water Tank, Dandan Water Tank, and Carolinas Water Tank

Kagman Water Tank (DR Funds)
Dandan Water Tank (MIT Funds)
Carolinas Water Tank (MIT Funds)

All Environmental Assessments have been completed for 1M Gallon Tanks. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on August 04, 2021. No public comments were received on the August 19th deadline for comments. FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on November 02, 2021. The Commonwealth Utilities Corporation (CUC) has identified Duenas, Camacho, and Associates (DC&A) Engineering Firm to work on the A&E Design Plans and Geological Testing. A&E fee for all Water Tank is \$548,777.00. Notice Proceed Kickoff Meeting was held at CUC office on March 08, 2022. CUC and DCA Engineering A&E design 100% completion November 2023. Kagman Water Tank IFB advertised on December 28, 2023. Mandatory Prebid Conference and Site Visit conducted on January 09, 2024. Dandan Water Tank IFB advertised on December 26, 2023. Mandatory Prebid Conference and Site Visit conducted on January 09, 2024.

CUC Tinian Underground Power System

The updated Project Proposal/ Scope of Works was submitted on October 15, 2021. The Environmental Assessment request was sent to Permitting Agencies on October 18, 2021. Received response from CPA, DFW, and NRCS. DCRM responded that it needed more details to make a final decision. Draft CDBG DR Application was submitted via email on March 4, 2022. CDBG DR reviewed and responded on March 14, 2022 with request for complete information and final version. CDBG DR Application final version submitted March 23, 2022. All Environmental Assessments have been completed. Public Notice for the Findings of No significant Impact (FONSI) 24 CFR Part 58 and the Request for Release of Funds (RROF) was published on October 27, 2022. No public comments were received. FONSI and RROF was sent to HUD for review and approval. The Authorization to use Grant Funds (AUGF) was received on November 22, 2022.

Project scope reduced to stay within budget. However, the design will cover the entire route. Project was published/advertised on December 26, 2023. Pre-bid Meeting and Site Inspection on January 11, 2024. Addendum No. 1 issued January 31, 2024 time extension due March 25, 2024; Responses from Request for Information from contractors.

Submitted By: Jonathan I. Arriola, CDBG-DR Project Manager

CDBG-DR Housing & Grants Section

The CDBG-DR Budget Allocation has since evolved and increased from \$243,946,000 initially awarded on November 24, 2020 to the current \$254,324,000 as a result of the additional supplemental funding in the amount of \$10,378,000, awarded by HUD. The programs available include New Construction/Homebuyer Program, Homeowner Rehabilitation and Reconstruction, and for renters, an Affordable Rental Housing Development Program.

FY 2024 and FY 2025

The CDBG-DR Budget Allocation has since evolved and increased from \$243,946,000 initially awarded on November 24, 2020 to the current \$254,324,000 as a result of the additional supplemental funding in the amount of \$10,378,000, awarded by HUD. The programs available include New Construction/Homebuyer Program, Homeowner Rehabilitation and Reconstruction, and for renters, an Affordable Rental Housing Development Program.

FY 2024

1. SINGLE-FAMILY HOUSING PROGRAMS

- Signing of 50 to 80 Housing Loan Commitment Letters totaling approximately \$12,500,000-\$20,000,000 slated for this period.
- 10 or more Homeownership Counseling Sessions (HCS) scheduled for over 160 participants/borrowers/co-borrowers for this period, offering option of in-person or Zoom participation.
- Eliminate the 80% AMI Waitlist which contains 38 applications (totaling \$7,996,440) through the use of re-allocated funds from MIT. Total amount expected is approximately \$14,602,500 towards the Homebuyer/New Construction program.
- Eliminate at least 5 applicants from the 120% AMI Waitlist as a result of the MIT re-allocation mentioned above.

2. AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM

- Approximately ten (10) environmental assessments has been completed. We can move on to the following steps once this process has been completed.
- There is an on-going construction for one of the GAP Filler to LIHTC application approvals.

FY 2025

1. SINGLE-FAMILY HOUSING PROGRAMS

- Signing of 80 to 100 Housing Commitment Letters totaling approximately \$20,000,000 to \$25,000,000 slated for this period.

- 5 or more Homeownership Counseling Sessions (HCS) scheduled for over 85 participants/borrowers/co-borrowers for this period, offering option of in-person or Zoom participation.

1. **AFFORDABLE RENTAL HOUSING DEVELOPMENT PROGRAM**

- Approximately four (4) environmental assessments must be finished. We can move on to the following steps once this process has been completed.
- There will be on-going construction for two (2) of the GAP Filler to LIHTC application, five (5) 1-4 Units, and one (1) 5 Plus.

AREAS OF CONCERN (NEEDS)

1. **STAFFING** The Housing Grants Division (SPN, TIQ, and ROP) is currently made up of 10 team members who are responsible for the management and tracking of approximately 188 remaining applications that are all moving through a 10-step process before reaching grant closing. In order to complete these projects within the CDBG-DR's program life span, additional staffing is necessary.
 - Request for 2 additional Housing Grant Specialists (for DR Saipan)- to assist in the advancement of the remaining 188 conditionally approved applications. The 10-step process requires underwriting for income re-certification, homeowner counseling, initial/final site inspection field visits, environmental assessment reviews, preliminary title report reviews, appraisal reviews, final underwriting of grant figures for commitment letters and grant closing documents and conducting grant closing and post-closing tasks.
 - Request for 1 Grant Housing Administrative Specialist- to assist in the management and tracking of all files submitted to the CDBG-DR and the data related to each file as they progress through to the grant phases mentioned above. In addition, this person will be responsible for receiving and tracking all incoming and outgoing transmittals between the CDBG-DR Grants Division in Saipan and CDBG-DR Tinian/Rota, NMHC, applicants, and vendors. Other tasks include following-up on Homebuyer and PTR 30-Day notices, drafting correspondences, preparing Annual Recertifications, and making copies/filing all required grant documentation.
2. **TRAVEL BUDGET** Over the last two years, the Housing Grants Division has recognized a need to travel to the CDBG-DR offices on the island of Tinian and Rota in order to train staff members on evolving policies and procedures and ensure processes are in line with the CDBG-DR office on Saipan. Furthermore, because these islands keep a separate data drive, it is crucial to ensure that the file categories and organization mirrors that of the Saipan office so that important data can be retrieved easily and is electronically available.
 - Request to create a separate budget for travel once every 6 months to each of the islands.

Submitted By: Melvin B. Sablan, CDBG-DR Housing Administrator

CDBG-DR Compliance Section

- Conduct monitoring reviews through desktop, on-site, and inspections.
- Re-evaluate each CDBG-DR Activity through Capacity Assessment Analyses.

- Modify monitoring schedule based on capacity assessment analyses frequency and contractor invoice submission.
- Prepare and provide monitoring notification letters, monitoring reports, and findings letters to Implementing Partners, Contractors, CDBG-DR program staff, and NMHC leadership.
- Conduct Duplication of Benefits analyses for each CDBG-DR Housing & Infrastructure Project.
- Provide quality assurance/quality control assistance throughout CDBG-DR.
- Provide Implementing Partners, Contractors, and CDBG-DR program staff with Federal Cross-Cutting Requirement Technical Assistance (Environmental Review Process, Duplication of Benefits, Fair Labor, Women/Minority-Owned Business Enterprises, Davis Bacon and Related Acts, and Section 3).
- Review Section 3 Documents along with certified payrolls and certified compliance for each CDBG-DR Housing & Infrastructure project billing submission.

Areas of Concern:

- Staffing: Employee turnover due to finding other positions that require less attention to detail & multi-tasking, and receiving more compensation elsewhere.

Submitted By: Esperlyne M. Castro, Acting CDBG-DR Compliance Manager

CDBG-DR Administrative Section

The CDBG-DR Administrative Section serves as support between the CDBG-DR Program Office individual CDBG-DR Sections and the NMHC Central Office, implementing partners, government agencies and private entities. The Admin Section handles all purchase orders, maintaining CDBG-DR records, personnel, vehicles, inventory, training registrations, travel requests, publications and ensuring no disruption to overall office operations for the CDBG-DR Saipan office. Also serves as support to the NMHC Administrative Division, as needed.

FY 2023 -2024

- Maintain Procurement Bid Announcements and Contracts on the CDBG-DR website.
- Worked with all NMHC Divisions to compile and submit the Citizen Centric Report for FY2022.
- Maintain the CDBG-MIT Program website.
- Continue to advertise Job Vacancy Announcements to fill vacated positions.
- CDBG-DR Action Plan Substantial Amendment No. 2.
- Continue to improve customer service and delivery of services to internal divisions and external clients and implementing partners.
- Cross train CDBG-DR Administrative Division Staff and improve processing of documents.
- Continue to make updates to CDBG-DR Program Policies & Procedures and send for publication in the Commonwealth Register.
- Developed an interactive map on the CDBG-DR Website to showcase all completed CDBG-DR Funded Homes.
- Compile NMHC Budget Call for FY 2024 & FY 2025 for submission to OMB.
- Monitoring of CDBG-DR budget.

CDBG-DR Action Plan, Policies & Procedures Updates & Publications

- CDBG-DR Homeowner Rehabilitation and Reconstruction Program and Homebuyer Activities: Program Amendments – Loan to Grant Conversion.
 - Emergency Regulations published July 2023. Proposed amendments to regulations published July 2023. Certification and adoption published September 2023. Current amendment in progress to update AMI Limits to serve urgent need clients.
- CDBG-DR Infrastructure Program Policies and Procedures Amendment – relating to reimbursements of Pre-Agreement Costs and CDBG-DR Planning and Administrative Activities and appendices.
 - Proposed amendments to regulations published July 2023. Certification and adoption published September 2023.
- CDBG-DR/MIT Fraud, Waste & Abuse Policy Updates
 - CDBG-DR Internal Auditor is revising the currently approved policies. A fraud hotline email address and contact number has been established. Pending – approval and publication of policy on the CDBG-DR/MIT website as well as contact information, display of information/brochure/forms at the reception area and log of all fraudulent claims reported. The CDBG-DR Internal Auditor is the sole recipient of all claims received. December 2023.
- Established CDBG-DR Duplication of Benefits Standard Operating Procedures (SOPs) – September 2023.
- Established CDBG-DR Citizen Compliant Standard Operating Procedures (SOPs) – September 2023.
- Established CDBG-DR Reimbursement Program Guidance Manual and Forms for Eligible Public Infrastructure Activities Only.
- Established Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) – URA Guide Form Procedures.
- Updated CDBG-DR Website and Management Standard Operating Procedures – May 2023.
- CDBG-DR Action Plan Non-Substantial Amendment No. 6 & 7.

GOALS

- Fill CDBG-DR vacant positions.
- Offer training opportunities for CDBG-DR Administrative staff.
- Publication of CDBG-DR Homeowner Rehabilitation and Reconstruction Program and Homebuyer Activities: Program Amendments – updating of AMI limits to serve urgent need clients.
- Publication of CNMI Action Plan Substantial Amendment No. 3 to reflect amendments to the CDBG-DR Homeowner Rehabilitation and Reconstruction Program and Homebuyer Activities Program.
- Upgrading of outdated computer equipment and technology to provide efficient services.

AREA OF CONCERN

- Employee turnover due to finding permanent status positions and higher compensation.

Submitted by: Jatanna Atalig-Hocog, CDBG-DR Administrative Manager

IV. BUDGET WORKSHEETS

Northern Marianas Housing Corporation

Proposed Budget for FY 2025

Descriptions	FY 2024	FY 2025	NMHC	CDBG-DR
REVENUES				
HAP - Koblerville	\$ 420,495	\$ 450,964	\$ 450,964	\$ -
HAP - Mihaville	\$ 636,894	\$ 678,912	\$ 678,912	\$ -
HAP - Rota	\$ 212,779	\$ 212,940	\$ 212,940	\$ -
HAP - Tinian	\$ 283,748	\$ 291,532	\$ 291,532	\$ -
LIHTC Admin Fees	\$ 237,100	\$ 237,100	\$ 237,100	\$ -
Housing Choice Voucher Admin Fees	\$ 675,343	\$ 675,343	\$ 675,343	\$ -
CDBG Admin Fees	\$ 196,025	\$ 196,025	\$ 196,025	\$ -
HESG Admin Fees	\$ 6,030	\$ 6,090	\$ 6,090	\$ -
HOME Admin Fees	\$ 77,323	\$ 73,435	\$ 73,435	\$ -
HOME Program Income Admin Fees	\$ 43,324	\$ 39,587	\$ 39,587	\$ -
HAF Revenue	\$ 114,220	\$ -	\$ -	\$ -
HAF Admin Fee Revenue	\$ 100,000	\$ 230,000	\$ 230,000	\$ -
EHV Admin Fee	\$ 92,164	\$ 109,476	\$ 109,476	\$ -
EHV Issuance Fee	\$ 6,000	\$ 6,600	\$ 6,600	\$ -
CDBG-DR Admin/Activity Delivery Fees	\$ 4,223,614	\$ 4,086,571	\$ -	\$ 4,256,759
CDBG-MIT Admin	\$ 67,604	\$ 67,604	\$ -	\$ 67,604
HTF Admin Fee		\$ 5,000	\$ 5,000	\$ -
TOTAL REVENUES - FEDERAL PROGRAMS	\$ 7,392,665	\$ 7,367,179	\$ 3,213,004	\$ 4,324,363
REVENUES - OPERATIONS				
Interest on Loans and Financial Instruments	\$ 152,258	\$ 128,583	\$ 128,583	\$ -
Tenant Rentals (also damages billed) Multifamily	\$ 144,059	\$ 100,979	\$ 100,979	\$ -
Annex Rentals	\$ 270,324	\$ 315,000	\$ 315,000	\$ -
Rent to Own	\$ 60,908	\$ 79,498	\$ 79,498	\$ -
Gain on Sale of Foreclosed Properties	\$ 348,973	\$ 383,870	\$ 383,870	\$ -
RD Loan Modification Interest Only	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Late Fees Section Multifamily	\$ 4,000	\$ 4,135	\$ 4,135	\$ -
NMHC Building Damages Incurred (Reimbursement)	\$ 107,000	\$ 40,000	\$ 40,000	\$ -
FEMA PA Koblerville and Mihaville Typhoon Repairs (Reimbursement)	\$ 148,987	\$ 40,000	\$ 40,000	\$ -
TOTAL REVENUES - OPERATIONS	\$ 1,286,510	\$ 1,142,066	\$ 1,142,066	\$ -
TOTAL REVENUES - ALL SOURCES	\$ 8,679,175	\$ 8,509,245	\$ 4,355,070	\$ 4,324,363

Descriptions	FY 2024	FY 2025	NMHC	CDBG-DR
EXPENSES - OPERATIONS				
Appraisal Fees	\$ 12,000	\$ 3,300	\$ 3,300	\$ -
Computer and Server Maintenance	\$ 305,127	\$ 266,953	\$ 66,541	\$ 200,412
Computer and Software Expenses	\$ -	\$ 418,420	\$ 167,370	\$ 251,050
Fuel	\$ 30,000	\$ 103,385	\$ 35,000	\$ 68,385
Ground Maintenance Main Office	\$ -	\$ 20,592	\$ 20,592	\$ -
Ground Maintenance-Section 8 Multi-Family	\$ 47,400	\$ 102,200	\$ 102,200	\$ -
Insurance	\$ 35,000	\$ 45,250	\$ 40,250	\$ 5,000
Legal Services	\$ 200,000	\$ 152,500	\$ 125,000	\$ 27,500
Main Office Bldg Repairs/Maintenance including cleaning services	\$ 45,000	\$ 110,540	\$ 79,000	\$ 31,540
Misc: Board Expenses	\$ 1,000	\$ 3,000	\$ 2,000	\$ 1,000
Misc: Correction of Error	\$ 500	\$ 1,000	\$ 500	\$ 500
Misc: Employee Activities	\$ 4,500	\$ 21,200	\$ 10,000	\$ 11,200
Office Supply	\$ 150,000	\$ 212,500	\$ 80,000	\$ 132,500
Postage	\$ 32,000	\$ 19,677	\$ 12,637	\$ 7,040
Professional Services	\$ 231,000	\$ 177,800	\$ 130,000	\$ 47,800
Publications	\$ 35,000	\$ 54,000	\$ 14,000	\$ 40,000
Rental: Saipan, Rota and Tinian Offices	\$ 145,680	\$ 160,974	\$ 11,682	\$ 149,292
Repairs and Maintenance Section 8	\$ 484,021	\$ 256,250	\$ 256,250	\$ -
Repairs and Maintenance-DR Office	\$ -	\$ 18,000	\$ -	\$ 18,000
Salaries, Personnel and Retirement Benefits	\$ 6,085,406	\$ 5,348,973	\$ 2,644,670	\$ 2,704,303
Telephone/Internet	\$ 64,703	\$ 118,089	\$ 75,879	\$ 42,210
Travel/Training	\$ 200,000	\$ 285,000	\$ 82,000	\$ 203,000
Utilities NMHC Operations	\$ 86,766	\$ 104,885	\$ 50,000	\$ 54,885
Utilities Section 8	\$ 89,072	\$ -	\$ -	\$ -
Vehicle Lease	\$ -	\$ 269,640	\$ 13,200	\$ 256,440
Vehicle Repair & Maintenance	\$ 10,000	\$ 25,000	\$ 25,000	\$ -
TOTAL - EXPENSES	\$ 8,294,175	\$ 8,128,939	\$ 4,047,070	\$ 4,252,057
NET POSITION	\$ 385,000	\$ 380,306	\$ 308,000	\$ 72,306
CAPITAL EXPENDITURES				
Computer Equipment	\$ 95,000	\$ 89,868	\$ 38,000	\$ 51,868
Office Equipment	\$ -	\$ 3,900	\$ -	\$ 3,900
Building Improvement	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Machinery and Vehicles	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Preventative Maintenance	\$ -	\$ 25,000	\$ 25,000	\$ -
Furniture and Fixture	\$ 25,000	\$ 41,538	\$ 25,000	\$ 16,538
Section 8 Multi-Family Appliances	\$ 15,000	\$ 20,000	\$ 20,000	\$ -
TOTAL - CAPITAL EXPENDITURES	\$ 385,000	\$ 380,306	\$ 308,000	\$ 72,306
TOTAL NET POSITION	\$ 0	\$ 0	\$ 0	\$ 0

FY 2025 Breakdown	Amount	% of Total
Gross Salaries/Wages	\$ 4,353,009.45	81%
Employer FICA Social Security	\$ 269,886.59	5%
Employer FICA Medicare	\$ 63,118.64	1%
Personnel/Health Benefits	\$ 481,062.29	9%
Retirement Benefits	\$ 139,631.75	3%
Life insurance Benefits	\$ 42,264.02	1%
Total Salaries & Benefits	\$ 5,348,972.75	100.00%

Submitted by: Michelle Z. Gibson, Acting Chief Financial Officer

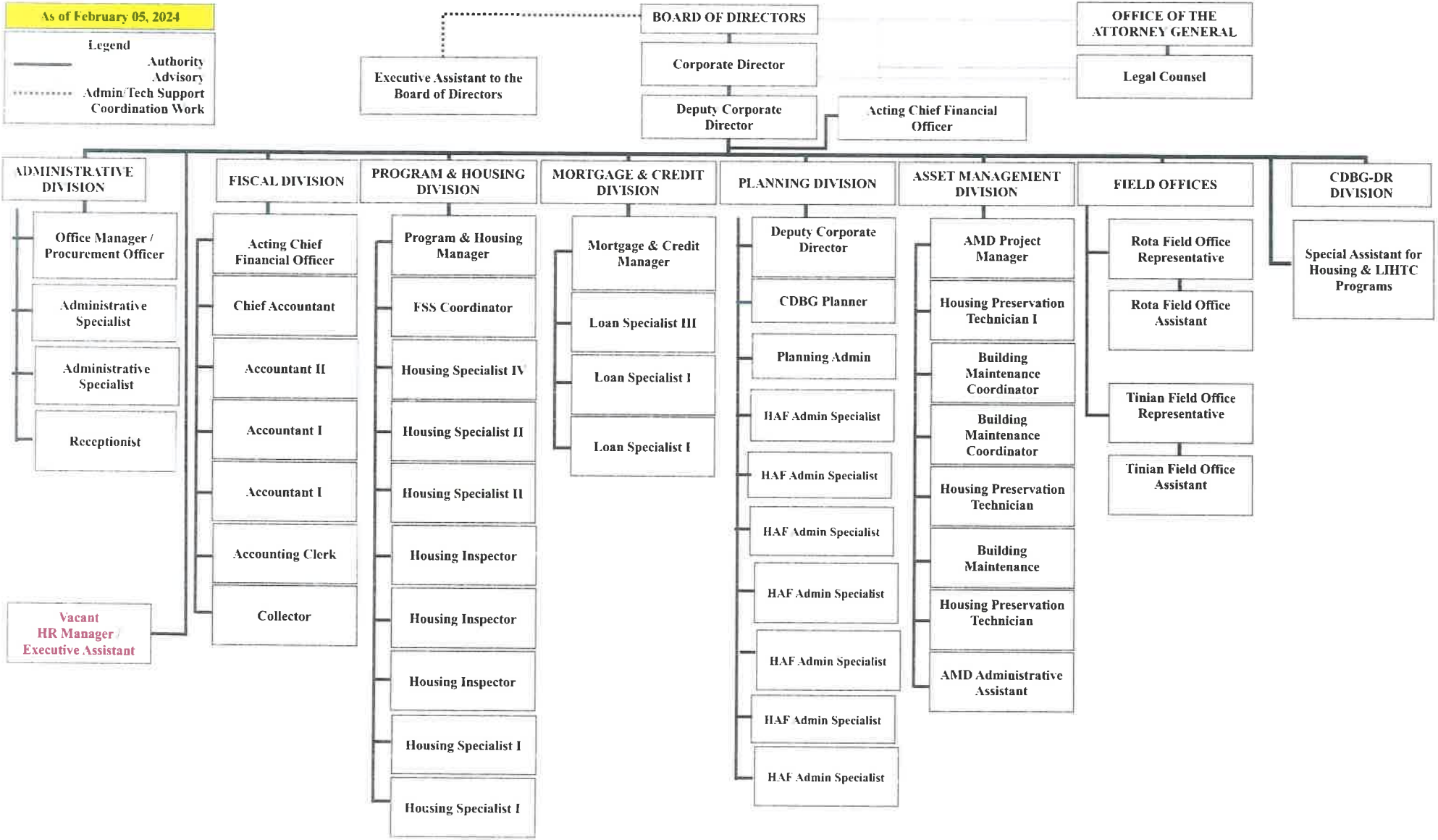
V. Organizational Chart

NORTHERN MARIANAS HOUSING CORPORATION
ORGANIZATIONAL CHART

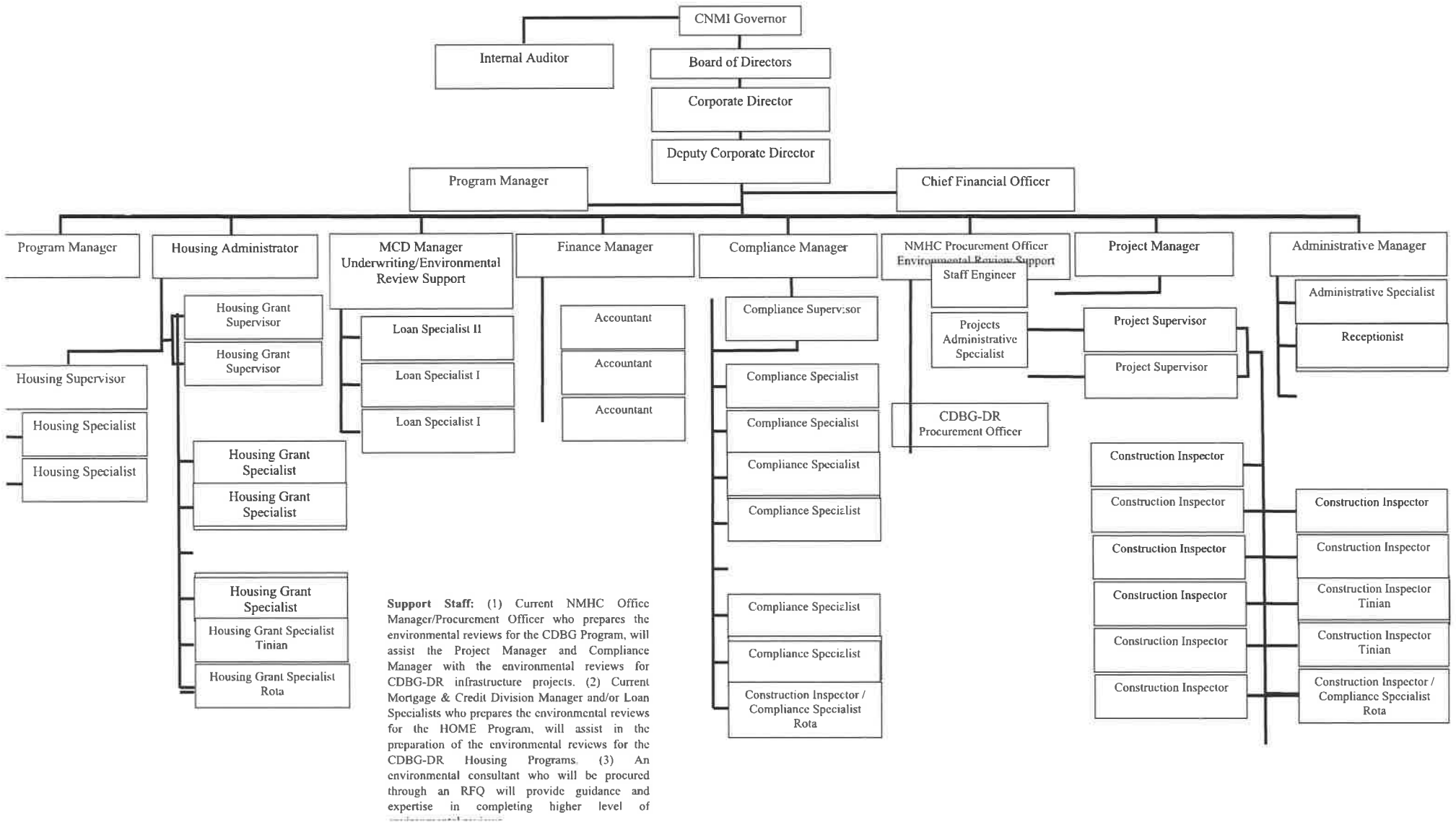
As of February 05, 2024

Legend

- Authority
- - - Advisory
- Admin/Tech Support
- Coordination Work



**NORTHERN MARIANAS HOUSING CORPORATION
COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) PROGRAM
ORGANIZATIONAL CHART**



Last Updated: February 26, 2024



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

Website: <http://opacnmi.com>

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Saipan, MP 96950

E-mail Address:
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Phone: (670) 322-6481

February 26, 2024



OPA-2024-14

VIA ELECTRONIC MAIL

Ms. Virginia C. Villagomez
Special Assistant for Management and Budget
Office of the Governor
Caller Box 10007
Saipan, MP 96950

Dear Special Assistant Villagomez:

Enclosed is the Office of the Public Auditor's (OPA) budget submission for Fiscal Year 2025 to be included in the Governor's budget submission for informational purposes as required by 1 CMC § 7833. OPA is also providing copies of this submission to the members of the Interagency Audit Coordinating Advisory Group.

OPA's duties and responsibilities include but are not limited to (1) conducting audits of Commonwealth agencies, activities, contracts, and grants; (2) preventing and detecting fraud, waste, and abuse of public funds; (3) enforcement of the Government Ethics Code Act; and (4) enforcement of the campaign finance disclosure provisions of the Northern Mariana Islands Election Law.

As in the previous fiscal years, OPA has reduced operational costs at all levels to aid with the financial burdens of our local government. OPA will continue to evaluate its resource needs to ensure that OPA is able to execute its mandates efficiently and effectively with available resources. OPA's FY 2025 budget submission reflects a total budget of \$1.7M, a decrease of \$163K from FY 2024 approved budget of \$1.8M. OPA will apply for and submit a proposal for the 2025 Technical Assistance Program Grant through the Office of Insular Affairs to support personnel training costs and replace outdated equipment. If awarded, the proposed budget would be reduced accordingly.

Enclosed are the following budget documents:

1. Personnel and Operational Expense Worksheet (MUNIS)
2. FY 2025 General Fund Personnel Worksheet
3. Federal Programs – FY 2024 Worksheet

If you have any questions or comments regarding OPA's submission, please let me know.

Sincerely,



Dora I. Deleon Guerrero, CPA
Temporary Public Auditor

Enclosures (3)

cc: Honorable Edith E. Deleon Guerrero, President of the Senate
Honorable Edmund S. Villagomez, Speaker of the House of Representatives
Honorable Patrick H. San Nicolas, Minority Leader of the House of Representatives
Ms. Tracy B. Norita, Secretary of Finance

Office of the Public Auditor

Fiscal Year 2025 Personnel Operational Expense Worksheet

Projection	Level	Account Type	Organization	Object	Project	Account Description	2025 DEPARTMENT Budget
25001	DEPARTMENT	R	11883400	44900		ADMINISTRATIVE REVENUE & FEES	\$0.00
25001	DEPARTMENT	E	11883400	61000		WAGES & SALARIES	\$900,172.00
25001	DEPARTMENT	E	11883400	61010		OVERTIME COMPENSATION	\$5,000.00
25001	DEPARTMENT	E	11883400	61015		HAZARD PAY	\$0.00
25001	DEPARTMENT	E	11883400	61020		HOLIDAY PAY	\$59,028.00
25001	DEPARTMENT	E	11883400	61050		PERFORMANCE BONUS	\$0.00
25001	DEPARTMENT	E	11883400	61200		BOARD & OTHER COMPENSATION	\$25,000.00
25001	DEPARTMENT	E	11883400	61800		PROJECT SALARIES	\$0.00
25001	DEPARTMENT	E	11883400	61850		PROJECT OVERTIME	\$0.00
25001	DEPARTMENT	E	11883400	62000		FICA CONTRIBUTION	\$59,470.00
25001	DEPARTMENT	E	11883400	62010		MEDICARE CONTRIBUTION	\$13,908.00
25001	DEPARTMENT	E	11883400	62100		401K EMPLOYER CONTRIBUTION	\$38,368.00
25001	DEPARTMENT	E	11883400	62101		RETIREMENT CONTRIBUTIONS	\$0.00
25001	DEPARTMENT	E	11883400	62200		HEALTH INSURANCE PREMIUM	\$147,576.00
25001	DEPARTMENT	E	11883400	62210		LIFE INSURANCE CONTRIBUTIONS	\$0.00
25001	DEPARTMENT	E	11883400	62211		PERSONNEL INSURANCE	\$17,266.00
25001	DEPARTMENT	E	11883400	62300		WORKMEN'S COMPENSATION	\$0.00
25001	DEPARTMENT	E	11883400	62400		UNEMPLOYMENT INSURANCE	\$0.00
25001	DEPARTMENT	E	11883400	62500		SUBSISTANCE-HOUSING	\$0.00
25001	DEPARTMENT	E	11883400	63000		PROFESSIONAL SERVICES	\$125,000.00
25001	DEPARTMENT	E	11883400	63001		OFFICIAL REPRESENTATION	\$0.00
25001	DEPARTMENT	E	11883400	63100		REPAIR AND MAINTENANCE	\$16,000.00
25001	DEPARTMENT	E	11883400	63200		PERSONNEL TRAINING COSTS	\$91,566.00
25001	DEPARTMENT	E	11883400	63300		CLEANING SERVICES	\$10,600.00
25001	DEPARTMENT	E	11883400	63400		RECRUITMENT/REPATRIATION	\$0.00
25001	DEPARTMENT	E	11883400	64000		ADMINISTRATIVE COSTS	\$0.00
25001	DEPARTMENT	E	11883400	64010		BANK FEES	\$0.00
25001	DEPARTMENT	E	11883400	64020		CREDIT CARD FEES	\$0.00
25001	DEPARTMENT	E	11883400	64030		INTEREST EXPENSE	\$0.00
25001	DEPARTMENT	E	11883400	64040		LICENSES AND FEES	\$13,450.00
25001	DEPARTMENT	E	11883400	64041		LICENSES AND FEES TECHNOLOGY	\$11,600.00

Office of the Public Auditor

Fiscal Year 2025 Personnel Operational Expense Worksheet

Projection	Level	Account Type	Organization	Object	Project	Account Description	2025 DEPARTMENT Budget
25001	DEPARTMENT	E	11883400	64050		INSURANCE	\$0.00
25001	DEPARTMENT	E	11883400	64060		UTILITIES	\$20,000.00
25001	DEPARTMENT	E	11883400	64070		STORAGE AND HANDLING	\$100.00
25001	DEPARTMENT	E	11883400	64080		DUES AND SUBSCRIPTIONS	\$20,940.00
25001	DEPARTMENT	E	11883400	64090		COMMUNICATIONS	\$18,500.00
25001	DEPARTMENT	E	11883400	64100		PRINTING AND PHOTOCOPYING	\$3,000.00
25001	DEPARTMENT	E	11883400	64110		ADVERTISING	\$2,500.00
25001	DEPARTMENT	E	11883400	64700		RENTAL-VEHICLES	\$6,600.00
25001	DEPARTMENT	E	11883400	64710		RENTAL-HOUSING	\$0.00
25001	DEPARTMENT	E	11883400	64720		RENTAL-OFFICES	\$0.00
25001	DEPARTMENT	E	11883400	64730		RENTAL-OFFICE EQUIPMENT	\$0.00
25001	DEPARTMENT	E	11883400	64740		RENTAL-HEAVY EQUIPMENTS	\$0.00
25001	DEPARTMENT	E	11883400	64790		RENTAL-OTHERS	\$6,500.00
25001	DEPARTMENT	E	11883400	64800		TRAVEL EXPENSES	\$39,860.00
25001	DEPARTMENT	E	11883400	64900		OTHER SERVICES & CHARGES	\$500.00
25001	DEPARTMENT	E	11883400	65000		OFFICE SUPPLIES	\$3,000.00
25001	DEPARTMENT	E	11883400	65010		OPERATIONAL SUPPLIES	\$17,500.00
25001	DEPARTMENT	E	11883400	65020		FOOD ITEMS	\$0.00
25001	DEPARTMENT	E	11883400	65030		FUEL & LUBRICATE	\$6,000.00
25001	DEPARTMENT	E	11883400	65040		FURNITURE & FIXTURES	\$0.00
25001	DEPARTMENT	E	11883400	65700		LIVESTOCK	\$0.00
25001	DEPARTMENT	E	11883400	65800		BOOKS AND LIBRARY MATERIALS	\$0.00
25001	DEPARTMENT	E	11883400	65900		FREIGHT AND HANDLING	\$0.00
25001	DEPARTMENT	E	11883400	66000		CAPITAL ASSETS	\$0.00
25001	DEPARTMENT	E	11883400	66010		BUILDINGS	\$0.00
25001	DEPARTMENT	E	11883400	66020		IMPROVEMENTS	\$0.00
25001	DEPARTMENT	E	11883400	66030		LEASEHOLDS	\$0.00
25001	DEPARTMENT	E	11883400	66040		MACHINERY, TOOLS & EQUIP	\$5,000.00
25001	DEPARTMENT	E	11883400	66050		INFRASTRUCTURE	\$0.00
25001	DEPARTMENT	E	11883400	66060		VEHICLES	\$0.00
25001	DEPARTMENT	E	11883400	66070		TECHNOLOGY EQUIP	\$50,000.00

Office of the Public Auditor

Fiscal Year 2025 Personnel Operational Expense Worksheet

Projection	Level	Account Type	Organization	Object	Project	Account Description	2025 DEPARTMENT Budget
25001	DEPARTMENT	E	11883400	66900		NON-CAPITAL ASSETS	\$0.00
25001	DEPARTMENT	E	11883400	67000		CONSTRUCTION IN PROGRESS EXP	\$0.00
25001	DEPARTMENT	E	11883400	67100		PROJECT EXPENSES	\$0.00
25001	DEPARTMENT	E	11883400	68000		DEPRECIATION EXPENSE	\$0.00
25001	DEPARTMENT	E	11883400	69000		OTHER EXPENSES	\$0.00
25001	DEPARTMENT	E	11883400	69010		PUBLIC AUDITOR 1% FEE	\$0.00
25001	DEPARTMENT	E	11883400	69020		SETTLEMENT AGST GOVERNMENT	\$0.00
25001	DEPARTMENT	E	11883400	69030		BOND ISSUANCE COSTS	\$0.00
25001	DEPARTMENT	E	11883400	69100		SCHOLARSHIPS AND GRANTS	\$0.00
25001	DEPARTMENT	E	11883400	69110		CONTRIBUTIONS / DONATIONS	\$0.00
25001	DEPARTMENT	E	11883400	69500		TRANSFERS TO OTHER AGENCIES	\$0.00
25001	DEPARTMENT	E	11883400	69800		CASH SHORTAGES	\$0.00
25001	DEPARTMENT	E	11883400	69900		NON-COLLECTABLE DEBT	\$0.00
25001	DEPARTMENT	E	11883400	69999		MISCELLANEOUS ADJUSTMENTS	\$0.00
25001	DEPARTMENT	E	11883400	76000		TRANSFERS OUT	\$0.00
Total Personnel & Operational Expense							\$1,734,004.00

GENERAL FUND

Budget Year: 2025

Department: Office of the Public Auditor

Division/Activity:

Org Code: 11883400

NOP	Job Class Code	Position	Employee	Employee Number	Personnel Status Code	Pay Grade/Step	Current Annual Salary	FY 2025 Proposed Annual Salary	Allocation Percent	Allocation Salary	Life Insurance 1.80%	Medicare 1.45%	FICA 6.20%	Health Insurance	R - DB 37.39%	R -DC 0.4%	Total Fringe Benefits	Total
1		PUBLIC AUDITOR		3513	ESC	UNG	100,000	100,000	100%	100,000	1,800	1,450	6,200	11,151	-	4,000	24,601	124,601
1		ADMINISTRATIVE MANAGER		3495	ESC	UNG	48,000	48,000	100%	48,000	864	696	2,976	11,151	-	1,920	17,607	65,607
1		ADMINISTRATIVE ASSISTANT II		3520	ESC	UNG	35,000	35,000	100%	35,000	630	508	2,170	3,485	-	1,400	8,192	43,192
1		AUDIT SUPERVISOR		3514	ESC	UNG	62,000	62,000	100%	62,000	1,116	899	3,844	11,151	-	2,480	19,490	81,490
1		AUDITOR III		3498	ESC	UNG	44,000	44,000	100%	44,000	792	638	2,728	11,151	-	1,760	17,069	61,069
1		AUDITOR		3508	ESC	UNG	40,000	40,000	100%	40,000	720	580	2,480	11,151	-	1,600	16,531	56,531
1		CHIEF INVESTIGATOR		3500	ESC	UNG	68,200	68,200	100%	68,200	1,228	989	4,228	7,144	-	2,728	16,317	84,517
1		ASSISTANT CHIEF INVESTIGATOR		3507	ESC	UNG	55,000	55,000	100%	55,000	990	798	3,410	7,144	-	2,200	14,541	69,541
1		INVESTIGATOR II		3505	ESC	UNG	45,000	45,000	100%	45,000	810	653	2,790	-	-	1,800	6,053	51,053
1		INVESTIGATOR II		3518	ESC	UNG	45,000	45,000	100%	45,000	810	653	2,790	7,144	-	1,800	13,196	58,196
1		INVESTIGATOR II		3519	ESC	UNG	45,000	45,000	100%	45,000	810	653	2,790	-	-	1,800	6,053	51,053
		VACANT POSITION																
1		AUDIT MANAGER			ESC	UNG		70,000	100%	70,000	1,260	1,015	4,340	11,151	-	2,800	20,566	90,566
1		AUDIT SUPERVISOR			ESC	UNG		58,000	100%	58,000	1,044	841	3,596	11,151	-	2,320	18,952	76,952
1		AUDIT SENIOR			ESC	UNG		55,000	100%	55,000	990	798	3,410	11,151	-	2,200	18,548	73,548
1		AUDIT SENIOR			ESC	UNG		55,000	100%	55,000	990	798	3,410	11,151	-	2,200	18,548	73,548
1		INVESTIGATOR II			ESC	UNG		44,000	100%	44,000	792	638	2,728	11,151	-	1,760	17,069	61,069
1		LEGAL COUNSEL			ESC	UNG		90,000	100%	90,000	1,620	1,305	5,580	11,151	-	3,600	23,256	113,256
17							587,200	959,200		959,200	17,266	13,908	59,470	147,576	-	38,368	276,588	1,235,788

Overtime Compensation: \$5,000
 Lump Sum Payment : \$25,000
 Total Personnel Cost :\$1,265,788

FEDERAL PROGRAM - FISCAL YEAR 2024
U.S. Department of the Interior

Department: CNMI Office of the Public Auditor
Account Name: OIA-TAP-2024
C.F.D.A. No.: 15.875
Grant Award No.: Pending Approval
Project Number:

Allotment Request No: JX
Performance Period: 10/01/2024 - 09/30/25
Pending Award Total Approved: \$ 1.00

OBJECT/PHASE-TASK	DESCRIPTION	APPROVED BUDGET	Budget Changes			TOTAL CHANGES TO DATE	TOTAL ISSUED TO DATE
			1	2	3		
61000 PERSONNEL							
1SALARIES	WAGES & SALARIES					0.00	0.00
1OVERTIME	OVERTIME SALARIES					0.00	0.00
1TYPHDIFFE	TYPHOON DIFFERENTIAL					0.00	0.00
1LUMPSUMAL	LUMP SUM PYMT OF ANNUAL LEAVE					0.00	0.00
1HOUSING	HOUSING ALLOWANCE					0.00	0.00
1MERITAWAR	LUMP SUM MERIT AWARD					0.00	0.00
FRINGE BENEFITS							
62000 - 1FICA	FICA						
62101 - 1RETIREMEN	RETIREMENT					0.00	0.00
62010 - 1MEDICAREC	MEDICARE					0.00	0.00
62100 - 1401KDCRET	401K					0.00	0.00
62200 - 1HEALTHINS	HEALTH					0.00	0.00
62211 - 1PERSINSUR	PERSONNEL					0.00	0.00
62300 - 1WDRKMEN'S COMP	WORKMEN'S COMPENSATION					0.00	0.00
	TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67100 OPERATING							
3ADVERTISI	ADVERTISING					0.00	0.00
3BORAD&CTHER	BOARD & OTHER COMPENSATION					0.00	0.00
3CLEANINGS	CLEANING SERVICES					0.00	0.00
3DUES&SSJBS	DUES & SUBSCRIPTIONS					0.00	0.00
3FREIGHT&H	FREIGHT & HANDLING					0.00	0.00
3LICENSE&F	LICENSES & FEES					0.00	0.00
3PERSTRNGC	PERSONNEL TRAINING COSTS	\$91,566.00				0.00	91,566.00
3PRINT&PHO	PRINTING & PHOTOCOPYING					0.00	0.00
3PROFSRV	PROFESSIONAL SERVICES					0.00	0.00
3RECRUITME	RECRUITMENT/REPATRIATION					0.00	0.00
3REPAIR&MA	REPAIRS & MAINTENANCE					0.00	0.00
4ADMINFEES	ADMINISTRATIVE FEES					0.00	0.00
4COMMUN	COMMUNICATIONS					0.00	0.00
4EQUIPUNDE	EQUIPMENTS UNDER \$5000					0.00	0.00
4FUEL&LUBR	FUEL & LUBRICATIONS					0.00	0.00
4INSURANCE	INSURANCE					0.00	0.00
4RENTALHEA	RENTAL HEAVY EQUIPMENT					0.00	0.00
4RENTALOU	RENTAL HOUSING					0.00	0.00
4RENTAL O	RENTAL OFFICE EQUIPMENT					0.00	0.00
4RENTALOFF	RENTAL - OFFICE					0.00	0.00
4RENTALS	RENTAL - OTHERS					0.00	0.00
4RENTALVEH	RENTAL VEHICLES					0.00	0.00
4SUPPOFFIC	SUPPLIES - OFFICE					0.00	0.00
4SUPPOPERA	SUPPLIES - OPERATIONS					0.00	0.00
5FOODITEMS	FOOD ITEMS					0.00	0.00
5BOOKS&LIB	BOOKS & LIBRARY MATERIALS					0.00	0.00
4TRAVEL	TRAVEL					0.00	0.00
67100 EQUIPMENT							
7COMPUTERS	TECHNOLOGY EQUIPMENT	\$36,000.00				0.00	36,000.00
7EQUIPMENT	EQUIPMENT					0.00	0.00
7MACHINERY	MACHINERY, TOOLS & EQUIPMENT					0.00	0.00
7MEDICALEQ	MEDICAL EQUIP & FURNITURES					0.00	0.00
7OFFICE FU	OFFICE FURNITURE & FIXTURES					0.00	0.00
7OFFICEEQU	OFFICE EQUIPMENT					0.00	0.00
7VEHICLEHE	VEHICLES HEAVEY EQUIPMENT					0.00	0.00
7VEHICLESP	VEHICLES - PUB. SVC. & ADMIN.					0.00	0.00
67100 CONSTRUCTION							
9ARCHENGIN	ARCHITECTUAL & ENGINEERING					0.00	0.00
9BUILDINGS	BUILDINGS & IMPROVEMENTS					0.00	0.00
9CONSTRUCT	CONSTRUCTION					0.00	0.00
9CONTINGEN	CONTINGENCIES					0.00	0.00
9CONTRACTU	CONTRACTUAL					0.00	0.00
9DEMO&REMO	DEMOLITION & REMOVAL					0.00	0.00
9IMPROVEME	IMPROVEMENTS					0.00	0.00
9PRCJINSPE	PROJECT INSPECTION					0.00	0.00
9ROAD,STRE	ROAD, STREET & BRIDGES					0.00	0.00
67100 OTHER EXPENES							
9ADMINLEGA	ADMIN & LEGAL FEES					0.00	0.00
9GRANTASST	GRANT ASSISTANCE					0.00	0.00
9SCHOLARSH	SCHOLARSHIP AND GRANTS					0.00	0.00
67100 UTILITIES							
4UTILITIES	UTILITIES-POWER					0.00	0.00
4UTILITIES	UTILITIES-WATER					0.00	0.00
Total DIRECT CHARGES (c - h)	"ALL OTHERS"	\$127,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,566.00
67100 INDIRECT C							
9INDIRECTC	INDIRECT COST W/ UTILITIES (7.51%)					0.00	0.00
9INDIRECTC	INDIRECT COST W/O UTILITIES (29.01%)					0.00	0.00
TOTALS Personnel and All Others		\$127,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,566.00
REMARKS:							

SF-CNMI OMB13-424A
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for

Public Utilities Corporation

FY 2025 Budget Submission

(No submission by Public Utilities Corporation)



COMMONWEALTH CASINO COMMISSION
 Commonwealth of the Northern Mariana Islands
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 Telephone: +1 (670) 233-1857/58
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Edward C. Deleon Guerrero, Chairman
 Rafael S. Demapan, Vice Chairman
 Ramon M. Dela Cruz, Secretary
 Mariano Tailano, Treasurer
 Martin T. Mendiola, Public Affairs

February 27, 2024

The Hon. Arnold I. Palacios
 Governor, Office of the Governor
 Juan A. Sablan Memorial Bldg. Capitol Hill
 Saipan, MP 96950

and

Ms. Virginia C. Villagomez
 Special Assistant for Management & Budget
 Office of Management & Budget
 Juan A. Sablan Memorial Bldg. Capitol Hill
 Saipan, MP 96950

Re: Commission FY2025 Budget Appropriations Request



Dear Governor Palacios and Ms. Villagomez:

Greetings from the Commonwealth Casino Commission ("Commission")!

On behalf of the Commission, we are submitting our Fiscal Year 2025 Budget Appropriations Request pursuant to the Office of Management & Budget's January 30, 2024 budget call. We are respectfully requesting for a total of \$4,278,881 to be used for personnel, operations, and other related costs to enable the Commission to implement its casino statutory and regulatory mandates. Of this amount, we are requesting for \$1,108,831 from our local funding source for wages and salaries, board compensation and other operational costs.

The last four years have been very challenging for the Commission beginning with the exclusive casino licensee's failure to pay its 2020, 2021, 2022, and 2023 casino regulatory fees which were due on October 1st of each respective year. On August 8, 2021, the Commission was forced to terminate the employment contracts of over sixty percent of its workforce in order to extend the life of the Commission with the limited funding in its possession. We have been very prudent in our expenditures. There is uncertainty whether the licensee, Imperial Pacific International (CNMI), LLC. (IPI) will be able to pay the overdue regulatory fees and the penalties assessed as result of Commission Order 2021-002. It is for these reasons, that the Commission respectfully requests your assistance and approval in appropriating at least \$1,108,831 from the local funds to keep the Commission afloat for at least a year.

We are aware that there is a public sentiment to shut down the Commission since there is no gaming activity. However, it's important to note that the Commission's existence is necessary as long as there's still a valid casino license. Although the casino gaming operations remain closed, it is

imperative that the Commission continues to enforce our gaming laws and regulations that include, but not limited to working with AG's office for all litigation matters in both the CNMI and federal courts, monitoring the ongoing receivership cases involving IPI to safeguard against all illegal movement or usage of gaming assets in this jurisdiction, working in conjunction with DPW for all IPI's construction and building safety matters, working in conjunction with US and CNMI Labor for all IPI's labor matters, tracking the legitimacy and accurateness of tax and other financial reporting matters to the relevant authorities, monitoring various stocks sales transactions occurring at HK Stock Exchange, serving the foreign and domestic audiences that include potential investors a formal communications window for all new casino license related inquiries, possible revocation of the existing exclusive casino license, assistance to the legislature for the impending change of gaming laws, business opportunity consultations, complaints, and whistle blower claims for all concerned citizens and entities, etc.

It is our continuing belief that the casino gaming industry has a significant role in helping improve and diversify our local economy. At present, the Commission is the only CNMI government entity that has the statutory authority to revoke the current exclusive casino license granted to IPI. Furthermore, the Commission is also the entity authorized by law to issue a new casino license should the existing one be revoked. Thus, it is essential to make sure that the Commission is funded and remains in existence.

At this present time, the Commission is involved in the ongoing litigation with the Casino Licensee over its violations of the Casino License Agreement and our gaming laws and regulations. Currently, the Commission's revocation hearing is set for February 28, 2024 barring any extension to the settlement negotiations or temporary restraining order that may compel the Commission to stay from proceeding with the revocation hearing.

P.L. 21-38 clearly defines and further clarifies the roles and responsibilities of the Commission and its regulatory authority by acknowledging its status as a fully autonomous agency to be armed with law enforcement capabilities. The law also amends P.L. 18-56 and P.L. 19-24, delegating to the Commission the authority to establish and maintain both the CCCRF Fund and the Commonwealth Casino Commission Appropriations Fund ("CCCA Fund"), which are both separate from the general fund. We can honestly say that P.L. 21-38 came at a very ill-fitted time simply because we do not have the financial resources to implement our autonomy in terms of processing payroll, operational expenses, and procurement matters until such time the Commission can establish and maintain its own bank accounts pursuant to the law.

The CCCRF Fund, as established, shall contain, among other fees, the \$3.15 million annual regulatory fee and other fees, fines, sanctions, and penalties of any kind established by and charged by the Commission. Pursuant to the said law, the CCCA Fund shall contain monies appropriated to the Commission by law while all fines, fees, sanctions, penalties, and other monies are transferred to the CCCRF Fund. Due to IPI's closure since March 2020, the Commission's revenue through these sources is scarce. We have been operating on funding from our 2019 regulatory fees which has depleted. The Commission relies heavily on the annual regulatory fees paid by the exclusive licensee, but they have failed to remit their dues for Fiscal Year 2020, 2021, 2022, and 2023.

This budget submission, therefore, represents the CCCRF Fund and the CCCA Fund and is being submitted to the Executive and Legislative Branches of our Commonwealth government pursuant to the mandates of P.L. 21-38. The Commission's budget is based on the \$3,150,000 CCCRF Funds and \$1,108,831 request from local appropriations.

This budget submission is a product of considerable deliberations by the Commission and aims to enable the Commission to accomplish its duties and responsibilities effectively and efficiently as mandated by P.L. 18-56, P.L. 19-24, P.L. 21-38, the Casino License Agreement, Minimum Internal Control Standards, and the Casino Regulations. It is the Commission's wish to resolve all administrative matters and other litigations with IPI while the Commission is currently seeking revocation of the exclusive casino license. Should this occur, the Commission plans to issue a Request for Proposal (RFP) to seek interested operators. However, this requires more thought and

deliberation and is quite premature at this time. We are also cognizant of the legislature's power to allow for additional casino licenses. Although there are uncertainties on what the next courses of action should be, we can all agree that the Commission must remain in existence throughout the process.

As such, the Commission is hereby requesting for a total of Fifty-One (51) FTEs, the same number of FTEs as in previous appropriations to diligently license, regulate, and enforce current gaming statutes. There are currently three (3) active temporary employees from the eleven (11) previous skeleton crew (please refer to page D3) who are sharing duties and responsibilities while the Commission is going through these financial challenges.

The casino industry has brought the CNMI a great opportunity to generate new sources of revenue that enabled us to alleviate some of the CNMI's financial obligations. The Casino Licensee has spent over \$1 billion dollars in the purchase of goods and services from various vendors and over \$105.5 million dollars in payments for the exclusive license fees and casino regulatory fees to date. However, it is apparent that this license holder has had its own share of financial challenges and has not been able to get out of the rut. This global pandemic that has lingered over us for almost two years now and has taken a toll in our economy including the once heavily relied on tourism industry. It may seem that the casino industry has failed but, it is only the beginning and all these forces of nature have negatively impacted the current operator's ability to flourish in addition to other factors brought upon by their own doing. It is no mystery that casino gaming and related entertainment is a significant enhancement to our tourism industry.

It is in this spirit that the Commission reaches out to you and respectfully requests for your assistance in providing us the necessary fiscal resources as outlined in the attached budget request. As noted, we are asking for \$1,108,831 from our local funding source to assist the Commission with its personnel, board compensation and other operational expenses for at least a year. As required, we are requesting legislative appropriations for the remaining amount of \$3,150,000 which is earmarked for the Commission per Title 4, § 2309 of the Commonwealth Code.

Please note that if granted, the local appropriations being requested will only be used as a last resort. We are still hopeful that the licensee will pay its overdue fees and penalties and if it does, we will not need to tap into the funding from the local appropriations. If it is completely impossible to be considered under the local appropriations, we plead that we be considered under an alternative source of funding.

Your continued assistance, approval, and understanding is greatly appreciated. Should you have any questions or concerns please feel free to contact the Commission at your earliest convenience. In the meantime, the Commission looks forward to your favorable action on our budget request.

Thank you.

Sincerely,



Rafael S. Demapan
Acting Chairman



Andrew Yeom
Executive Director

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



COMMONWEALTH CASINO COMMISSION

Fiscal Year 2025

BUDGET APPROPRIATIONS REQUEST

Edward C. DeLeon Guerrero
Chairman
Commonwealth Casino Commission
P.O. Box 500237
Saipan, MP 96950



February 2024

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



COMMONWEALTH CASINO COMMISSION

Fiscal Year 2025 Budget Request

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OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**
 Activity:
 Bus. Unit: **1545 & 7079A**

Class Code	Object Classification	FY2025 Budget Request	FY2025 Casino Regulatory Fee Fund P.L. 19-24 (CCCRF Fund)	FY2025 TOTAL BUDGET REQUEST
		(Local: 1545)	Acct. No. 7079A	
61100	Wages/Salaries - Ungraded	441,800	1,792,800	2,234,600
61110	Overtime Compensation (Including Holiday Pay)		25,000	25,000
61180	Personnel Life Insurance (GHLI)	2,694	24,823	27,517
61195	401K DC Retirement Employer Contribution (4%)	5,472	59,512	64,984
61196	Social Security (FICA: 6.2%)	27,391	112,704	140,095
61210	Health Insurance (Employer Contribution)	97,004	277,369	374,373
61220	Medicare Contribution (1.45%)	6,406	26,361	32,767
Total Personnel Costs		580,767	2,318,569	2,899,336
Number of FTE Requested			51	51
62060	Professional Services		30,000	30,000
62080	Advertising	1,800	3,000	4,800
62100	Board & Other Compensation	325,000	325,000	650,000
62250	Communications	14,400	23,000	37,400
62260	Dues and Subscriptions		3,000	3,000
62280	Insurance		5,000	5,000
62300	Printing and Photocopying	3,000	2,500	5,500
62440	Rental - Office	120,000	120,000	240,000
62500	Travel	12,000	75,000	87,000
62660	Repairs & Maintenance	8,760	12,500	21,260
62670	All Others		1,000	1,000
62690	Personnel Training Costs		55,481	55,481
62710	Utilities - Power	24,000	27,000	51,000
63010	Books and Library Materials		1,000	1,000
63020	Food Items	960	3,000	3,960
63030	Fuel and Lubricant (POL)	1,440	3,950	5,390
63040	Supplies - Office	3,000	9,000	12,000
63050	Supplies - Operations	6,720	12,000	18,720
63120	Equipment under \$5,000		6,000	6,000
64540	Machinery, Tools, and Equipment		39,000	39,000
64550	Computer Systems & Equipment	6,984	90,050	97,034
64560	Office Equipment		5,000	5,000
Total All Others		528,064	851,481	1,379,545
Total Personnel		580,767	2,318,569	2,899,336
GRAND TOTAL PERSONNEL & ALL OTHERS		1,108,831	3,170,050	4,278,881
62070	Public Auditor (1%)	11,088	31,701	42,789

OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**

Activity:

Bus. Unit: **1545**

Class Code	Object Classification	FY2024	FY2025
		Budget Appropriations P.L. 22-02 (Local)	Budget Request (Local)
61100	Wages/Salaries - Ungraded (11 Employees)		441,800
61110	Overtime Compensation (Including Holiday Pay)		
61180	Personnel Life Insurance (GHLI)		2,694
61195	401K DC Retirement Employer Contribution (4%)		5,472
61196	Social Security (FICA: 6.2%)		27,391
61210	Health Insurance (Employer Contribution)		97,004
61220	Medicare Contribution (1.45%)		6,406

Total Personnel Costs	0	580,767
Number of FTE Requested		

62060	Professional Services		
62080	Advertising		1,800
62100	Board & Other Compensation		325,000
62250	Communications		14,400
62260	Dues and Subscriptions		
62280	Insurance		
62300	Printing and Photocopying		3,000
62440	Rental - Office		120,000
62500	Travel		12,000
62660	Repairs & Maintenance		8,760
62670	All Others		
62690	Personnel Training Costs		
62710	Utilities - Power		24,000
63010	Books and Library Materials		
63020	Food Items		960
63030	Fuel and Lubricant (POL)		1,440
63040	Supplies - Office		3,000
63050	Supplies - Operations		6,720
63120	Equipment under \$5,000		
64540	Machinery, Tools, and Equipment		
64550	Computer Systems & Equipment		6,984
64560	Office Equipment		

Total All Others	0	528,064
Total Personnel	0	580,767

GRAND TOTAL PERSONNEL & ALL OTHERS	0	1,108,831
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62070	Public Auditor (1%)	0	11,088
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OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**

Activity: **Commonwealth Casino Commission Regulatory Fee (CCCRF) Fund**

Bus. Unit: **7079A**

Class Code	Object Classification	FY2025 Casino CCCRF Fund <small>P.L. 19-24:</small> Acct. No. 7079A	FY2025 Casino CCCRF Fund <small>P.L. 19-24: \$3.15 Million</small> Acct. No. 7079A	TOTAL FY2025 CCCRF FUND <small>P.L. 19-24</small> Acct. No. 7079A
61100	Wages/Salaries - Ungraded		1,571,900	1,571,900
61110	Overtime Compensation (Including Holiday Pay)		25,000	25,000
61180	Personnel Life Insurance (GHLI)		23,476	23,476
61195	401K DC Retirement Employer Contribution (4%)		56,776	56,776
61196	Social Security (FICA: 6.2%)		99,008	99,008
61210	Health Insurance (Employer Contribution)		228,867	228,867
61220	Medicare Contribution (1.45%)		23,157	23,157
Total Personnel Costs		0	2,028,184	2,028,184
Number of FTE Requested			51	51
62060	Professional Services		150,000	150,000
62080	Advertising		3,000	3,000
62100	Board & Other Compensation		162,500	162,500
62250	Communications		25,000	25,000
62260	Dues and Subscriptions		1,500	1,500
62280	Insurance		10,000	10,000
62300	Printing and Photocopying		4,000	4,000
62440	Rental - Office Rental		120,000	120,000
62500	Travel		175,000	175,000
62660	Repair & Maintenance		15,000	15,000
62670	All Others		1,000	1,000
62690	Personnel Training Costs		124,816	124,816
62710	Utilities - Power		30,000	30,000
63010	Books and Library Materials		1,000	1,000
63020	Food Items		4,000	4,000
63030	Fuel and Lubricant (POL)		5,000	5,000
63040	Supplies - Office		10,000	10,000
63050	Supplies - Operations		35,000	35,000
63120	Equipment under \$5,000		15,000	15,000
64540	Machinery, Tools, and Equipment		130,000	130,000
64560	Computer Systems & Equipment		80,000	80,000
64570	Office Equipment		20,000	20,000
Total All Others		0	1,121,816	1,121,816
GRAND TOTAL PERSONNEL & ALL OTHERS		-	3,150,000	3,150,000
62070	Public Auditor (1%)	0	31,500	31,500

**COMMONWEALTH CASINO COMMISSION
FY2025 Personnel Budget Worksheet**

FTE	JOB TITLE	ANNUAL BASE SALARY	TOTAL BENEFITS (EMPLOYER'S CONTRIBUTION)	TOTAL CONTRACT OBLIGATION
EXECUTIVE (13)				
1	Executive Director (Andrew Yeom)	85,000	22,101	107,101
2	Legal Counsel (Vacant)	75,000	14,841	89,841
3	Executive Assistant to the Commission (Vacant)	50,000	14,637	64,637
4	Executive Secretary (Vacant)	32,000	18,199	50,199
5	Information Technology Manager (Jerome H. Bermudes)	50,000	16,637	66,637
6	NAS/CMS Administrator (Vacant)	32,000	9,131	41,131
7	Human Resources Manager (Elicia San Nicolas)	50,000	9,924	59,924
8	Administrative/Procurement Officer (Vacant)	35,000	9,526	44,526
9	Accountant (Vacant)	35,000	8,952	43,952
10	Communications Specialist (Vacant)	32,000	9,127	41,127
11	Administrative Specialist (Vacant)	26,000	1,989	27,989
12	Custodian/Janitor (Edgardo D. Baconawa)	19,800	17,905	37,705
13	Accounts Clerk (Vacant)	22,000	7,798	29,798

PERMIT & LICENSING DIVISION (8)				
14	Permit & Licensing Manager (Vacant)	50,000	11,519	61,519
15	Senior Inspector (Vacant)	34,000	9,393	43,393
16	Inspector II: Supervisor License & Badging (Vacant)	32,000	9,127	41,127
17	Inspector I (Vacant)	30,000	8,861	38,861
18	Inspector I: Supervisor Vendor Licensing (Vacant)	30,000	8,861	38,861
19	Permit & Licensing Officer (Vacant)	32,000	9,127	41,127
20	Permit & Licensing Clerk (Vacant)	21,000	7,665	28,665
21	Permit & Licensing Clerk (Vacant)	21,000	7,665	28,665

ENFORCEMENT & INVESTIGATIONS DIVISION (17)				
22	Enforcement & Investigations Manager (Vacant)	50,000	8,700	58,700
23	Investigative Analyst (Vacant)	32,000	9,526	41,526
24	Senior Special Agent (Vacant)	37,000	9,791	46,791
25	Senior Special Agent (Vacant)	37,000	9,791	46,791
26	Special Agent (Vacant)	35,000	9,526	44,526
27	Special Agent (Vacant)	35,000	9,526	44,526
28	Senior Enforcement Agent (Vacant)	35,000	9,526	44,526
29	Senior Enforcement Agent (Vacant)	35,000	9,526	44,526
30	Enforcement Agent II (Vacant)	32,000	-9,526	41,526
31	Enforcement Agent II (Vacant)	32,000	2,976	34,976
32	Enforcement Agent II (Vacant)	32,000	9,127	41,127
33	Enforcement Agent II (Vacant)	32,000	9,127	41,127
34	Enforcement Agent II (Vacant)	32,000	9,127	41,127
35	Enforcement Agent I (Vacant)	28,000	9,127	37,127
36	Enforcement Agent I (Vacant)	28,000	17,740	45,740
37	Enforcement Agent I (Vacant)	28,000	8,595	36,595
38	Enforcement Agent I (Vacant)	28,000	8,595	36,595

**COMMONWEALTH CASINO COMMISSION
FY2025 Personnel Budget Worksheet**

FTE	JOB TITLE	ANNUAL BASE SALARY	TOTAL BENEFITS (EMPLOYER'S CONTRIBUTION)	TOTAL CONTRACT OBLIGATION
AUDIT DIVISION (4)				
39	Audit Manager (Vacant)	50,000	11,519	61,519
40	Senior Auditor (Vacant)	45,000	10,854	55,854
41	Financial Auditor (Vacant)	42,000	10,456	52,456
42	Financial Auditor (Vacant)	42,000	10,456	52,456

COMPLIANCE DIVISION (6)				
43	Compliance Manager (Vacant)	50,000	11,519	61,519
44	Technical Compliance Specialist (Vacant)	42,000	10,456	52,456
45	Senior Compliance Agent (Vacant)	42,000	10,456	52,456
46	Compliance Agent (Vacant)	37,000	9,791	46,791
47	Compliance Agent (Vacant)	37,000	9,791	46,791
48	Compliance Officer (Vacant)	44,000	10,721	54,721

UNFUNDED POSITIONS (3)				
49	Supervisory Agent-in-Charge (Vacant)			
50	Financial Auditor (Vacant)			
51	Inspector I (Vacant)			

Projected Overtime & Holiday Pay		25,000	
FICA & Medicare on Projected Overtime & Holiday Pay		1,913	
TOTAL BASE SALARY	1,792,800		
TOTAL PERSONNEL BENEFITS		525,769	
TOTAL PERSONNEL COSTS			2,318,569
<i>Amount per pay period</i>			89,176
<i>Amount per month</i>			193,214

**COMMONWEALTH CASINO COMMISSION
FY2025 Personnel Budget Worksheet**

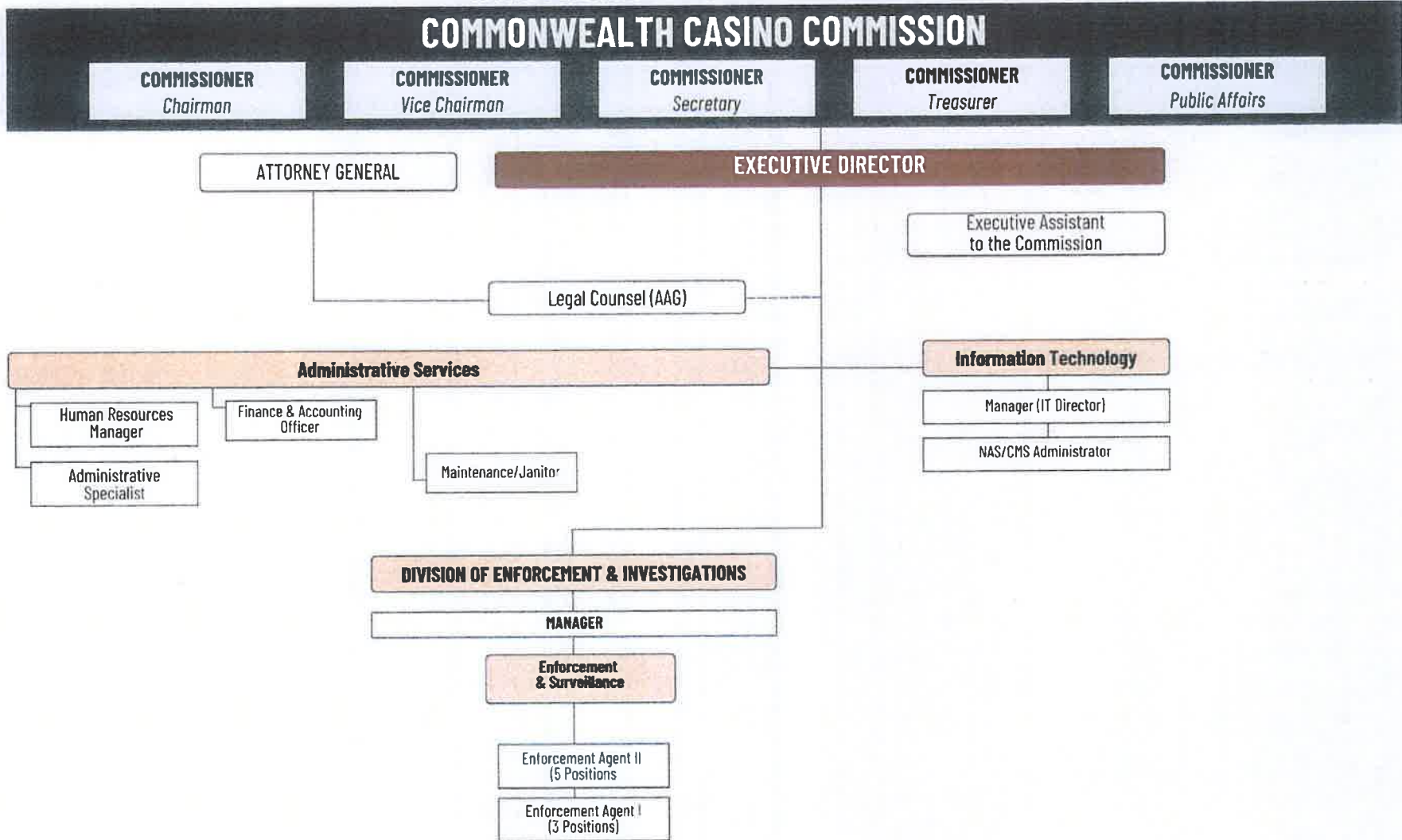
FTE	JOB TITLE	ANNUAL BASE SALARY	TOTAL BENEFITS (EMPLOYER'S CONTRIBUTION)	TOTAL CONTRACT OBLIGATION
EXECUTIVE (8)				
1	Executive Director (Andrew Yeom)	85,000	22,101	107,101
2	Executive Assistant to the Commission (Ruth Ann P. Sakisat)	50,000	14,637	64,637
3	Human Resources Manager (Elicia San Nicolas)	50,000	18,199	68,199
4	Information Technology Manager (Jerome H. Bermudes)	50,000	16,637	66,637
5	NAS/CMS Administrator (Vacant)	32,000	2,131	34,131
6	Accountant (Vacant)	35,000	8,952	43,952
7	Administrative Specialist (Vacant)	26,000	1,989	27,989
8	Custodian/Janitor (Vacant)	19,800	17,905	37,705

ENFORCEMENT & INVESTIGATIONS DIVISION (3)				
9	Enforcement & Investigations Manager (Vacant)	50,000	8,700	58,700
10	Enforcement Agent II (Vacant)	32,000	2,976	34,976
11	Enforcement Agent I (Vacant)	28,000	8,740	36,740

TOTAL BASE SALARY	457,800		
TOTAL PERSONNEL BENEFITS		122,967	
TOTAL PERSONNEL COSTS			580,767
<i>Amount per pay period</i>			22,337
<i>Amount per month</i>			48,397

ORGANIZATIONAL CHART


COMMONWEALTH CASINO COMMISSION



- E2 -

Approved By: 
 Andrew Yeom
 Executive Director

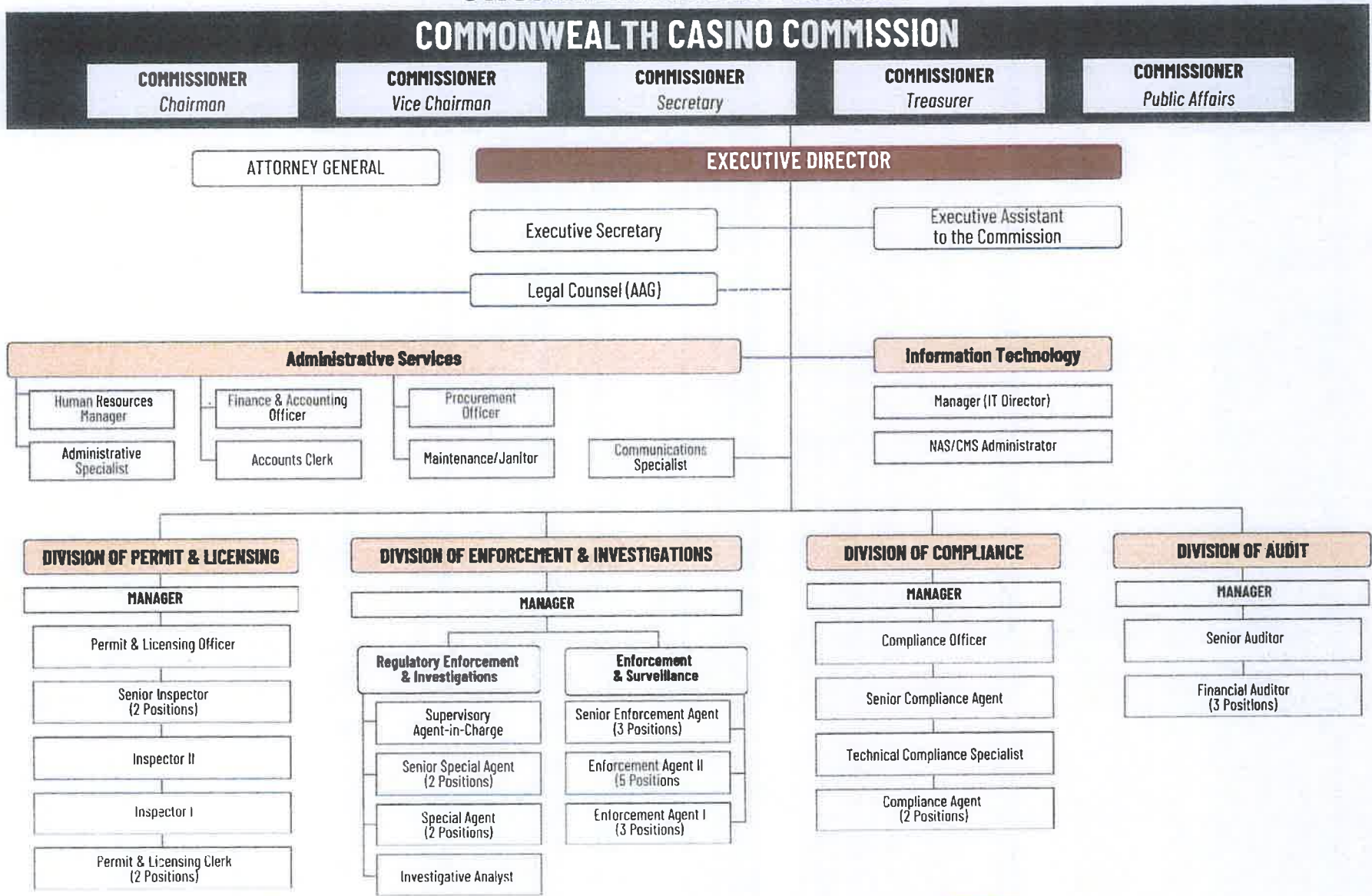
Date: 2/23/24

Concurred By: 
 Rafael S. Demapan
 Acting Chairman

Date: 2/23/24

ORGANIZATIONAL CHART

COMMONWEALTH CASINO COMMISSION



- E1 -

Approved By: 
 Andrew Yeom
 Executive Director

Date: 2/23/24

Concurred By: 
 Rafael S. Demapan
 Acting Chairman

Date: 2/23/24

COMMONWEALTH CASINO COMMISSION

BUDGET SUBMISSION: Fiscal Year 2025

A. BUDGET NARRATIVE

Overview

It has been almost ten years since the inception of casino gaming on Saipan. Throughout those years, three statutes were enacted, the latest one being Public Law 21-38 which amended Public Law 18-56 and Public Law 19-24 respectively. P.L. 21-38 clarified the powers of the Commonwealth Casino Commission (“Commission”) and allowed for needed changes to the Commonwealth Code given the unique regulatory oversight of the casino industry in the Commonwealth.

The Casino License Agreement (“CLA”) between Imperial Pacific International (CNMI), LLC (“IPI”) and the Commonwealth Lottery Commission (“Lottery Commission”) was executed on August 12, 2014. IPI began its gaming operations on February 24, 2015, after the Commonwealth Lottery Commission approved its proposal to open a temporary live gaming training facility at the Duty-Free T-Galleria facility in Garapan. It continued its live gaming operations at the Imperial Pacific Resort (IPR) when it closed the T-Galleria facility. Although the CLA has gone through numerous amendments, the intent of it remains and that is to protect the best interest of the people of CNMI.

The Commission, as the sole regulatory body, continues its duties and responsibilities as delegated in P.L. 21-38, 19-24 and P.L. 18-56. Its Casino Regulations and Minimum Internal Control Standards (“MICS”) are still being enforced despite the closure of the casino and the reduction in the Commission workforce. Effective and efficient enforcement of these rules, regulations, and standards require a tremendous amount of fiscal resources to hire the necessary staffing and to provide the training and operational resources. P.L. 21-38 clarifies the roles and responsibilities of the Commission and its regulatory authority by acknowledging its status as a fully autonomous agency to be armed with law enforcement capabilities.

IPI, when it was in full operations, hired close to 4,000 employees for the gaming and non-gaming operations of its integrated casino and resort at IPR. The economy at the time showed major improvement. The casino industry’s existence brought a ripple-effect in the business market on Saipan. CNMI enjoyed significant monetary contributions from IPI by collecting the Annual Casino License Fees, Annual Casino Regulatory Fees, Monthly BGRs, and excise taxes and fees each and every year that helped us enable to meet many Government commitments including, but not limited to the required Retirement Funds. Aside

from the collections in taxes and fees, the ripple effect also reached our Real estate market that witnesses the maximum growth in its values that have been dry and stagnant for over a few decades. After all, this was certainly the breath of fresh air that our dormant economy needed to revive itself.

However, times have changed! Having gone through the several major typhoons and now the Covid-19 pandemic, all businesses including IPI have been greatly impacted in the company's ability to succeed as till this day, the casino remains closed. These natural disasters exacerbated IPI's poor financial health that was already struggling due to incurring huge amount of uncollectable Accounts Receivables, the sudden dissipation of VIP players' market due to China's gambling crackdown that prohibits opening casinos or arranging for Chinese nationals to gamble abroad, if found guilty, it can incur a fine and up to 10 years in jail. Also, it is well documented that we are currently faced with travel restrictions from China.

Whether it is the fault of their own doing and/or all of the uncontrollable external factors that further exacerbated their casino business, IPI's license is currently suspended by the Commission for numerous major violations that are generally tied to its financial insolvency.

With the outlook as bleak and barren for IPI to resume its casino operations in the foreseeable future, it is currently against the clock before its exclusive casino license may be revoked due to their continued non-compliance of the laws and regulations primarily stemming from its financial insolvency.

The China's cracking down on gambling certainly caused shifting of the market segments from VIP player markets to mass and premium mass market segments. The casinos, especially the western based casinos in Macau are faced with many restrictions caused by China's crack down on gambling and VIP markets, better known as "Junkets Operations" that have been the bread and butter of Macau's exponential growth in Casino industry.

Therefore, CNMI being the nearest US paradise in this Asia Pacific region with travel bubble program that have availed Asian countries such as Korea and possibly Japan and Australia soon, there may be opportunities for the change-in-direction minded casino investors to weigh their options here.

Before too long, perhaps CNMI will be able to have the Chinese visitors back with the easing of the pandemic restrictions that are now beginning to be seen around the world. This will boost the Mass and Premium mass market as the shift in industry trend is prevalent in the Casino resort space.

Therefore, the Commission foresees the opportunities for the casino resort industry to revive again with the shifting of the market segments that are more suited for family oriented (mass and premium mass market) destination when the new operator(s) seize(s) its/their opportunities here and proposals are to be examined. The existing or any new gaming operator(s) cannot commence its/their gaming operations without first receiving the appropriate Casino License from the Commission. Also, it will be necessary for all casino employees,

key employees, casino gaming and non-gaming vendors, and casino junket operators to be licensed and/or registered and will be subjected to substantial background investigations including, among others, review of their criminal history, association, and financial suitability.

It has become apparent that IPI may no longer be able to fulfill its investment requirements of a minimum of \$2 Billion and construct a minimum of 2,000 new hotel rooms. Nor is it looking likely that they'll be able to invest over \$7 Billion in their planned Integrated Casino Resort based on three (3) phases of development. IPI relied heavily on VIP market and its associated junket operations for its success but is now forced to face this new crack down law on gambling in China where IPI is to establish a new business model for its consumers if it wishes to continue its operations in CNMI as mentioned hereinabove.

Until IPI can resume its operations or the casino related law (i.e PL 18-56) is amended to allow other casino investor(s), it is imperative that the Commission continues to enforce our gaming laws and regulations that include, but not limited to working with AG's office for all litigation matters at the CNMI Superior court, monitoring the ongoing receivership cases involving IPI to safeguard against all illegal movement or usage of gaming assets in this jurisdiction, working in conjunction with DPW for all IPI's construction and building safety matters, working in conjunction with US and CNMI Labor for all IPI's labor matters, tracking the legitimacy and accurateness of tax and other financial reporting matters to the relevant authorities, monitoring various stocks sales transactions occurring at HK Stock Exchange, serving the foreign and domestic audiences that include potential investors a formal communications window for all casino related inquiries, business opportunities consultations, complaints, and whistle blower claims for all concerned citizens and entities, etc.

If IPI is in position to reopen its operations, the Commission projects a significant demand on its limited resources in 2025 in anticipation of reviewing and assessing IPI's reopening plans to ensure compliance with CNMI regulations, P.L. 18-56, P.L. 19-24, P.L. 21-38, casino regulations, and MICS. In order for IPI to reopen, the Commission will have to conduct thorough inspection, audit, review, test, and recertification of all gaming assets, including but not limited to all games, gaming devices, EGMs, chips & cards, gaming-related programs & software, and other associated equipment. The Commission will also process all renewals of IPI employee (gaming and non-gaming) licenses and gaming and non-gaming vendor licenses and registrations.

Moreover, should the CNMI legislators decide to explore internet gaming, the Commission would require significant resources to regulate sports betting, pari-mutuel betting, online gambling, and/or other wagering which relies on events occurring within or without the casinos regulated by the Commission. This requires the promulgation of new regulations, policies, and procedures to effectively and efficiently regulate these new industries.

The Commission would need additional resources to promulgate new regulations, policies and procedures, and guidelines for conducting hearings pertaining to the issuance of new casino licenses pursuant to P.L. 21-38. The Commission would

also promulgate regulations, policies, and procedures to conduct enforcement activities and investigative hearings pertaining to violations of P.L. 18-56, P.L. 19-24, P.L. 21-38, the Casino License Agreement, the Casino regulations, the MICS, or Commission orders and mandates.

Funding History. The Commission's initial funding source came from the non-refundable Casino Application Fees. P.L. 18-56 mandates the Secretary of Finance to establish and maintain a "*Commonwealth Casino Application Fee (CCAF) Special Fund*". The CCAF Special Fund was intended to provide the necessary budget for the Commission to carry out its mandates, including help in funding for training, recruitment of critical staffing, secure an office for the Commission, and procure basic operational resources and related services. The Commission's duties to investigate and license all casino employees, key employees, gaming and non-gaming vendors, gaming tables, EGMs, and other gaming devices require substantial fiscal resources.

P.L. 19-24 amended P.L. 18-56 in December 4, 2015. The amendment included provisions that classified the Casino Commission as an Autonomous Agency with a guaranteed annual funding of \$3 Million per year assessed on IPI as a Commonwealth Casino Commission Regulatory Fee ("CCCRF") Fund. The \$3-million annual CCCRF Funds have been deposited at the Department of Finance under Account Number 7170A (subsequently re-numbered as Account 7079A) for the exclusive use of the Commission. P.L. 19-24 also authorized the Commission to assess regulatory licensing fees on Casino Gaming Vendors, Casino non-Gaming Vendors, Junket Applicants, and related fees and to use all regulatory fees collected to date for the Commission's personnel and operations budget. These regulatory funds have been deposited in Account Number 7079A. The Legislature through P.L. 19-24 provides that the Legislature will appropriate these funds to the Commission on an annual basis as the funds are earmarked for the Commission. P.L. 21-38 amended P.L. 19-24 and clarified the powers of the Commission in January 7, 2021. Under the new law, the Secretary of Finance shall transfer any balance in or owed to its CCCRF Fund to the CCCRF Fund established by the Commission.

Separate and apart from the CCCRF Fund, P.L. 21-38 requires that the Commission shall establish and maintain a Commonwealth Casino Commission Appropriations Fund ("CCCA Fund"), wherein monies appropriated to the Commission pursuant by law shall be deposited unless otherwise directed by the appropriating body. The Commonwealth Casino Commission is therefore submitting this budget request reflecting the minimum \$3.15 Million from the CCCRF Funds assessed on IPI. The Casino Commission is also requesting the CNMI government for financial assistance by way of local funding appropriation in the amount of **\$1,108,831**. Thus, this budget submission is showing a total of **\$4,258,831** which represents a combined CCCA Fund of **\$1,108,831** and CCCRF Fund of **\$3,150,000**.

SUMMARY BUDGET REQUEST: The Commonwealth Casino Commission is requesting for the following budget amount from the respective budget sources:
(See Page "A")

- 1) P.L. 19-24: **Commonwealth Casino Commission Regulatory Fee (CCCRF) Fund** (Account Number **7079A**). Annual Casino Regulatory Fee assessed on IPI due annually on or before October 1st of each fiscal year: **\$3,150,000**.
- 2) FY2023 CNMI Budget Appropriations Act - CCCA Fund (P.L.21-38) - Funds being requested to be appropriated to the Commission through legislation: **\$1,108,831**.

Sub-Total - Casino Regulatory Fee (Account #7079A):	\$3,150,000
Sub-Total - CNMI Local Appropriations (Business Unit 1545):	<u>\$1,108,831</u>
TOTAL AMOUNT REQUESTED FOR FY2025	\$4,258,831

See page - A -

B. COMMISSION MANDATES

Public Law 18-56, P.L. 19-24, and P.L. 21-38 require the Commonwealth Casino Commission (“Commission”) to promulgate the rules and regulations for the Saipan integrated casino resort industry and to license, regulate, and enforce those regulations.

The Commission has the powers and authority to promulgate Rules and Regulations, as may be necessary to fulfill the intent, policies and purposes of P.L. 18-56, P.L. 19-24, P.L. 21-38, and the Casino Regulations.

The Commission has all the powers and authority to supervise, monitor and investigate or other means to ensure the suitability and compliance with the legal, statutory and contractual obligations of owners, operators, and employees of casinos and other persons licensed pursuant to P.L. 18-56, P.L. 19-24, P.L. 21-38, and the adopted Casino Regulations. These powers and authority include:

1. To examine, supervise and monitor the continuing fiscal and financial capability of casino owners, operators, concessionaires and other parties with any direct relation to the sole casino and to protect the public in the event that such capability is significantly diminished.
2. To collaborate in the definition, coordination and execution of the economic policies for the operations of the casino games of fortune and other ways of gaming, pari-mutuels, wagering and casino gaming activities offered to the public.
3. To authorize and certify all the equipment and utensils used by the operations of the concessionaires approved in the respective concessions, including a live training facility.
4. To issue licenses for “junket” promoters of casino games of fortune or other casino gaming activities.
5. To examine, supervise and monitor the eligibility of the single or collective junket promoter(s), their partners and principal employees.

6. To examine, supervise and monitor the activities and promotions of the junket promoters in relation to their compliance with legal, statutory, and contractual obligations, and other responsibilities stipulated in the applicable legislation and contracts.
7. To ensure that the relationship of the licensed gaming operators with the government and the public complies with the Commission's regulations and provides the highest interest to the Commonwealth.
8. To establish a policy for exclusion and removal of undesirable persons from the sole casino.
9. To levy civil penalties for the violation of casino gaming regulations promulgated by the Commission, any provisions of P.L. 18-56, P.L. 19-24, P.L. 21-38, or the Casino License Agreement.
10. To levy penalties for the late payment of applicable fines or fees.
11. To require and demand access to and inspect, examine, photocopy, and audit all papers, books and records of the casino operator on its premises or elsewhere as practical, including inspecting the gross income produced by the casino operations, gaming business and verification of their income, and all other matters affecting the enforcement of the Commission's policy or as required pursuant to this chapter.
12. To conduct hearings pertaining to the violation of casino gaming regulations promulgated by the Commission, any provisions of P.L. 18-56, P.L. 19-24, P.L. 21-38, or the Casino License Agreement.
13. To promulgate rules and regulations as may be necessary to fulfill the intent, policies, and purposes of the Commission to exercise its duties and responsibilities as a law enforcement agency.
14. To determine whether a person or entity requires licensure or registration or finding of suitability in order to own, be employed by, receive revenue or profits from, or do business with a licensed casino facility.
15. To regulate the advertising, regardless of location, of any casino or other facility subject to licensure by the Commission.
16. To issue a license to a casino license applicant(s).

C. BUDGET JUSTIFICATION

61100	WAGES/SALARIES - Ungraded	\$2,234,600
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This amount is budgeted to cover the salaries of Forty-Eight (48) Full Time Equivalent Employees ("FTEs") for the Commonwealth Casino Commission ("Commission"). It includes 51 FTEs under the CCCRF Fund program: 13 personnel under the Executive Office; 8 under the Division of Permit & Licensing; 17 under the Division of Enforcement & Investigations; 4 under the Division of Audit; and 6 under the Division of Compliance. The budget submission is also requesting for three (3) unfunded FTEs. This is to allow the Commission to hire additional staff

if funding becomes available. The CCC is paying the full salary and benefits of one Assistant Attorney General per an Interagency Agreement between CCC and the OAG.

The Commission is responsible for the promulgation and enforcement of the Rules and Regulations, including the Minimum Internal Control Standards (“MICS”) for the Saipan gaming industry. The 48 personnel are the minimum number of FTEs required to effectively license, regulate, and enforce the current gaming statutes. *(Please refer to pages “D1” and “D2” for the listing of Personnel and corresponding Budget and page “E” for the Organizational Chart).*

It is anticipated that the Commission will need to recruit additional manpower as IPI be allowed to continue with its planned development as required by the Casino License Agreement or should a new casino license be issued if IPI’s exclusive license is revoked. These events will expand the Commission’s areas of responsibilities and will require additional manpower.

Local Account 1545	CCCRF Account 7079A	Total
\$441,800	\$1,792,800	\$2,234,600

61110 OVERTIME COMPENSATION (Including Holiday Pay) \$25,000

This amount represents the estimated overtime compensation for covered employees. The use of overtime is an exception to the regular work schedule in any work unit. The covered employees are specific to hourly personnel. When covered employees by reason of official responsibilities are required to attend lectures, meetings, training programs, etc., such time will be considered work time. The Enforcement and Surveillance Unit at the casino facility work 24/7 with three (3) shifts. Overtime may be necessary to cover shifts or as employees attend official duties that may exceed the maximum forty (40) hours regular workweek. A portion of this budget category will be used to cover Holiday Pay for personnel assigned to work during holidays.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$25,000	\$25,000

61180 PERSONNEL LIFE INSURANCE (GHLI) \$27,517

This amount represents the employer’s mandatory contribution to personnel life insurance (CNMI group life insurance premiums thru GHLI) based on 48 funded FTEs.

Local Account 1545	CCCRF Account 7079A	Total
\$2,694	\$24,823	\$27,517

61195 401K DEFINED CONTRIBUTION - RETIREMENT \$64,984

This amount represents the employer's mandatory contribution to employees' 401K Retirement program for 48 FTE's.

Local Account 1545	CCCRF Account 7079A	Total
\$5,472	\$59,512	\$64,984

61196 SOCIAL SECURITY (FICA) \$140,095

This amount represents the employer's mandatory contribution to employees' Social Security payments currently based at 6.2% of the total base salary of 48 employees plus overtime from the CCCRF.

Local Account 1545	CCCRF Account 7079A	Total
\$27,391	\$112,704	\$140,095

61210 HEALTH INSURANCE \$374,373

This amount represents the employer's mandatory contribution to 48 FTEs who elected to participate in the CNMI government Health Insurance program. This amount is based on the employer's bi-weekly contribution on varying plans from Single, Couple, and Family for twelve months coverage.

Local Account 1545	CCCRF Account 7079A	Total
\$97,004	\$277,369	\$374,373

61220 MEDICARE CONTRIBUTION \$32,767

This amount represents the employer's mandatory contribution to Medicare insurance currently based at 1.45% of the total base salary plus overtime of 48 employees.

Local Account 1545	CCCRF Account 7079A	Total
\$6,406	\$26,361	\$32,767

62060 PROFESSIONAL SERVICES \$30,000

This category is one of the most important line-item budgets for the Commission and is requested to cover costs associated with law enforcement and casino trainers, consultants, experts, and license & permit background investigative services. It is budgeted to cover contractual services and other professional services necessary for the efficient and effective implementation of P.L 18-56, P.L. 19-24, P.L. 21-38, the Casino License Agreement, and the Casino Regulations. It will cover costs associated with casino gaming consultancy, casino gaming trainers/instructors, private background investigative and other due diligence services, law enforcement trainers and experts, testing and auditing of gaming equipment, and other audit experts.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$30,000	\$30,000

62280 INSURANCE \$5,000

This budget category is requested to cover vehicle insurance for the two CCC vehicles and for the Workmen’s Compensation Insurance currently required by CNMI law. The amount of insurance coverage varies by position.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$5,000	\$5,000

62300 PRINTING AND PHOTOCOPYING \$5,500

This budget category is requested to cover costs for printing of various Commission regulatory forms, Casino Regulations, Minimum Internal Control Standards, letterheads, envelopes, business cards, and related documents.

Local Account 1545	CCCRF Account 7079A	Total
\$3,000	\$2,500	\$5,500

62440 RENTAL - OFFICE SPACE \$240,000

This budget category is requested to cover the Commission’s main office rental at the Springs Plaza in Gualo Rai, Saipan. The Commission is currently renting a commercial space of 10,000 square feet at \$1.00 per square feet (10,000 x 1.00 = \$10,000 x 12 Months = \$120,000).

Local Account 1545	CCCRF Account 7079A	Total
\$120,000	\$120,000	\$240,000

62500 TRAVEL \$87,000

This budget category is requested to cover the costs of airfare, per diem, stipend, and ground transportation for the Commission and will include interisland travel for the Commissioners from Rota and Tinian as well as off-island travel for meetings and conferences. The regular monthly meetings and special meetings stipulated in the Commission’s Bylaws require airfare, per diem, stipend, and ground transportation. Twelve (12) regular meetings that normally run for three (3) days and the Special Meetings estimated at about once a month is budgeted. This is required to enable the Commission members from Rota and Tinian to actively participate in the Commission’s deliberations in furtherance of their decision-making duties and responsibilities.

This budget category will also be used to pay for tuition, registration, airfare, per diem, ground transportation and related costs associated with attendance at training and conferences for the Commissioners and key Commission staff. The Commission considers training as one of its priority areas. Thus, training costs is significant because the casino gaming industry on Saipan is new and evolving. On-Island specialized gaming training is limited, requiring most of the training to be held in off-island training venues. This will include training courses and seminars at the University of Nevada, Las Vegas (“UNLV”) and other US and Asian

jurisdictions. It will also include specialized training courses for the Commission's personnel assigned to the Enforcement and Investigations, Audit, and Compliance Divisions in Singapore, Philippines, Macau, and Australia.

Local Account 1545	CCCRF Account 7079A	Total
\$12,000	\$75,000	\$87,000

62660 REPAIRS AND MAINTENANCE \$21,260

This budget category is requested to cover repairs and maintenance of vehicles, computers, printers, office copiers, air-conditioning units, and other office and operations equipment and machinery. It is important to note that preventative maintenance is essential to prolong the working life of the equipment and other capital items.

Local Account 1545	CCCRF Account 7079A	Total
\$8,760	\$12,500	\$21,260

62670 ALL OTHERS \$1,000

This budget category is requested to cover miscellaneous expenses under "All Others" and will include only critical items needed to enable the Commission to carry out its statutory duties and obligations as mandated by P.L. 18-56, P.L. 19-24, and the Casino Regulations.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$1,000	\$1,000

62690 PERSONNEL TRAINING COSTS \$55,481

This budget category is requested to pay for tuition, registration, and related costs associated with attendance at training and conferences for the Commissioners and key Commission staff. The Commission considers training as one of its priority areas. Most of the off-island training costs have been budgeted under "Travel".

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$55,481	\$55,481

62710 UTILITIES - POWER \$51,000

This budget category is requested to cover the costs of electricity (power) and water at the Commission's main office at the Springs Plaza in Gualo Rai, Saipan. The CNMI government has instituted a policy transferring the utility costs to individual agencies and departments. Thus, the Commission is budgeting \$30,000 to pay for its utility expenses.

Local Account 1545	CCCRF Account 7079A	Total
\$24,000	\$27,000	\$51,000

63010 BOOKS AND LIBRARY MATERIALS \$1,000

This budget category is requested to pay for casino and gaming books, journals, periodicals, and other publications and instructional materials for the Commission. The Commission staff will need to procure miscellaneous gaming books, regulations, and library materials to assist in the enforcement of regulatory duties of the Commission.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$1,000	\$1,000

63020 FOOD ITEMS \$3,960

This budget category is requested to pay for water and other food items necessary for Casino Commission meetings and Commission staff working on duty 24/7 at the casino facility and on other activities or operations of the Commission.

Local Account 1545	CCCRF Account 7079A	Total
\$960	\$3,000	\$3,960

63030 FUEL AND LUBRICANT (POL) \$5,390

This budget category is requested to cover fuel and lubricant costs for the Commission's vehicles. The costs will include gasoline, oil, and other lubricants.

Local Account 1545	CCCRF Account 7079A	Total
\$1,440	\$3,950	\$5,390

63040 SUPPLIES - OFFICE \$12,000

This budget category is requested to cover office supplies to enable the Commission to function effectively and efficiently and will include reasonable expenses for papers, pencils, pens, paper-clips, binders, log-books, folders, staplers, staples, storage boxes, markers, filing trays, toners, recording tapes, and other expendable office supplies.

Local Account 1545	CCCRF Account 7079A	Total
\$3,000	\$9,000	\$12,000

63050 SUPPLIES - OPERATIONS \$18,720

This budget category is requested to cover operation's supplies to enable the Commission to function effectively and efficiently and will include reasonable expenses including filing/locking cabinets, flashlights, batteries, video recorders/tapes, cameras and other surveillance supplies, fingerprinting supplies, Commission official seals for the electronic gaming machines (slot machines) and gaming tables, law enforcement badges, ID cards, uniforms,

tactical gear for the Commission personnel, and miscellaneous operations supplies.

Local Account 1545	CCCRF Account 7079A	Total
\$6,720	\$12,000	\$18,720

63120 EQUIPMENT UNDER \$5,000 \$6,000

This budget category is requested for the procurement of specialized photo and printing machines for the Identification Badges. The ID Badges are required to be issued to all Commission personnel, Casino Employees, Casino Key Employees, Service providers, and other entities requiring Commission licensure.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$6,000	\$6,000

64540 MACHINERY, TOOLS, AND EQUIPMENT \$39,000

This budget category is requested to purchase technical tools, equipment, firearms, firearm storage units, ammunition, and other machinery necessary for the Commission to perform its gaming audits, regulatory site inspections, related sensitive investigations, and law enforcement duties, particularly pursuant to P.L. 21-38.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$39,000	\$39,000

64540 COMPUTER SYSTEMS AND EQUIPMENT \$97,034

This budget category is for the purchase of a desktop computer, a hard-drive, and other computer equipment and accessories. It is also for the purchase of accounting and all other computer software necessary for the Commission's day to day operations.

Local Account 1545	CCCRF Account 7079A	Total
\$6,984	\$90,050	\$97,034

64560 OFFICE EQUIPMENT \$5,000

The Commission is a relatively new government entity responsible for the regulatory enforcement and implementation of P.L. 18-56, P.L. 19-24, P.L. 21-38, the Casino License Agreement, Casino Regulations, and the Minimum Internal Control Standards. This equipment is essential for the effective and efficient operation of the Commission.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$5,000	\$5,000

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for

Commonwealth Ports Authority

FY 2025 Budget Submission

(No submission by Commonwealth Ports Authority)



Commonwealth Utilities Corporation Office of the Executive Director



March 13, 2024

Ms. Virginia Villagomez
Special Assistant for Management & Budget
Office of the Governor
Caller Box 10007
Saipan, MP 96950

Ref. No. 03-24-011



Re: Proposed Fiscal Year 2025 Operations Budget

Dear Ms. Villagomez:

Enclosed is the proposed Fiscal Year 2025 Operations Budget submission for the Commonwealth Utilities Corporation, which was approved during the special meeting of the Board of Directors on March 7, 2024.

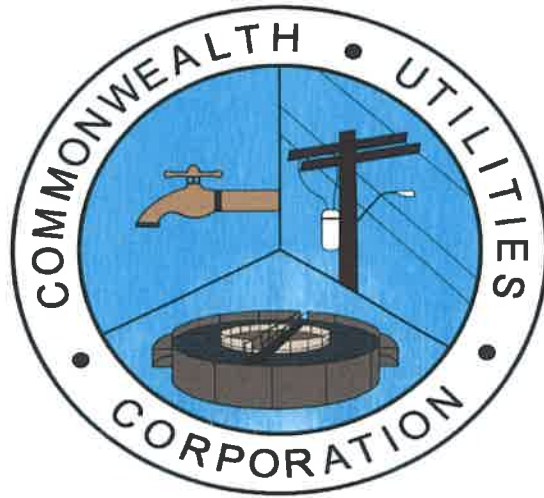
Thank you and if you have any questions, please let me know.

Sincerely,

BETTINA G. TERLAJE
Acting Executive Director

Enclosure

cc: Acting Chief Financial Officer, CUC
Fiscal Budget and Grants Officer, CUC



COMMONWEALTH UTILITIES CORPORATION

FISCAL YEAR 2025 OPERATIONS BUDGET

**Approved by the Board of Directors
Special Board Meeting
March 7, 2024**

COMMONWEALTH UTILITIES CORPORATION

FY 2025 PROJECTED REVENUE VS. OPERATIONS BUDGET

PARTICULARS	FY 2024 Approved Budget	FY 2025 Approved Budget	FY 2024 - FY 2025 Variance-Increase/(Decrease)	
			\$	(%)
REVENUES				
Power	100,800,000	100,800,000	-	0%
Water	11,500,000	11,500,000	-	0%
Wastewater	3,500,000	3,500,000	-	0%
Total Revenues	115,800,000	115,800,000	-	0%
OPERATING and NON-OPERATING EXPENSES				
Operating Expenses				
Production Fuel	68,000,000	68,000,000	-	0%
Personnel	23,255,463	23,255,463	-	0%
General and Administrative	4,289,880	4,142,820	(147,060)	-3%
Supplies	857,850	1,262,648	404,798	47%
Maintenance	6,207,650	8,804,867	2,597,217	42%
Stipulated Order Items	1,125,000	1,125,000	-	0%
Other Production (Purchased Power)	2,927,000	2,000,000	(927,000)	-32%
Internal Usage (Power/Water)	5,040,597	2,485,135	(2,555,462)	-51%
Total Operating Expenses	111,703,440	111,075,933	(627,507)	-0.56%
Non-operating Expenses				
CDA Dividend Payment	1,080,000	1,080,000	-	0%
Settlement Agreements (USCG, EPA, Retirement)	990,665	950,000	(40,665)	-4%
Other - Bank Charges	1,300,000	1,300,000	-	0%
Public Auditor's Fees	-	1,110,760	1,110,760	0%
Total Non-operating expenses	3,370,665	4,440,760	1,070,095	32%
Capital Outlay	725,895	283,307	(442,588)	-61%
Total Fuel, Operating, Non-operating and Capital Outlay	115,800,000	115,800,000	-	0%
Net Surplus or (Deficiency)	-	-	-	0%

**COMMONWEALTH UTILITIES CORPORATION
PERSONNEL SERVICES BY DIVISION**

FTE BY DIVISION

	<u>FY2024</u>	<u>FY2025</u>
Saipan		
Power Generation	112	118
Power T&D	76	74
Water	117	111
Wastewater	32	38
Administration	140	143
Board of Directors	4	4
Total	<u>477</u>	<u>488</u>
Tinian		
Power Generation	17	17
Power T&D	3	5
Water	8	6
Administration	11	13
Total	<u>39</u>	<u>41</u>
Rota		
Power Generation	16	15
Power T&D	9	9
Water	8	8
Administration	10	11
Total	<u>43</u>	<u>43</u>
Overall		
Power Generation	145	150
Power T&D	88	88
Water	133	125
Wastewater	32	38
Administration	161	167
Board of Directors	4	4
Total	<u>563</u>	<u>572</u>

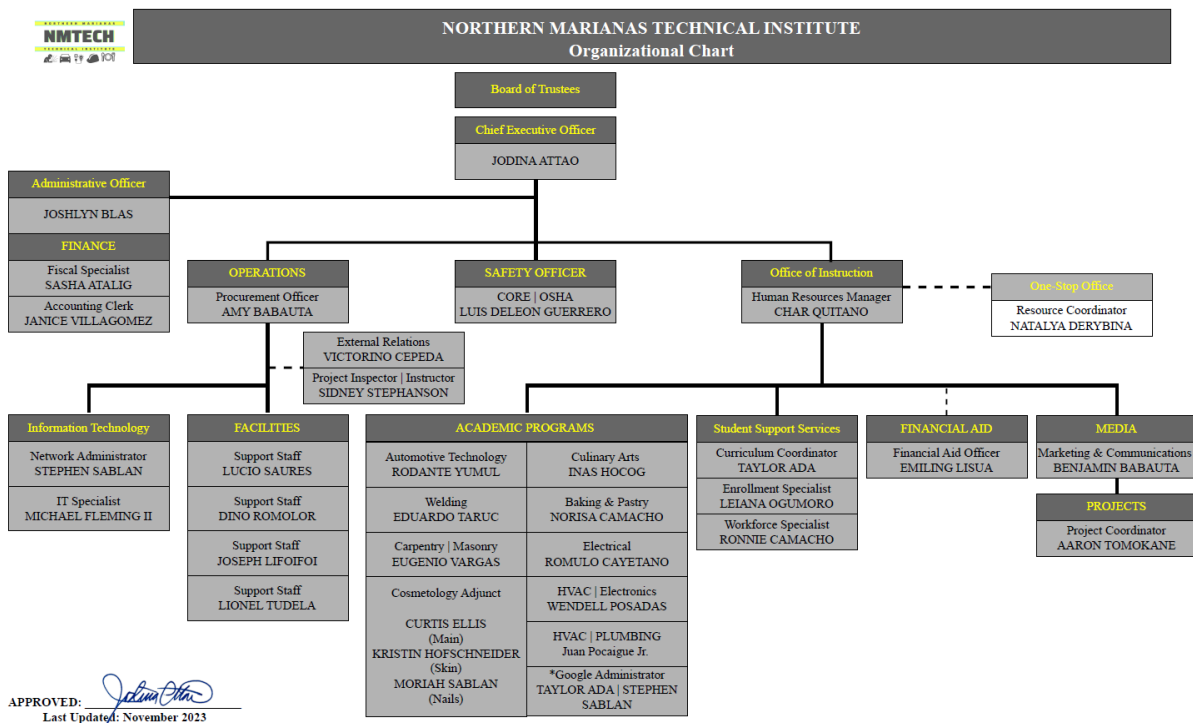
Northern Marianas Technical Institute
Fiscal Year 2025
Budget Request Proposal

Submitted by: Jodina Attao
Jodina.attao@nmtechnmi.org
(670) 235-6684 | (670) 287-9099

I. Mission Statement

The Northern Marianas Technical Institute’s mission is *to invest in students by providing advanced trades, career and technical education to produce skilled individuals and strengthen the CNMI’s workforce*. The institute’s vision is to enrich our workforce with technical skills and core fundamentals for tomorrow’s world.

II. Organizational Chart



III. Budget Narrative

A. Department Overview

The Northern Marianas Technical Institute is established as a nonprofit public corporation under the general control and direction of a Board of Trustees. The institute has adopted bylaws that enumerate its purposes, duties, powers, and rules of the organization and operation, the bylaws which are consistent with Public Law 20-92.

The Board of Trustees is composed of seven (7) members who are appointed by the Governor with the advice and consent of the Senate, and are comprised of:

- One (1) resident of Tinian;
- One (1) resident of Rota;
- One (1) member of Carolinian descent;
- One (1) woman representative; and

- Out of the total seven (7) members, at least five (5) members shall represent businesses and industries.

The Board of Trustees is responsible for appointing the Chief Executive Officer (CEO) of the institute who serves as the executive officer of the Board and have full charge and control of the administration and business affairs of the institute.

The CEO is responsible in seeing that all rules and regulations of the institute are enforced; reporting to the board on institute affairs; advising the board on the needs of the institute; selecting and appointing the employees; the planning, organizing, and coordination of services; entering into contracts, cooperative agreements and other transactions that are helpful in conducting institute business; the submission of an annual budget of the operation and maintenance of the institute for BOT approval and forwarding to the Governor and Legislature pursuant to 1 CMC section 7206; ensuring annual audits are performed and make necessary corrective actions, if any; financial and annual reports on activities from preceding year showing results of operations and financial status; and to perform additional duties as the board may require.

Instructional, Student Services and Administrative Units established within the institute serve as key components to a fully functional operation to coordinate advanced and comprehensive career, trades and technical training programs to enhance and strengthen career and technical training programs and trades training within the CNMI by expanding short-term and extension programs in skills training, strengthen job placement programs and provide students with work experience and certification opportunities through internships, job shadowing, and on-the-job training, all with the aim of industry certification.

B. Key Initiatives

FY 2023 Goals Overview & Next Steps in FY 2024

General note: The structure of NMTech’s organizational goals will need to be accompanied by a leadership team with 1 to 2 dedicated leader(s) to each of the six (6) areas, noting that most of the work is intermingled.

- *Students*
 - Leader: Marketing & Communications
 - Support: Office of Instruction | Student Support Services
- *Curricular Programs*
 - Leader: Office of Instruction | NCCER Representative
 - Support: Curriculum Coordinator | Instructors | Other Advisors
- *NMTech Faculty & Staff*
 - Leader: Chief Executive Officer
 - Support: Human Resources Manager
- *Marketing & Outreach*
 - Leader: Marketing & Communications
 - Support: Student Support Services - Enrollment Specialist | Workforce Specialist

- *Stakeholders*
 - Leader: Chief Executive Officer | Marketing & Communications
- *Revenue Generation*
 - Leader: Finance | Chief Executive Officer
 - Support: Financial Aid Officer | Admin. Officer

All FY 2023 goals and objectives that we not achieved within this fiscal year will be carried over and continued in FY 2024 with added activities based on grants awarded.

FY 2023 Goal	SMART Aim	Questions & Considerations	Did we achieve our objectives for this goal in FY 2023?	FY 2024 – Next Steps
PEOPLE				
Students – Recruitment, enrollment and retention through marketing and outreach initiatives	<p>1.By November 2022, boost marketing of course offerings through social media, radio ads, interviews, print media;</p> <p>2.By January 2023 and throughout calendar year, increase student recruitment efforts from 2-3 per month to 4 times/month by hosting info sessions to various companies to spread accurate NMTech information with regard to who can apply and scholarship eligibility.</p> <p>3.By Fall (August) 2023, increase enrollment and retention by 35% from that of FY 2022 by studying key questions and considerations as stated in <i>Enrollment Analysis</i> and in this document.</p>	<p>Logs of dates of boosts, posts on social and print media, and records of interviews or articles produced;</p> <p>Utilize list of compiled companies to conduct outreach activities;</p> <p>Compare to baseline data established in FY 2022.</p>	<p>SMART AIM 1 – Achieved.</p> <p>SMART AIM 2 – Achieved. Effort ongoing.</p> <p>SMART AIM 3 – Achieved. Comparison by year: Year 2021 – Year 2022: 121</p> <p>Year 2023: 187 Difference of 187-121 = 66/187 = 0.35% increase in student enrollment</p> <p>Additionally, there was a 27% increase in enrollment and student retention in Fall 2023 compared to Spring 2023 taking into account new programs launched – Baking & Pastry, Cosmetology, and Google Career Certificates</p> <p>Enrollment Formula:</p>	<p>SMART AIM 1 – tracking data for marketing will be a continuous effort.</p> <p>SMART AIM 2 – Efforts will be continued with a focus on private industry partners through Industry Partner packet that was reviewed and approved with instructors on October 27. Supplemental internship component of courses will trigger conversations with private industries to link up with NMTech and CNMI DOL. This effort will increase Registered Apprenticeship Program (RAP) Sponsors and act as a vetting</p>

			SP23: 79 FA23: 108 Difference of 108 – 79 = 29/108 = 0.27% increase	process for apprentices. SMART AIM 3 – Continue efforts to maintain 35% increase in enrollment for Spring and Fall of 2024.
Stakeholders – Expand and deepen partnerships with various agencies, businesses, non-profits, etc.	1.By November 2022, compile a list of all stakeholders currently working with on long-term objectives, stakeholders worked with on short-term objectives, and potential stakeholders to work with in the future.	Describe nature of work with each stakeholder and current status relationship – how regularly and robustly are we engaging? How open is the dialogue amongst agendas? How clear are we on expectations of our partnership?	SMART AIM 1 – Achieved. Refer to NMTech Partnership List & Synopsis as of August 2023 in Appendix A.	SMART AIM 1 – Industry Partner Packets have been reviewed by Instructors and Student Support Services for internship integration for all courses that will be launched in Spring 2024.
NMTech Employees – Professional Development; staffing	1.By October 2022, departmental in-service training will be provided to all NMTech faculty and staff to ensure processes are discussed, various perspectives are gathered and considered for improvement practices, and that all employees are able to disseminate adequate information to students and stakeholders. 2.By December 2022, fill FTE and Adjunct JVs to increase productivity and continuity of services in various administrative and instruction offered at NMTech.	The right people in the right roles are pivotal in creating long-term value. It takes significant investment to build talented, diverse and motivated leaders. Where is our talent strong and where is it weak? Have we raised talent to the right strategic level? If we haven't, what will it take to do so?	SMART AIM 1 – Achieved for all departments. SMART AIM 2 – Achieved. 5 adjunct instructors on boarded for Cosmetology, Baking & Pastry, HVAC, Plumbing; 1 administrative officer for Executive Office; and 1 WIOA Sponsored trainee within Student Support Services Office. SMART AIM 3 – not achieved	SMART AIM 1 – this will be an annual ongoing in-service due to turn over in staff and amendments to policies and/or processes. SMART AIM 2 – Pending identification of adjunct instructor for Heavy Equipment Operations. SMART AIM 3 – Human Resources Office will spearhead all professional developments. A list of potential PDs will be available along with calendar

	3.By June 2023, increase # of professional development opportunities for all NMTech faculty and staff to participate in.			schedule for team meetings that may include PDs within its agenda.
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FY 2023 Goal	SMART Aim	Questions & Considerations	Did we achieve our objectives for this goal in FY 2023?	FY 2024 – What are our next steps?
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SYSTEMS

<p>Network Infrastructure</p> <p>Operating Systems and Learning Platforms</p>	<p>1.By March 2023, complete network infrastructure projects with OIT – physical, security, server, communications, workstations, etc. through the use of awarded ESF II funds.</p> <p>2.By September 2023, optimize NMTech website to provide accessibility to student information platforms i.e., grades, certifications, etc. and online learning platforms, i.e., NCCER Connect to promote student independence in navigating educational resources that are currently only available in person at the NMTech Student Services Office (Main Office).</p>	<p>Funding availability for broadband projects are many – take advantage of current financial opportunity to plan for new school grounds in Kobler;</p> <p>Our ability to adapt to technological advances is essential to staying relevant – in being able to provide students information at their fingertips, in turn we reduce our efforts in administrative burdens and increase our efforts in other areas as needed.</p> <p>Database will require migration of current xls that are utilized for data collection; Training will take place prior to launch and use of this database.</p> <p>Consultant has been identified to complete this SOW.</p>	<p>SMART AIM 1 – Achieved. Education Stabilization Funds (ESF-II) funded network infrastructure project and was wrapped up in September 2023.</p> <p>SMART AIM 2 – Achieved. ESF-II funded data system development with consultant and was launched in November 2023.</p> <p>SMART AIM 3 – Ongoing effort with consultant specific to administrative operations.</p>	<p>SMART AIM 1 – IT Dept. is now responsible for the maintenance and security of NMTech network. All access points have been switched over to in-house network from IT&E, Access Point units will be returned to IT&E – decreasing expenses in monthly communications line item.</p> <p>SMART AIM 2 – IT Dept., system developer, and Student Support Services Office will ensure data quality and timeliness in collection, monitoring, and issuance of information. Maintenance of database and</p>
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	3.Through October 2022 to April 2023, develop database for daily operational activities – management systems for all departments including: HR, Finance, Procurement, Grants Management, Financial Aid, Admissions, Grading, Attendance, etc.			<p>website will be the responsibility of staff trained to access from the back end.</p> <p>SMART AIM 3 – complete Phase 2 of this project by December 2024.</p>
Leveraging of Resources – available funding sources through other stakeholders	<p>1.CNMI DOL WIOA and Supplemental Nutrition Assistance Program (SNAP) allows opportunity for students to avail of financial assistance as a secondary funding source to meet “unmet needs”</p> <p>2.By January 2023, processing of student registrations and enrollment will include the additional application and eligibility determination for such programs.</p>	<p>Students must be determined eligible to receive unmet needs funding through DOL WIOA</p> <p>Does NMTech take advantage of this opportunity? Data needs to be collected on this measure.</p>	<p>SMART AIM 1 – Achieved for DOL WIOA; pending for SNAP</p> <p>SMART AIM 2 – Achieved. One-Stop Office established at NMTech campus with full-time DOL WIOA Resource Coordinator for intake of applications and maintenance of communications with students on status of eligibility.</p>	<p>SMART AIM 1 – Discussions ongoing with SNAP Director Margaret Aldan.</p> <p>SMART AIM 2 – Ongoing efforts on improving processes with CNMI DOL WIOA One-stop and NMTech.</p>
Revenue Generation – Financial capacity to be a viable business (for sustainable operations)	1.By December 2022, CEO will present to BOT NMTech’s financial capacity with regard to optimal occupancy of current classroom, # of students, contact	Final projections may be formulated from this report	SMART AIM 1 – Postponed, BOT cannot achieve quorum and still have not been appointed or confirmed by Senate. Currently only have 2 trustees on board.	SMART AIM 1 – baseline year is FY 2023, CEO to prepare presentation for board members.

	<p>hours per class, amount spent on utilities and general daily operations, and amount spent per course offered.</p> <p>2. By September 2023, budget and expenditure plans will have set templates and will be able to project a summary of what a fiscal year entails to complete annual requests and justification for submission to Board, legislators and other funding authorities</p>		<p>SMART AIM 2 – Achieved. All templates are set for updates for various funding requests including:</p> <ol style="list-style-type: none"> 1. Staffing Pattern templates 2. XLS for budget line items 3. Budget Narrative for justification per category 4. CW template 5. Compact Impact template 6. General Funds template 7. BoT template 8. Overall FY Budget template 	<p>SMART AIM 2 – Templates established will be used for annual funding requests. This is aside from grant funding applications.</p>
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FY 2023 Goal	SMART Aim	Questions & Considerations	Did we achieve our objectives for this goal in FY 2023?	FY 2024 – What are our next steps?
Continuous Quality Improvement (CQI)				
<p>Curriculum – Enhancements and Development</p>	<p>1. By January 2023, USCG approved maritime courses will be offered at NMTech in partnership with the WPMA.</p> <p>2. By March 2023, Cosmetology will be a course offered at NMTech in partnership</p>	<p>ETP Application will be completed by WPMA for submission, review and approval by SWDB to avail of WIOA funds;</p> <p>Curtis Ellis, S&B to gather info for cosmetology legislation establishing a licensing/regulatory board to promote safety and health within</p>	<p>SMART AIM 1 – Achieved. Total of eight (8) courses available for maritime; ETP application was submitted, reviewed and approved by State Workforce Development Board.</p> <p>SMART AIM 2 – Achieved; Cosmetology was launched in Fall (August) 2023. Instructors are still tweaking course</p>	<p>SMART AIM 1 – NMTech to start-up Energy Auditing Program by Fall 2024. Discussions with Micronesia Renewable Energy and National Renewable Energy Lab (OIA) on Renewable Energy programs in 2024 have taken place – POC is Erik Ness and Heidi Applegate firstname.lastname@nrel.gov</p>

	<p>with Salt & Barber.</p> <p>3.By June 2023, legislation for Cosmetology will be drafted and introduced to legislators.</p> <p>4.By January 2023, Baking & Pastry will be offered as a new component to Culinary Arts program.</p>	<p>salons, parlors, and beauty shops.</p> <p>Form CNMI Chef’s Association</p>	<p>schedule based on student learning needs. Schedule will be upon completion of first cohort.</p> <p>SMART AIM 3 – Not Achieved. Focus was on building curriculum, launching program and ensuring program of study success.</p> <p>SMART AIM 4 – Achieved. Baking & Pastry was launched in Fall (August) 2023 as part of NMTEch’s Culinary Arts programs of study.</p>	<p>Grant Application through CNMI OGM was submitted on September 26, 2023. SMART AIM 2 – NMTEch to start-up Organic Seal Inspector Training in alignment with USDA.</p> <p>Discussions with CNMI Department of Commerce and Federal Office for Organic Inspection Seal to start up train the trainer courses for USDA Inspectors at NMTEch – POC is Mark King 2sustaininc@gmail.com and Kioshi Cody kcody@commerce.gov.mp</p> <p><u>SMART AIM 3 – Curriculum Coordinator is working with relevant instructors to establish Nationally recognized credentials for Culinary Arts, Automotive, and Hospitality programs by June 2026.</u></p>
<p>Program Integration –</p> <p>Student-led, project-based, and instructor-guided activities</p>	<p>1.By June 2023, planning for program integration amongst various course offerings will be initiated amongst faculty to promote student-led project-based and instructor-guided activities.</p>	<p>Program integration promotes out-of-the-box thinking for both the instructor and the student. It promotes creativity and opens avenues for exploration and learning through application.</p> <p>Program integration also promotes and markets NMTEch as a viable option</p>	<p>SMART AIM 1 & 2 – Not Achieved. These SMART AIMS will be carried over to FY 2024 goals and activities.</p>	<p>*By December 2024 for launch in 2025.</p>

	2.By September 2023, faculty and staff should have detailed descriptive plans on their program integration projects for review and approval for FY 2024.	for career pathways.		
Departmental Standard Operating Procedures (SOPs) – Process Mapping, Visual Representation, Onboarding	<p>1.By June 2023, all departmental managers will have been trained in Quality Improvement methodologies to promote efficiency in work processes, data-driven decision making, fidelity to promulgated regulations and accreditation readiness;</p> <p>2.By September 2023, all administrative departments will have promulgated regulations, written policies and procedures that are accompanied with visual representations of each process that is</p>	<p>Process mapping, root-cause analysis, and PDSA methods will be primary CQI tools utilized to complete this project;</p> <p>With a Policies & Procedures handbook for each department comes easy onboarding for new staff, accessible and easy-to-follow information for auditors, students, and other patrons as a reference.</p>	<p>SMART AIM 1 – Achieved. All administrative departments have established process maps.</p> <p>SMART AIM 2 – Achieved. Per PL 20-92, promulgation of NM Tech rules and regulations pertain to the following:</p> <ul style="list-style-type: none"> a. Course of Instruction; b. Issuance of Certificates and Credits; c. Personnel Recruitment, appointment, promotion, dismissal, and other personnel matters pursuant to a merit-based personnel system; d. Procurement matters’ e. Obligation and disposition of funds, 	<p>Note for SMART AIM 1 - As new programs are introduced, please note that processes are subject to change. Processes will be updated as needed based on substantial changes within departments.</p> <p>SMART AIM 2 – All Policies have been finalized and forwarded to Office of Attorney General for review. Public comment period is 30 days, upon the 30 day timeframe regulations will be promulgated.</p> <ul style="list-style-type: none"> a. Student Policy b. Personnel Policy & Procedures c. Procurement Regulations d. Finance Policy e. Board of Trustees Policy (includes Courses of Instruction, Issuance of Certificates, and soliciting,

	essential to the work that is performed with each department.		provided the appropriate funds are used for the purpose of purposes stipulated in the Act appropriating said funds; and f. Soliciting, receiving, and using gifts of any kind whatsoever for the purposes provided in this chapter.	receiving, and using gifts of any kind) f. ADDED – IT Policy
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C. Accomplishments

Of the 22 SMART Aims that were established for the institute’s FY 2023 Action Plan, 19 were successfully achieved, one (1) is an ongoing project with first-phase completed as planned, and three (3) will be carried over into FY 2024 as ongoing efforts for planning, coordination and implementation. A total of seven (7) SMART Aims were geared for PEOPLE – students, stakeholders, and employees; seven (7) SMART Aims were aimed at the creation and alignment of SYSTEMS – network infrastructure of NMTEch, leveraging of resources with other public agencies, and financial capacity; and eight (8) SMART Aims were focused on continuous quality improvement practices to enhance efficiency and efficacy to work processes and curricula offered at our institute.

For detailed descriptions of NMTEch activities and accomplishments in FY 2023 *see Appendix A for FY 2023 Quarterly Newsletters and Appendix B for FY 2023 Annual Report.*

Other organizational accomplishments are listed in the table below:

FY 2023	FY 2024
Successful implementation of network infrastructure set up for campus network, decreasing communications bill.	Roof Replacement Project officially launched on October 31, 2023 in partnership with Capital Improvement Project an Office of the Governor. Projected completion date is June 26, 2024.

Successfully developed and launched student database and portal for online access to course registrations, grades, etc.	Awarded Office of Insular Affairs – Maintenance Assistance Program (MAP) funding for the establishment of NMTech programs on the islands of Tinian and Rota. This project is a collaborative effort with NMC and respective Mayor’s Offices.
Established One-Stop Office at NMTech campus in collaboration with the CNMI Department of Labor with one (1) full-time Resource Coordinator. This office was created to assist NMTech students in the intake process for WIOA eligibility and case management to determine “unmet needs” for students to access supplemental funds for courses at NMTech.	Awarded Office of Insular Affairs – Energizing Insular Communities (EIC) funding for 58KW solar power system at the NMTech campus in Lower Base to generate clean, renewable energy, reducing reliance on non-renewable sources and decreasing utilities.
Achieved SMART Aim established for student enrollment and retention by 35% in 2023 as compared to 2021 and 2022 student enrollment data.	
Launched NEW programs and enhanced existing programs through curriculum research, identification of adjunct instructors, and procurement of all materials, tools and supplies to ensure successful implementation.	
Established process maps for all administrative departments that was also utilized to inform NMTech data system development.	

D. Performance Indicators

Refer to section B for key performance indicators.

IV. Budget Justification & Expenditure Plans

Summary of Budget Requests

	Grand Total Request	Notes
Board of Trustees Budget	\$7,436.00	Covers all Board Operations
General Funds	\$476,291.49	Covers 10 administrative personnel
Commonwealth Worker Funds	\$924,175.73	Covers 21 student-related personnel + Operational needs
Compact Impact Funds	\$221,420.00	Covers travel + Operational needs

i. Board of Trustees

The Northern Marianas Technical Institute is established as a nonprofit public corporation under the general control and direction of a Board of Trustees. The institute has adopted bylaws that enumerate its purposes, duties, powers, and rules of the organization and operation, the bylaws which are consistent with Public Law 20-92.

The Board of Trustees is composed of seven (7) members who are appointed by the Governor with the advice and consent of the Senate, and are comprised of:

- One (1) resident of Tinian;
- One (1) resident of Rota;
- One (1) member of Carolinian descent;
- One (1) woman representative; and
- Out of the total seven (7) members, at least five (5) members shall represent businesses and industries.

Budget Justification & Expenditure Plan: Board of Trustees

Budget Period:

FY 2025 October 1, 2024 – September 30, 2025

Travel		Proposed: \$4,656.00	
Travel	Description		Proposed Amount
Trustee(s) to Rota	Town Hall Site Visit		
	Airfare Cost (Rota)	\$370 x 2 persons x 2 trips	\$1,480.00
	Per Diem	\$255 x 2 persons x 2 trips	\$1,020.00
	Ground Transportation (Car Rental)	\$70 x 2 days x 1 person x 2 trips	\$280.00
<i>Total to Rota:</i>			<i>\$2,780.00</i>
Trustee(s) to Tinian	Town Hall Site Visit		
	Airfare Cost (Tinian)	\$150 x 2 persons x 2 trips	\$600.00
	Per Diem	\$249 x 2 persons x 2 trips	\$996.00
	Ground Transportation (Car Rental)	\$70 x 2 days x 1 person x 2 trips	\$280.00
<i>Total to Tinian:</i>			<i>\$1,876.00</i>
TOTAL TRAVEL FOR TRUSTEE(S):			\$4,656.00

Justification: Of the six (6) anticipated Regular and/or Special Board of Trustee meetings to be hosted throughout the fiscal year, it is expected that Tinian and Rota representatives be present in-person in at least two; or for representatives living in Saipan – to be present at their respective islands during Town Hall meetings and/or other site visits for other scheduled meetings with relevant stakeholders. Per PL 20-92 §12116 A board member traveling on official business shall receive travel and per diem compensation at the rates and guidelines established for the executive branch employees of the CNMI government.

Contractual

a. Advertising

Proposed: \$680.00

Justification: To cover costs on ads for the announcement of Regular and Special Meetings to be conducted by Board of Trustees up to six (6) times in the fiscal year.

Other

a. Board Compensation

Proposed: \$2,100.00

Rate	Session	# of Trustees	Proposed Amount
\$60.00	Full day x 4	7	\$1,680.00
\$30.00	½ day or less x 2	7	\$420.00
TOTAL BOARD COMPENSATION:			\$2,100.00

Justification: Per PL 20-29 § 12116 members of the Board may receive as compensation for meetings actually attended no more than \$60.00 for a full day and no more than \$30.00 for a half day or less meeting.

GRAND TOTAL: \$7,436.00

i. General Funds: Administrative Personnel

Budget Justification & Expenditure Plan: General Funds

Budget Period:

FY 2025 October 1, 2024 – September 30, 2025

The Northern Marianas Technical Institute invests in students by providing advanced trades, career and technical education to produce skilled individuals and strengthen the CNMI workforce.

A. Personnel – Salaries and Wages

Proposed: \$325,117.84

Position	Personnel Name	Responsibility	FTE %	Proposed Annual Salary	Notes

Chief Executive Officer	Jodina Attao	Responsible for overall NMTech operations, provides strategic, financial and operational leadership for the organization; works with Board of Trustees in the planning, development, implementation and direction of the organization's operational and fiscal functions and performance.	0.50	\$66,150.00 Request at 50%: <u>\$33,075.00</u>	EDA administrative fees cover 0.50 FTE
Administrative Officer	Joshlyn Blas	Point of contact for all employees, providing administrative support and managing queries, managing office stock, preparing regular reports (office budget) and organizing records for the Chief Executive Officer	1.00	\$30,396.67	
Project Coordinator	Aaron Tomokane	Responsible for ensuring the schedule, budget and details of community and student-related projects are well organized and running smoothly	1.00	\$17,772.30	
Human Resources Manager	Charlene Quitano	Responsible for overall management of human resource department, including recruitment and retention of staff, documentation of	1.00	\$49,512.96	

		staff certifications, etc.			
Procurement Officer	Amy Babauta	Responsible for procurement department, ensures procurement activities are within CNMI procurement rules and regulations	1.00	\$40,734.44	
Fiscal Specialist	Sasha Atalig	Responsible for accounting and budgetary needs. Keeps account of expenses, fund status and other financial documents. Prepares quarterly and annual financial reports to inform other reporting requirements	0.60	\$35,187.94 Request at 60%: <u>\$21,112.76</u>	EDA administrative fees cover 0.40 FTE
Accounting Clerk	Janice Villagomez	Responsible for the filing of financial records, reconciling bank statements with the general ledger, updating and maintaining accounting database, etc.	1.00	\$30,396.67	
Network Administrator	Stephen Sablan	Responsible for the planning, development, installation, configuration, maintenance, support and optimization of all network hardware, software and communication links	1.00	\$42,771.16	
Network Specialist	Michael Fleming II	Responsible for assisting Network Administrator in deploying IT related matters, including but	1.00	\$30,396.67	

		not limited to providing technical assistance for instructors in utilizing online learning platforms			
Financial Aid Officer	Emiling Lisua	Responsible for assisting students in the completion, evaluation, approval and awards of financial aid available to students in accordance with all laws and award-specific regulations, conducts workshops and presentations	1.00	\$28,949.21	

B. Fringe Benefits

Proposed: \$174,840.00

Fringe Benefits Breakdown	Amount	Notes
Medicare – 1.45%	\$4,714.20	
GHLI – 8%	\$26,009.43	
401A Contribution – 4%	\$13,004.71	
FICA – 6.2%	\$20,157.31	
Total Personnel Benefits		\$63,885.65

TOTAL Salaries & Wages for 10 administrative personnel: **\$389,003.49**

C. Travel – Not Applicable

D. Equipment – Not Applicable

E. Supplies

Proposed: \$50,000.00

1. Office Supplies

Proposed: \$5,000.00

Justification: Support cost of routine office supplies.

2. Operational Supplies

Proposed: \$45,000.00

Justification: Support cost of instructional supplies specific to program – carpentry materials (plywood, hinges, etc.); HVAC materials (refrigerant, argon, etc.); welding materials (acetylene, oxygen, etc.) and other required personal protective equipment, i.e., welding helmets, hard hats, safety goggles, vests, gloves, harness, etc.

F. Contractual

Proposed: \$37,288.00

1. Advertising

Proposed: \$15,000.00

Justification: Supports cost of advertisements and social media boosts to promote NMTech enrollment, registration information and other marketing initiatives.

2. Communications

Proposed: \$12,288.00

Justification: To assist with recurring costs for landlines, internets, and cell phone for official use.

3. Printing & Photocopying

Proposed: \$10,000.00

Justification: Assists with annual costs of publications that require professional printing and binding for dissemination to students, partners and stakeholders.

G. Other – Not Applicable

GRAND TOTAL: \$476,291.49

ii. **Commonwealth Worker (CW) Funds**

Budget Justification & Expenditure Plan: Commonwealth Worker Funds

Budget Period:

FY 2025 October 1, 2024 – September 30, 2025

A. Personnel – Wages and Salaries

Proposed: \$ 636,085.03

Position	Personnel Names	Responsibility	FTE %	Proposed Annual Salary	Notes
Curriculum Coordinator	Taylor Ada	Responsible for creation and implementation of education plan to meet student needs; coordinates with instructors the enhancement for each program, and ensures most up to date information is linked between departments	1.00	\$40,734.00	
Enrollment Specialist	Leina Ogumoro	Responsible for Office of Admissions & Records; work with Network/Systems Developers to include all admissions records data elements needed for collection, analysis, and reporting	1.00	\$40,734.00	

Workforce Assistant	Ronnie Camacho	Provide support to external relations office in workforce development efforts by connecting students to employers to complete supplemental internship components of NMTech courses.	0.50	\$21,602.35	Part-time
Administrative Assistant – Student Services Office	Leo Master Jr.	Responsible for assisting the Accreditation & Curriculum Officer and Student Services Coordinator in day-to-day administrative activities.	1.00	\$16,200.00	WIOA Sponsored Trainee (6-month term only)
Certified Instructor, Construction	Eugenio Vargas	Responsible for carrying out daily instruction and supervision of hands-on activities on Construction trade as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$47,100.00	
Certified Instructor, Electronics System Tech HVAC	Wendell Posadas	Responsible for carrying out daily instruction and supervision of hands-on activities on Construction trade as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$47,100.00	
Certified Instructor, Electrical	Romulo Cayetano	Responsible for carrying out daily instruction and supervision of hands-on activities on Electrical trade as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$51,919.00	H1B visa requirements
Certified Instructor, Auto Tech	Rodante Yumul	Responsible for carrying out daily instruction and supervision of hands-on activities on Automotive Technology as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$47,100.00	
Certified Instructor, Auto Tech	Luis Deleon Guerrero	Responsible for carrying out daily instruction and supervision of hands-on activities on OSHA: General	1.00	\$47,100.00	

		Industry & Automotive Technology as required by various modules in classroom, student progress, grading and coordinating project-based activities			
Certified Instructor, Welding	Eduardo Taruc	Responsible for carrying out daily instruction and supervision of hands-on activities on Welding trade as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$47,100.00	
Certified Instructor, Culinary Arts	Inas Hocog	Responsible for carrying out daily instruction and supervision of hands-on activities as required by various modules in classroom, student progress, grading and coordinating project-based activities	1.00	\$47,100.00	
Certified Instructor, Culinary Arts Marketing & Outreach Coordinator	Benjamin Babauta	Responsible for carrying out daily instruction and supervision of hands-on activities as required by various modules in classroom, student progress, grading and coordinating project-based activities Marketing and Outreach activities for student recruitment and enrollment	1.00	\$47,100.00	Part-time instructor; Serves as substitute Chef Marketing & Outreach Coordinator
Adjunct Instructor, CORE HVAC Plumbing	Juan Pocaigue Jr.	Responsible for carrying out daily instruction and supervision of hands-on activities on Construction trade as required by various modules in classroom, student progress, grading and coordinating project-based activities	UNG	\$12,000.00	Part-time adjunct on as needed basis
Adjunct Instructor, Baking & Pastry	Norisa Camacho	Responsible for carrying out daily instruction and supervision of hands-on activities as required by various modules in classroom, student progress, grading and coordinating project-based activities Marketing and Outreach activities for student recruitment and enrollment	UNG	\$12,000.00	Part-time adjunct

Adjunct Instructor, Cosmetology (overall)	Curtis Ellis	Responsible for carrying out daily instruction and supervision of hands-on activities as required by various modules in classroom, student progress, grading and coordinating project-based activities Marketing and Outreach activities for student recruitment and enrollment	UNG	\$12,000.00	Part-time adjunct
Adjunct Instructor, Cosmetology (Nails)	Moriah Sablan	Responsible to carry out instruction for lessons and activities for Nails portion of cosmetology course.	UNG	\$12,000.00	Part-time adjunct (only for “nail” modules of course)
Adjunct Instructor, Cosmetology (Skin)	Kristin Hofschneider	Responsible to carry out instruction for lessons and activities for Skin portion of cosmetology course.	UNG	\$12,000.00	Part-time adjunct (only for “skin” modules of course)
Facilities Support Staff	Lucio Saures	Completes work order requests as received, general maintenance of vehicles and facility.	0.50	\$17,593.68	Part-time
Facilities Support Staff II	Mwolerughmal (Dino) Romolor	Completes work order requests as received, general maintenance of vehicles and facility.	1.00	\$24,000.00	
Facilities Support Staff I	Joseph Lifofoi	Completes work order requests as received, general maintenance of vehicles and facility.	1.00	\$21,602.00	
Facilities Support Staff	Lionel Tudela	Completes work order requests as received, general maintenance of vehicles and facility.	UNG	\$12,000.00	Part-time

B. Fringe Benefits

Proposed: \$124,990.70

Fringe Benefits Breakdown	Amount
Medicare – 1.45%	\$9,223.23
GHLI – 8%	\$50,886.80
401A Contribution – 4%	\$25,443.40
FICA – 6.2%	\$39,437.27
Total Personnel Benefits	\$124,990.70

Total Salaries and Wages for 21 student-related personnel: **\$761,075.73**

C. Travel

Not Applicable

D. Equipment

Proposed: \$30,000.00

1. Equipment Under \$5,000 Proposed: \$10,000.00
Justification: To support costs for the replacement of weathered, aged and broken tools to ensure continuity in hands-on instruction.
2. Machinery, Tools & Equipment Proposed: \$20,000.00
Justification: To support cost of purchasing new auto lift and other machinery as needed due to weathering and overuse.

E. Supplies

Proposed: \$57,400.00

1. Books & Library Materials Proposed: \$8,000.00
Justification: To support cost of purchasing online Access Codes and e-textbooks for NCCER Connect, hard copy textbooks, and other instructional student workbooks.
2. Food Items Proposed: \$10,000.00
Justification: To support costs of purchasing consumable supplies needed for the culinary arts instruction such as key ingredients, fruits, vegetables, meats, fish etc.
3. Fuel & Lubrication Proposed: \$3,200.00
Justification: To assist with costs of fuel associated with the institution's services, such as student transport to and from villages and administrative routing of documents and completing day-to-day errands; to assist with costs on engine oil and other vehicle lubrications, as needed.
4. Office Supplies Proposed: \$2,200.00
Justification: To support costs of routine office supplies for daily operational activities.
5. Operational Supplies Proposed: \$34,000.00
Justification: To support costs of instructional supplies specific to program that will be established on the islands of Rota and Tinian – i.e., carpentry materials, such as plywood, hinges, etc.; plumbing materials such as pipes, faucets, etc.; HVAC materials, such as AC Refrigerant and argon; required welding gear, such as gloves, goggles, acetylene, oxygen, etc.

F. Contractual

Proposed: \$45,700.00

1. Professional Services Proposed: \$8,300.00
Justification: To support costs for fees such as pest control, Ansol fire suppression service, fire extinguisher services, refrigeration services and auto lift inspections and other relevant professional services. These are all required services under the Certificate of Compliance issued through Department of Public Works.
2. Insurance Proposed: \$4,000.00
Justification: To support the cost of Workmen Compensation and Fire Insurance for staff and facility.

- | | | |
|----|---|-----------------------|
| 3. | Rental Office Equipment
<i>Justification: Support cost of rental fees for copier machines and heavy-duty shredders.</i> | Proposed: \$6,000.00 |
| 4. | Communications
<i>Justification: To support cost of internet, landlines and cell phones designated for official use.</i> | Proposed: \$12,000.00 |
| 5. | Printing & Photocopying
<i>Justification: To support annual cost for publications that require professional printing and binding for dissemination to partners and stakeholders.</i> | Proposed: \$4,500.00 |
| 6. | Repairs & Maintenance
<i>Justification: To support the costs of general expenses on routine repairs and maintenance on vehicles and facilities.</i> | Proposed: \$1,400.00 |
| 7. | Freight & Handling
<i>Justification: To support freight costs associated with purchases of machinery and equipment.</i> | Proposed: \$4,500.00 |
| 8. | Personnel Training Costs
<i>Justification: To support the cost of continued professional development for faculty and staff of the institute – to promote personal and professional growth that contributes to a well-rounded individual that provides services to students served.</i> | Proposed: \$5,000.00 |

G. Construction

Not Applicable

H. Other

Proposed: \$30,000.00

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|----|--|-----------------------|
| 1. | Licenses & Fees
<i>Justification: To support costs of annual vehicle registrations, occupancy, and sanitation permits.</i> | Proposed: \$1,000.00 |
| 2. | Utilities - Power
<i>Justification: To support costs of monthly power utilities for 12 months.</i> | Proposed: \$25,000.00 |
| 3. | Utilities – Water
<i>Justification: To support costs of monthly water utilities for 12 months.</i> | Proposed: \$2,500.00 |
| 4. | Employee Relations
<i>Justification: To support costs for faculty safety shoes, safety goggles, personal protective equipment as required per course offered.</i> | Proposed: \$1,500.00 |

Grand Total: \$924,175.73

iii. Compact Impact

Budget Justification & Expenditure Plan: Compact Impact

**Budget Period:
FY 2025 October 1, 2024 – September 30, 2025**

- A. Personnel – Not Applicable**
- B. Fringe Benefits – Not Applicable**
- C. Travel**

Proposed: \$58,549.00

Travel	Description	Breakdown	Proposed Amount
Financial Aid Officer Enrollment Specialist inter-island travel to ROP & TIQ	Participate in outreach and recruitment activities	<i>Justification: Outreach efforts for potential Tinian and Rota students to take courses at NMTech, Saipan funded through municipal scholarships at each respective island.</i>	
	Airfare (TIQ)	\$150 x 2 persons x 2 trips	\$600.00
	Per Diem	\$249 x 2 persons x 2 trips x 2 days/trip	\$1,992.00
	Grounds Transportation	\$70 x 1 person x 2 trips x 2 days/trip	\$280.00
	Airfare (ROP)	\$370 x 2 persons x 2 trips	\$1,480.00
	Per Diem	\$255 x 2 persons x 2 trips x 2 days/trip	\$2,040.00
	Grounds Transportation	\$70 x 1 person x 2 trips x 2 days/trip	\$280.00
TOTAL TRAVEL FOR FAO / SSO / MOC:			\$6,672.00
NCCER Instructor Certification	Instructor Certification Training Program	<i>Justification: NMTech anticipates the hiring of part-time/on-call (modular contract) instructors for various trade programs. Instructors must be NCCER certified to be able to teach.</i>	
	Airfare (GUM)	\$488 x 4 persons x 1 trip	\$1,952.00
	Per Diem	\$285 x 4 persons x 3 days x 1 trip	\$3,420.00
	Ground Transportation	\$70 x 2 person x 1 trips	\$140.00
	Registration Fee	\$385 x 4 persons	\$1,540.00
TOTAL TRAVEL FOR INSTRUCTION CERT:			\$7,052.00
Information Technology Staff to mainland	Participate in IT Professional Development	<i>Justification: Information Technology rapidly changes, professional developments for our IT department to keep up with technological advancements is critical to providing efficient services.</i>	

	Airfare (CONUS)	\$3,000 x 2 persons x 1 trip	\$6,000.00
	Per Diem	\$394 x 2 persons x 1 trip x 7 days	\$5,516.00
	Grounds Transportation	\$30 x 2 persons x 7 days	\$420.00
	Registration	\$2,500 x 2 persons	\$5,000.00
<i>TOTAL TRAVEL FOR IT DEPT.:</i>			\$16,936.00
Annual Career & Technical Education Conference	Two (2) NMTEch staff as representatives at ACTE Annual Conference	<i>Justification: The annual CTE conference hosts a variety of professional development in administration, marketing and content-based workshops in CTE best practices.</i>	
	Airfare (CONUS)	\$3,000 x 2 persons x 1 trip	\$6,000.00
	Per Diem	\$394 x 2 persons x 1 trip x 7 days	\$5,516.00
	Grounds Transportation	\$30 x 2 persons x 7 days	\$420.00
	Registration	\$1,000 for all persons	\$1,000.00
<i>TOTAL TRAVEL FOR ANNUAL ACTE:</i>			\$12,936.00
Annual Society of Human Resource Management (SHRM) Conference	HR Manager to participate in annual SHRM conference	<i>Justification: SHRM Conferences ensures that HR representatives are informed on the latest laws, policies, etc. that creates better workplaces where employers and employees thrive together.</i>	
	Airfare (CONUS)	\$3,000 x 1 person x 1 trip	\$3,000.00
	Per Diem	\$394 x 1 person x 7 days	\$2,758.00
	Grounds Transportation	\$30 x 1 person x 7 days	\$210.00
	Registration	\$695 x 1 person	\$695.00
<i>TOTAL TRAVEL FOR HR DEPT.:</i>			\$6,663.00
Association of Pacific Islands Public Auditors (APIPA)	Finance staff to participate in annual APIPA conference	<i>Justification: APIPA assists financial personnel in performing their fiduciary responsibility to the best of their ability.</i>	
	Airfare (Pacific)	\$2,000 x 2 persons x 1 trip	\$4,000.00
	Per Diem	\$394 x 2 person x 5 days	\$3,940.00
	Grounds Transportation	\$70 x 1 person x 5 day trip	\$350.00

	Registration	None	
<i>TOTAL TRAVEL FOR FINANCE DEPT.:</i>			\$8,290.00
TOTAL TRAVEL:			\$58,549.00

D. Equipment

Proposed: \$15,000.00

1. Equipment under \$5,000

Justification: Support costs of procuring more electric or battery-operated drills, saws, blades, and other relevant tools for instructional use.

E. Supplies

Proposed: \$50,768.00

1. Fuel & Lubricants

Proposed \$5,768.00

Justification: To assist with costs of fuel and lubrication associated with machinery, tools and equipment, propane for culinary, baking & pastry courses, including but not limited to auto lift, project transport vehicles, routing of documents, and completing daily errands.

2. Operational Supplies

Proposed \$45,000.00

Justification: To support costs for consumable for each course offered – automotive, culinary, welding, HVAC, electrical, electronics, power generation, carpentry, OSHA, hospitality

F. Contractual

Proposed: \$85,898.00

1. Professional Services - Instructional

Proposed: \$7,544.00

Justification: To support cost of Automotive Technology lift inspections and online diagnostics.

2. Advertising

Proposed: \$41,000.00

Justification: To support cost of advertisements for marketing and promotional campaigns, social media posts, print media ads, etc. on relevant NMTech information dissemination to general public.

3. Dues & Subscriptions

Proposed: \$8,000.00

Justification: To support costs for NCCER Connect, Kofax PDF for administrative use, Canva and Venggage for content creation in marketing department.

4. Printing & Photocopying

Proposed: \$2,500.00

Justification: To assist with costs for posters, banners, flyers, brochures, etc. for marketing and promotional of NMTech activities and information.

5. Personnel Training Costs

Proposed: \$26,854.00

Justification: To support cost for staff participation in various professional development i.e., Mental Health First Aid, National Skills Coalition webinars, seminars; Quarter and annual employee service recognition activities;

Student Expenses

Proposed: \$11,205.00

1. Work Study Wages

Justification: To start up a work study program at NMTech for at least 2 – 3 work study participants.

GRAND TOTAL: \$221,420.00



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



CEO-L24-509

March 12, 2024

Honorable Arnold I. Palacios
Governor
Commonwealth of the Northern Mariana Islands
Caller Box 10007
Saipan, MP 96950

Dear Governor Palacios,

We are humbled and privileged to present you with the fiscal year 2025 budget for the Commonwealth Healthcare Corporation's (CHCC). With utmost respect, we kindly request your attention to the funding request of \$6,524,360 for the Health Network Program benefits and \$8,299,366.69 to support the CHCC's operations at the Tinian Health Center, Rota Health Center, and Other Uncompensated Costs.

It is important to note that the aforementioned request, does not take into account the unpaid Certified Public Expenditure balance of \$8,698,852.25 from Medicaid, as we anticipate a resolution that would alleviate the burden on the Commonwealth of the Northern Mariana Islands. We remain hopeful that a favorable outcome will be reached, ensuring the sustainability and effectiveness of our healthcare system.

We extend our sincerest appreciation for your time and consideration. Should you require any further information or clarification, please do not hesitate to contact us.

Very Respectfully,


Juan N. Babauta
Chair, Board of Trustees


Esther Lizama Muña
Chief Executive Officer

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756

COMMONWEALTH HEALTHCARE CORPORATION
 FY 2025 BUDGET REQUEST

CODE	OBJECT CLASSIFICATION	2023 Budget	2023 Actual	FY 2024 BUDGET	FY 2025 REQUEST
61090	Wages/Salaries - CSC	61,985,190.00	48,148,577.50	66,657,516.37	69,089,073.51
61110	Overtime Compensation		4,389,449.59		
	Total Salaries	61,985,190.00	52,538,027.09	66,657,516.37	69,089,073.51
61155	Other Differential		762,960.64	-	641,270.60
61180	Retirement Contributions (DB)	177,447.00	172,254.40	175,135.18	175,135.18
61190	401k Ret. Emplr Contribution (DC)	1,046,004.00	1,056,526.86	1,044,148.35	981,422.18
61195	Health Insurance	4,043,226.00	4,407,897.11	4,616,473.68	3,972,541.04
61196	Social Security @ 6.20%	3,381,127.00	2,982,444.99	3,665,237.27	3,826,771.49
61200	Medicare Contribution (1.45%)	898,368.00	772,800.38	966,116.84	1,000,462.63
61210	Life Insurance	198,988.00	373,688.53	210,132.00	206,037.00
	Total Fringe Benefits	9,745,160.00	10,528,572.91	10,677,243.32	10,803,640.12
	Total Personnel Costs	71,730,350.00	63,066,600.00	77,334,759.69	79,892,713.64

Filled	738	807	813	801
Vacant	281	216	274	284
To be filled	4		-	38
Number of Positions	1,023	1,023	1,087	1,123

CODE	OBJECT CLASSIFICATION	2023 Budget	2023 Actual	FY 2024 BUDGET	FY 2025 REQUEST
63090	Medical-Pharmaceutical Supplies	13,020,250.00	11,746,264.78	11,975,250.00	13,220,000.00
63070	Medical-General Supplies	5,416,054.00	6,141,186.01	5,440,954.00	6,570,989.96
62060	Professional Services	6,012,547.29	4,601,240.10	5,569,977.67	6,555,805.00
62710	Utilities - Power	3,780,000.00	5,890,518.48	3,840,000.00	6,300,000.00
64540	Machinery, Tools & Equipment	2,693,798.00	1,263,761.77	2,549,719.00	3,657,068.00
62660	Repairs & Maintenance	2,129,475.00	1,319,217.44	2,129,325.00	2,329,600.00
62290	Licenses and Fees	2,208,932.20	647,045.70	2,214,931.00	2,258,031.00
63080	Medical-Lab Supplies	1,563,512.00	1,901,824.19	1,563,512.00	2,094,203.59
64520	Improvements	1,324,670.00	-	1,210,404.00	1,252,400.00
63050	Supplies - Operations	1,069,402.76	672,884.34	1,073,178.00	1,025,595.00
62750	Cleaning Services	948,360.00	1,054,909.10	948,360.00	997,832.00
64550	Computer Systems & Equipment	525,114.63	149,628.53	946,404.00	718,934.63
63020	Food Items	592,600.00	483,091.01	592,600.00	617,000.00
62500	Travel	587,524.00	412,114.97	545,079.00	585,140.00
62430	Rental-Housing	523,060.00	222,399.74	490,600.00	516,000.00
63030	Fuel & Lubrications	255,502.00	352,631.49	255,402.00	509,600.00
62090	Recruitment/Repatriation	280,000.00	676,478.99	260,240.00	311,500.00
62690	Personnel Training Costs	298,150.00	10,182.50	297,150.00	307,800.00
65350	Judgement against Gov't	300,000.00	180,000.00	300,000.00	300,000.00
62260	Dues and Subscription	191,042.15	201,603.64	168,048.00	228,013.00
62250	Communications	293,900.00	310,248.42	293,900.00	220,070.00
64570	Office Furniture & Fixtures	238,100.00	25,650.26	228,100.00	162,744.20
62300	Printing & Photocopying	135,525.00	70,796.20	135,275.00	129,025.00
62680	Freight & Handling	106,400.00	156,653.71	101,400.00	115,000.00
64580	Vehicles - Public Service Admin	115,000.00	260,970.00	115,000.00	115,000.00
64560	Office Equipment	71,185.00	-	19,350.00	106,850.00
63040	Supplies - Office	101,180.00	15,517.29	101,055.00	101,955.00
63120	Equipments under \$5000	37,750.00	-	37,750.00	88,398.00
62480	Rental-Others	64,260.00	78,480.37	72,473.00	72,460.00
62420	Rental-Vehicles	45,450.00	114,071.63	57,450.00	21,700.00
63010	Books & Library Materials	24,000.00	761.89	24,000.00	12,325.00
62080	Advertising	10,290.00	12,435.37	10,200.00	9,800.00
62050	Official Representation	5,250.00	8,095.10	5,000.00	5,000.00
62100	Boards and Other Compensation	3,000.00	-	-	3,600.00
62000	Other Charges	-	-	-	1,000.00
65200	Interest Expense	105,000.00	19,751.74	-	-
62280	Insurance	-	1,183.28	-	-
Total All Others		45,076,284.03	39,001,598.04	43,572,086.67	51,520,439.38

TOTAL EXPENDITURES	116,806,634.03	102,068,198.04	120,906,846.36	131,413,153.02
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LESS VACANT FTES (TO BE FILLED ONLY BASED ON FUNDING AVAILABILITY) - 17,177,240.69
LESS CAPEX - 5,716,800.63

TOTAL EXPENDITURES	108,519,111.69
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PROJECTED REVENUES	100,219,745.00
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CHCC FY 2025 APPROPRIATION REQUEST	8,299,366.69
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Health Network Program
 FY 2025 Budget Request

Payroll	-
Saipan Office	49,200
Guam Office	164,400
Hawaii Office	100,656
Professional Services	480,000
Airfare	1,367,400
Accommodation	2,883,500
Ground Transpo	180,000
Subsistence	1,233,960
OPA Fee	65,244

FY 2025 REQUEST **6,524,360**

Expense Category	Amount	Justification
Payroll	-	Beginning April 1, 2023 all payroll cost shall be reported as CHCC
Saipan Office		
Communication	15,000	\$1,250 per month
Licenses	3,000	\$250 per month for secured email and office account
Rental - Equipment	7,200	\$ 600 per month Copier Machine
Rental - Housing	12,000	Projected Hotel Rental for Tinian and Rota Patients transiting thru Saipan
Other Office Expenses	12,000	
	<u>49,200</u>	
Guam Office		
Communication	16,800	\$1,400 per month
Rental - Equipment	7,200	\$600 per month
Rental-Vehicle	48,000	\$800 x 5 vehicles
Rental - Office	50,400	\$2600 lease plus ave \$1600 common area including utilities
Fuel	30,000	\$2500 per month
Other Office Expenses	12,000	
	<u>164,400</u>	
HI Office		
Communication	14,400	HI Telecom and AT&T (\$1200)
Rental Others	8,256	Public Storage and Parking
Rental Office	48,000	\$ 4,000 including utilities
Fuel	18,000	\$1,500/ month
Other Office Expenses	12,000	
	<u>100,656</u>	
Professional Services	240,000	Guam Providers who does not accept Medicaid
Professional Services	240,000	Pharmacy Assistance and other payments to providers
Professional Services - Funeral Services and Freight	-	Unable to reasonably project. Will request as needed
	<u>480,000</u>	

Expense Category	Amount	Justification
Patient and Escort Costs		
Airfare	<u>1,367,400</u>	
<i>Guam</i>	452,400	
<i>HI</i>	210,000	
<i>Conus</i>	705,000	
Accommodation	<u>2,883,500</u>	
<i>Guam</i>	547,500	
<i>HI</i>	459,900	
<i>LA</i>	434,350	
<i>SD</i>	1,441,750	
Ground Transpo	<u>180,000</u>	
<i>LA</i>	60,000	
<i>SD</i>	120,000	
Subsistence	<u>1,233,960</u>	
<i>Guam</i>	273,000	
<i>HI</i>	152,880	
<i>LA</i>	152,880	
<i>SD</i>	655,200	
TOTAL	<u>5,664,860</u>	
1% OPA	<u>65,244</u>	
	<u><u>6,524,360</u></u>	

		Ave Number of Patient Sent to			
		GUAM		Without Escort	With Escort
		In a Week	A Year		
Airfare	\$ 580.00	15	390	\$ 226,200.00	\$ 452,400.00
(Ave Stay 10 Days)					
Accommodation	(15 per day x \$100*365 days)			547,500.00	547,500.00
Subsistence	\$ 25.00	15		<u>136,500.00</u>	<u>273,000.00</u>
				<u>910,200.00</u>	<u>1,272,900.00</u>

		Ave Number of Patient Sent to HI			
		In a Week	A Year	Without Escort	With Escort
Airfare	\$ 2,500.00	7	42	\$ 105,000.00	\$ 210,000.00
(Ave Stay 2 Months)					
Accommodation	(7 per day x \$180*365 days)			459,900.00	459,900.00
Subsistence	\$ 30.00	7		<u>76,440.00</u>	<u>152,880.00</u>
				<u>641,340.00</u>	<u>822,780.00</u>

		Ave Number of Patient Sent to LA			
		In a Week	A Year	Without Escort	With Escort
Airfare	\$ 2,500.00	7	21	\$ 52,500.00	\$ 105,000.00
(Ave Stay 4 Months)					
Accommodation	(7 per day x \$170*365 days)			434,350.00	434,350.00
Ground Tranpo				60,000.00	60,000.00
Subsistence	\$ 30.00	7		<u>76,440.00</u>	<u>152,880.00</u>
				<u>623,290.00</u>	<u>752,230.00</u>

		Ave Number of Patient Sent to SD			
		In a Week	A Year	Without Escort	With Escort
Airfare	\$ 2,500.00	30	120	\$ 300,000.00	\$ 600,000.00
(Ave Stay 3 Months)					
Accommodation	\$3950/day			1,441,750.00	1,441,750.00
Ground Tranpo				120,000.00	120,000.00
Subsistence	\$ 30.00	30		<u>327,600.00</u>	<u>655,200.00</u>
				<u>2,189,350.00</u>	<u>2,816,950.00</u>
				<u>4,364,180.00</u>	<u>5,664,860.00</u>

COMMONWEALTH HEALTHCARE CORPORATION
 FY 2025 BUDGET REQUEST

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62680	Freight & Handling	106,400.00	156,653.71	101,400.00	115,000.00
64580	Vehicles - Public Service Admin	115,000.00	260,970.00	115,000.00	115,000.00
64560	Office Equipment	71,185.00	-	19,350.00	106,850.00
63040	Supplies - Office	101,180.00	15,517.29	101,055.00	101,955.00
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62000	Other Charges	-	-	-	1,000.00
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62280	Insurance	-	1,183.28	-	-
Total All Others		45,076,284.03	39,001,598.04	43,572,086.67	51,520,439.38

TOTAL EXPENDITURES	116,806,634.03	102,068,198.04	120,906,846.36	131,413,153.02
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LESS VACANT FTES (TO BE FILLED ONLY BASED ON FUNDING AVAILABILITY) - 17,177,240.69
 LESS CAPEX - 5,716,800.63

TOTAL EXPENDITURES	108,519,111.69
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PROJECTED REVENUES	100,219,745.00
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CHCC FY 2025 APPROPRIATION REQUEST	8,299,366.69
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REVENUE PROJECTION

COMMONWEALTH HEALTHCARE CORPORATION
Revenue Projection Fiscal Year 2025

FY 2015 Actual	FY 2021 Actual Revenues	FY 2022 Actual Revenues	FY 2023 Actual Revenues	FY 2022 Projected Revenues	FY 2023 Projected Revenues	FY 2024 Projected Revenues	FY 2025 Projected Revenues	
Government Insurance:								
Medicare, net	12,853,585	13,644,010	16,922,210	16,610,824	19,328,332	17,223,437	18,339,732	20% increase from ave of two years
Medicaid	44,518,376	44,866,921	42,448,092	36,079,074	48,840,000	39,482,890	39,291,756	10% decrease from ave of two years
Medicaid prior year adjustments FY 2021						5,000,000		
Medicaid prior year adjustments FY 2022						8,000,000		
Medicaid prior year adjustments FY 2023							8,600,000	
Medicaid prior year adjustments FY 2024							4,800,000	
Total Government Insurance:	57,371,961	58,510,931	59,370,301	52,689,898	68,168,332	69,706,327	71,031,488	
Private Insurance, net:								
AETNA	11,218,871	7,578,463	13,072,533	12,359,508	12,968,108	11,278,400	12,390,597	20% increase from ave of two years
All Others	5,568,305	3,931,114	4,779,085	7,205,508	7,025,597	5,699,651	5,226,119	20% increase from ave of two years
Total Private Insurance:	16,787,176	11,509,577	17,851,618	19,565,015	19,993,705	16,978,052	17,616,717	
NET INSURANCE REVENUES	74,159,137	70,020,508	77,221,919	72,254,913	88,162,037	86,684,379	88,648,204	
Non-Insurance Revenues								
Self-Pay from Collections	-	-	-	-	-	-	-	
Upfront/Self-Pay for Medical Services	1,876,365	1,063,717	2,085,255	3,230,915	2,064,002	1,617,045	1,842,624	10% increase from ave of three years
Rental/Lease	-	-	-	-	-	-	-	10% increase from ave of three years
Miscellaneous - Medical Records, Health Clearances	123,368	155,913	98,292	150,501	135,705	153,605	138,444	10% increase from ave of three years
Indirect Cost (federal grants)	1,110,469	1,213,733	1,258,798	1,636,364	1,636,364	1,636,364	1,313,767	10% increase from ave of three years
Cafeteria	309,167	290,293	267,622	371,327	340,084	329,703	317,930	10% increase from ave of three years
Donation	3,281		5,000			3,609	4,555	10% increase from ave of three years
CARES Act (Lost Revenue Assistance)	1,872,357		1,278,479			-		
Total Non-Insurance Revenue:	5,295,007	2,723,656	4,993,447	5,389,106	4,176,154	3,740,325	3,617,319	
TOTAL SAIPAN REVENUE	79,454,144	72,744,164	82,215,366	77,644,019	92,338,191	90,424,704	92,265,523	
CHCC Satellite Locations:								
Public Health Program	106,241	47,832	17,061	245,713	116,865	84,740	62,749	10% increase from ave of three years
Public Health - BEH	434,242	440,050	499,251	485,311	477,666	480,861	503,633	10% increase from ave of three years
THC - non Medicaid	189,414	81,669	140,665	183,603	205,160	149,096	150,974	10% increase from ave of three years
THC - Medicaid	298,148	90,113	58,147	254,519	303,967	213,544	163,683	10% increase from ave of three years
RHC - non Medicaid	116,825	183,504	108,544	336,663	249,418	165,181	149,920	10% increase from ave of three years
RHC - Medicaid	132,703		5,635	221,170	194,631	145,974	76,086	10% increase from ave of three years
Dental		396,191	179,232			435,810	316,483	10% increase from ave of three years
Total CHCC Satellite Sources:	1,277,574	1,239,359	1,008,535	1,726,979	1,547,707	1,675,205	1,423,528	
Appropriation Received	1,930,561							
Projected Medicaid Local Match					6,660,000	7,156,758	6,530,694	
TOTAL PROJECTED REVENUES	82,662,279	73,983,523	83,223,901	79,370,999	100,545,897	99,256,667	100,219,745	

PERSONNEL BUDGET SUMMARY

FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	Executive Office	Human Resources	Board of Trustees	Hospital Administration	Medical Staff	Family Care Clinic	Biomedical	QAPI	Plant Operations - Facility	Women's Care Clinic	Pediatric Care Clinic	Medical Supply Office	Nursing Admin	Pediatrics
			1801 CEO	1802 HR	1804 BOT	1805 HA	1807 MED	1808 FCC	1810 BM	1811 QA	1812 FCL	1813 WCC	1814 PCC	1815 MSO	1820 NA	1821 PED
61090	Wages/Salaries - CSC	23,504,778.83	741,503.94	863,798.71	63,945.00	193,364.70	69,527.64	252,406.91	186,438.72	232,749.61	696,456.28	50,887.20	53,431.56	742,701.59	388,184.70	62,071.46
61100	Wages/Salaries - UNG	43,152,737.54	463,238.76	-	-	-	22,227,513.63	893,948.33	-	348,305.17	-	395,297.30	504,902.93	-	697,698.20	695,148.70
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	66,657,516.37	1,204,742.70	863,798.71	63,945.00	193,364.70	22,297,041.27	1,146,355.24	186,438.72	581,054.78	696,456.28	446,184.50	558,334.49	742,701.59	1,085,882.90	757,220.16
61155	Other Differential	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	118,887.16	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	1,044,148.35	13,765.10	11,272.50	-	-	319,569.31	25,770.26	3,048.52	11,993.69	9,610.52	8,990.31	6,565.52	4,665.43	24,428.27	18,027.19
61195	Health Insurance	4,616,473.68	81,892.72	59,957.82	-	4,874.74	638,082.12	157,448.98	14,867.58	40,946.36	60,688.68	67,268.50	50,939.20	71,655.74	111,627.88	61,419.54
61196	Social Security @ 6.20%	3,665,237.27	70,488.04	53,555.51	3,964.59	11,988.61	927,864.28	71,074.02	11,559.20	36,025.38	43,180.29	27,663.43	30,768.25	46,047.50	67,324.74	46,947.64
61200	Medicare Contribution (1.45%)	966,116.84	17,468.76	12,525.10	927.20	2,803.79	323,307.06	16,622.12	2,703.36	8,425.29	10,098.63	6,469.68	7,195.82	10,769.18	15,745.30	10,979.70
61210	Life Insurance	210,132.00	2,983.50	4,621.50	877.50	877.50	12,285.00	5,274.75	-	1,755.00	5,372.25	3,422.25	877.50	5,840.25	5,762.25	4,319.25
	Total Fringe Benefits	10,677,243.32	186,598.12	141,932.43	5,769.29	20,544.64	2,339,994.93	276,190.13	32,178.66	99,145.72	128,950.37	113,814.17	96,346.29	138,978.10	224,888.44	141,693.32
	Total Personnel Costs	77,334,759.69	1,391,340.82	1,005,731.14	69,714.29	213,909.34	24,637,036.20	1,422,545.37	218,617.38	680,200.50	825,406.65	559,998.67	654,680.78	881,679.69	1,310,771.34	898,913.48
Filled		813	11	15	1	2	85	20	2	7	12	6	9	20	15	8
Vacant		274	6	4	-	1	21	8	3	4	8	3	3	1	2	6
To be filled		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Number of Positions	1,087	17	19	1	3	106	28	5	11	20	9	12	21	17	14

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1801 CEO	1802 HR	1804 BOT	1805 HA	1807 MED	1808 FCC	1810 BM	1811 QA	1812 FCL	1813 WCC	1814 PCC	1815 MSO	1820 NA	1821 PED
61090	Wages/Salaries	69,089,073.51	1,101,053.15	889,742.02	63,945.00	245,566.52	23,265,170.72	1,453,664.69	186,438.72	644,667.42	1,029,312.39	421,299.11	552,275.99	777,968.95	1,232,061.70	755,113.86
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	69,089,073.51	1,101,053.15	889,742.02	63,945.00	245,566.52	23,265,170.72	1,453,664.69	186,438.72	644,667.42	1,029,312.39	421,299.11	552,275.99	777,968.95	1,232,061.70	755,113.86
61155	Other Differential	641,270.60	-	-	-	-	220,000.00	-	-	-	-	-	-	-	-	11,098.89
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	118,887.16	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	981,422.18	10,825.08	14,835.90	-	-	308,642.25	19,248.48	3,048.52	10,146.08	10,291.37	10,244.36	11,193.37	4,841.83	24,014.61	16,174.28
61195	Health Insurance	3,972,541.04	61,419.54	70,681.52	-	4,874.74	530,841.48	91,642.20	14,867.58	51,670.06	66,294.28	67,268.50	66,537.64	71,655.74	96,029.44	61,419.54
61196	Social Security @ 6.20%	3,826,771.49	65,389.20	55,163.99	3,964.59	15,225.12	989,603.74	90,127.20	11,559.20	39,969.36	63,817.41	26,120.54	34,241.10	48,234.08	76,387.83	46,817.07
61200	Medicare Contribution (1.45%)	1,000,462.63	15,965.26	12,901.26	927.20	3,560.71	337,344.96	21,078.13	2,703.36	9,347.68	14,925.02	6,108.83	8,008.02	11,280.55	17,864.91	10,949.15
61210	Life Insurance	206,037.00	3,149.25	2,925.00	877.50	877.50	11,407.50	3,831.75	-	1,755.00	5,333.25	3,441.75	3,510.00	4,524.00	4,914.00	3,510.00
	Total Fringe Benefits	10,803,640.12	156,748.33	156,507.67	5,769.29	24,538.07	2,516,727.09	225,927.76	32,178.66	112,888.18	160,661.33	113,183.98	123,490.13	140,536.20	219,210.79	149,968.93
	Total Personnel Costs	79,892,713.64	1,257,801.48	1,046,249.69	69,714.29	270,104.59	25,781,897.81	1,679,592.45	218,617.38	757,555.60	1,189,973.72	534,483.09	675,766.12	918,505.15	1,451,272.49	905,082.79
	Net Change Decrease (Increase)	(2,557,953.95)	133,539.34	(40,518.55)	-	(56,195.25)	(1,144,861.61)	(257,047.08)	-	(77,355.10)	(364,567.08)	25,515.58	(21,085.34)	(36,825.46)	(140,501.15)	(6,169.30)
Filled		801	10	15	1	2	77	20	2	8	14	7	9	19	14	12
Vacant		284	6	3	-	1	30	13	3	4	17	2	3	3	-	2
To be filled		38	-	-	-	-	1	-	-	-	-	-	-	-	6	-
	Number of Positions	1,123	16	18	1	3	108	33	5	12	31	9	12	22	20	14
Transferred to (from) other BU		-	(1)	(1)	-	-	-	-	-	1	-	-	-	-	1	-
Zeroed		(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New FTE FY 2025		40	-	-	-	-	2	5	-	-	11	-	-	1	2	-
	Net change in No. of Positions	36	(1)	(1)	-	-	2	5	-	1	11	-	-	1	3	-

FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	1822 ICU	1823 PSY	1824 OB	1826 OR	1827 RR	1828 LND	1830 ER	1831 HEM	1834A	1835A	1833 NICU	1839 ONCO	1840 LAB	1841 RAD
61090	Wages/Salaries - CSC	23,504,778.83	65,174.93	513,264.58	491,930.18	67,481.23	-	479,167.01	275,381.41	712,277.27	270,774.18	1,036,653.77	175,095.12	200,051.31	975,110.76	-
61100	Wages/Salaries - UNG	43,152,737.54	847,327.06	286,170.85	719,035.33	1,142,699.09	279,514.18	509,041.86	1,268,992.35	2,063,687.19	614,222.10	1,872,225.94	687,413.97	278,279.06	1,072,255.10	893,603.45
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	66,657,516.37	912,501.98	799,435.43	1,210,965.52	1,210,180.32	279,514.18	988,208.88	1,544,373.75	2,775,964.46	884,996.27	2,908,879.71	862,509.08	478,330.37	2,047,365.86	893,603.45
61155	Other Differential	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	35,145.82	-	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	1,044,148.35	11,372.77	15,179.74	21,406.24	14,481.16	-	13,555.06	25,866.53	67,523.96	16,013.21	47,485.50	9,824.74	5,137.34	42,178.45	19,340.10
61195	Health Insurance	4,616,473.68	55,813.94	70,438.16	101,147.54	122,594.94	-	54,839.72	80,674.36	212,531.28	49,964.98	348,533.64	19,498.96	35,584.12	140,388.82	85,305.74
61196	Social Security @ 6.20%	3,665,237.27	56,575.09	49,565.00	75,079.89	75,031.17	17,329.89	61,268.98	95,751.16	172,109.74	54,869.76	180,350.54	53,475.54	29,656.49	120,749.03	55,403.36
61200	Medicare Contribution (1.45%)	966,116.84	13,231.31	11,591.82	17,558.96	17,547.65	4,052.95	14,329.04	22,393.47	40,251.44	12,832.47	42,178.67	12,506.40	6,935.80	29,686.68	12,957.25
61210	Life Insurance	210,132.00	1,755.00	1,686.75	3,178.50	5,508.75	-	2,632.50	8,823.75	18,037.50	4,192.50	8,843.25	2,632.50	877.50	10,237.50	8,775.00
	Total Fringe Benefits	10,677,243.32	138,748.11	148,461.47	218,371.13	270,309.49	21,382.84	146,625.30	233,509.27	510,453.92	137,872.92	627,391.60	97,938.14	78,191.25	343,240.48	181,781.45
	Total Personnel Costs	77,334,759.69	1,051,250.09	947,896.90	1,429,336.65	1,480,489.81	300,897.02	1,134,834.18	1,777,883.02	3,286,418.38	1,022,869.19	3,536,271.31	960,447.22	556,521.62	2,390,606.34	1,075,384.90
Filled		813	6	11	15	17	-	9	21	42	12	62	5	5	32	15
Vacant		274	10	5	9	5	5	10	9	10	6	5	10	5	6	2
To be filled		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Number of Positions	1,087	16	16	24	22	5	19	30	57	18	67	15	10	38	17

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1822 ICU	1823 PSY	1824 OB	1826 OR	1827 RR	1828 LND	1830 ER	1831 HEM	1834A	1835A	1833 NICU	1839 ONCO	1840 LAB	1841 RAD
61090	Wages/Salaries	69,089,073.51	874,479.55	786,751.71	994,034.32	1,459,769.87	-	932,467.52	1,674,396.62	2,664,320.42	856,929.29	2,920,817.85	1,032,916.62	473,496.57	2,090,487.44	945,039.92
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	69,089,073.51	874,479.55	786,751.71	994,034.32	1,459,769.87	-	932,467.52	1,674,396.62	2,664,320.42	856,929.29	2,920,817.85	1,032,916.62	473,496.57	2,090,487.44	945,039.92
61155	Other Differential	641,270.60	54,482.81	12,445.38	-	79,137.05	-	11,121.40	99,788.92	10,053.25	131,404.27	-	11,738.63	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	35,145.82	-	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	981,422.18	13,576.45	19,071.09	19,363.58	12,229.11	-	13,345.69	25,658.86	63,711.80	2,482.89	27,168.88	16,693.44	6,986.04	40,915.42	17,179.77
61195	Health Insurance	3,972,541.04	55,813.94	86,036.60	69,950.66	96,029.44	-	19,498.96	85,549.10	207,656.54	9,992.84	150,381.66	49,721.62	40,458.86	124,790.38	64,832.56
61196	Social Security @ 6.20%	3,826,771.49	54,217.71	48,778.60	61,630.12	90,505.72	-	57,813.01	103,812.59	165,187.81	53,129.60	181,090.71	64,040.81	29,356.79	123,943.35	58,592.42
61200	Medicare Contribution (1.45%)	1,000,462.63	12,679.99	11,407.92	14,413.51	21,166.73	-	13,520.80	24,278.81	38,632.62	12,425.52	42,351.79	14,977.33	6,865.72	30,311.95	13,703.08
61210	Life Insurance	206,037.00	1,755.00	2,564.25	2,330.25	6,444.75	-	2,632.50	8,043.75	16,516.50	877.50	7,517.25	6,142.50	877.50	11,563.50	7,897.50
	Total Fringe Benefits	10,803,640.12	192,525.90	180,303.84	167,688.12	340,658.62	-	117,932.36	347,132.03	501,758.52	210,312.62	408,510.29	163,314.33	84,544.91	331,524.60	162,205.33
	Total Personnel Costs	79,892,713.64	1,067,005.45	967,055.54	1,161,722.44	1,800,428.50	-	1,050,399.88	2,021,528.65	3,166,078.94	1,067,241.91	3,329,328.14	1,196,230.94	558,041.48	2,422,012.04	1,107,245.25
	Net Change Decrease (Increase)	(2,557,953.95)	(15,755.36)	(19,158.65)	267,614.21	(319,938.69)	300,897.02	84,434.29	(243,645.63)	120,339.44	(44,372.72)	206,943.16	(235,783.72)	(1,519.86)	(31,405.70)	(31,860.36)
Filled		801	14	13	11	22	-	8	24	41	12	48	14	5	32	15
Vacant		284	2	2	9	7	-	8	6	13	6	9	4	5	6	2
To be filled		38	-	1	-	-	-	3	4	2	-	10	1	-	1	1
	Number of Positions	1,123	16	16	20	29	-	19	34	56	18	67	19	10	39	18
Transferred to (from) other BU		-	-	-	(4)	5	(5)	-	-	(1)	-	-	4	-	-	-
Zeroed		(4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New FTE FY 2025		40	-	-	-	2	-	-	4	-	-	-	-	-	1	1
	Net change in No. of Positions	36	-	-	(4)	7	(5)	-	4	(1)	-	-	4	-	1	1

FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	<table border="1"> <tr> <td>Inpatient Pharmacy</td> <td>Respiratory Therapy</td> <td>Physical Therapy</td> <td>Social Services</td> <td>General Support Services</td> <td>Dietary</td> <td>Housekeeping</td> <td>Security</td> <td>Communications</td> <td>Grants Management Office</td> <td>Medical Records</td> <td>General Accounting</td> <td>Health Information Tech. (HIT)</td> <td>Business Office</td> </tr> </table>													Inpatient Pharmacy	Respiratory Therapy	Physical Therapy	Social Services	General Support Services	Dietary	Housekeeping	Security	Communications	Grants Management Office	Medical Records	General Accounting	Health Information Tech. (HIT)	Business Office
			Inpatient Pharmacy	Respiratory Therapy	Physical Therapy	Social Services	General Support Services	Dietary	Housekeeping	Security	Communications	Grants Management Office	Medical Records	General Accounting	Health Information Tech. (HIT)	Business Office													
1842 PHR	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1854 SEC	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO																
61090	Wages/Salaries - CSC	23,504,778.83	-	-	360,877.33	234,275.46	179,333.55	634,519.50	65,989.65	332,970.98	155,960.90	301,656.31	378,802.13	757,207.72	1,185,862.26	1,395,333.69													
61100	Wages/Salaries - UNG	43,152,737.54	1,401,816.23	615,984.10	347,159.63	-	-	301,451.19	-	-	-	-	43,758.62	162,750.00	-	-													
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-													
	Total Salaries	66,657,516.37	1,401,816.23	615,984.10	708,036.96	234,275.46	179,333.55	935,970.68	65,989.65	332,970.98	155,960.90	301,656.31	422,560.76	919,957.72	1,185,862.26	1,395,333.69													
61155	Other Differential	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-													
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	21,102.20	-	-	-	-	-	-	-	-	-													
61190	401k Ret. Emplr Contribution (DC)	1,044,148.35	29,669.56	6,300.06	12,130.09	7,425.60	3,021.40	12,498.34	2,639.59	2,010.09	7,571.20	1,944.83	5,542.90	13,991.59	22,032.02	19,398.95													
61195	Health Insurance	4,616,473.68	110,652.88	30,466.02	40,946.36	40,458.86	20,473.18	54,839.72	9,749.48	19,742.32	34,123.18	46,795.32	24,373.70	102,121.76	106,022.28	134,540.64													
61196	Social Security @ 6.20%	3,665,237.27	86,912.63	38,191.00	43,898.30	14,525.07	11,118.68	58,030.17	4,091.36	20,644.21	11,735.36	18,702.69	26,198.80	56,879.30	73,523.46	86,510.69													
61200	Medicare Contribution (1.45%)	966,116.84	20,326.32	8,931.74	10,266.51	3,396.99	2,600.34	13,571.58	956.85	4,828.09	2,744.56	4,374.02	6,127.12	13,339.39	17,195.05	20,232.28													
61210	Life Insurance	210,132.00	3,627.00	-	2,184.00	1,647.75	1,755.00	4,436.25	760.50	877.50	-	1,647.75	3,646.50	6,942.00	3,890.25	9,204.00													
	Total Fringe Benefits	10,677,243.32	251,188.39	83,888.82	109,425.26	67,454.27	60,070.80	143,376.06	18,197.78	48,102.21	56,174.30	73,464.61	65,889.02	193,274.04	222,663.06	269,886.56													
	Total Personnel Costs	77,334,759.69	1,653,004.62	699,872.92	817,462.22	301,729.73	239,404.35	1,079,346.74	84,187.43	381,073.19	212,135.20	375,120.92	488,449.78	1,113,231.76	1,408,525.32	1,665,220.25													
Filled		813	14	8	8	4	4	23	3	12	7	3	13	14	18	43													
Vacant		274	7	3	2	1	1	3	-	2	-	2	2	3	14	2													
To be filled		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-													
	Number of Positions	1,087	21	11	10	5	5	26	3	14	7	5	15	17	32	45													

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1842 PHR	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1854 SEC	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO
61090	Wages/Salaries	69,089,073.51	1,405,763.65	551,254.70	749,495.34	334,275.46	148,753.38	970,363.48	86,198.29	396,211.30	155,960.90	451,718.26	443,465.90	878,517.31	1,160,548.87	1,419,551.92
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	69,089,073.51	1,405,763.65	551,254.70	749,495.34	334,275.46	148,753.38	970,363.48	86,198.29	396,211.30	155,960.90	451,718.26	443,465.90	878,517.31	1,160,548.87	1,419,551.92
61155	Other Differential	641,270.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	21,102.20	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	981,422.18	29,827.46	6,300.06	9,329.03	7,425.60	1,065.01	10,201.12	2,639.59	1,215.53	-	4,777.72	4,476.41	12,274.44	25,296.27	18,119.83
61195	Health Insurance	3,972,541.04	110,652.88	30,466.02	40,946.36	40,458.86	4,874.74	45,090.24	9,749.48	19,742.32	-	61,662.90	19,498.96	92,128.92	110,897.02	124,791.16
61196	Social Security @ 6.20%	3,826,771.49	87,157.37	34,177.78	46,468.71	20,725.07	9,222.71	60,162.54	5,344.30	24,565.11	9,669.57	28,006.53	27,494.92	54,326.26	71,954.01	88,012.24
61200	Medicare Contribution (1.45%)	1,000,462.63	20,383.56	7,993.16	10,867.67	4,846.99	2,156.92	14,070.28	1,249.88	5,745.06	2,261.43	6,549.92	6,430.25	12,738.50	16,827.98	20,583.51
61210	Life Insurance	206,037.00	5,284.50	-	2,622.75	1,686.75	877.50	4,407.00	780.00	526.50	-	1,735.50	3,071.25	5,479.50	4,806.75	8,589.75
	Total Fringe Benefits	10,803,640.12	253,305.77	78,937.02	110,234.52	75,143.27	39,299.08	133,931.18	19,763.25	51,794.52	11,931.00	102,732.57	60,971.79	176,947.62	229,782.03	260,096.49
	Total Personnel Costs	79,892,713.64	1,659,069.42	630,191.72	859,729.86	409,418.73	188,052.46	1,104,294.66	105,961.54	448,005.82	167,891.90	554,450.83	504,437.69	1,055,464.93	1,390,330.90	1,679,648.41
	Net Change Decrease (Increase)	(2,557,953.95)	(6,064.80)	69,681.19	(42,267.65)	(107,689.00)	51,351.90	(24,947.92)	(21,774.11)	(66,932.63)	44,243.30	(179,329.90)	(15,987.91)	57,766.83	18,194.42	(14,428.16)
Filled		801	15	7	8	4	3	23	3	12	6	5	11	14	19	38
Vacant		284	6	3	2	2	2	3	1	5	1	2	4	2	10	7
To be filled		38	-	1	-	-	-	2	-	-	-	-	-	-	-	-
	Number of Positions	1,123	21	11	10	6	5	28	4	17	7	7	15	16	29	45
Transferred to (from) other BU		-	-	-	-	-	-	-	-	-	-	2	-	(1)	-	-
Zeroed		(4)	-	-	-	-	-	-	-	-	-	-	-	-	(3)	-
New FTE FY 2025		40	-	-	-	1	-	2	1	3	-	-	-	-	-	-
	Net change in No. of Positions	36	-	-	-	1	-	2	1	3	-	2	-	(1)	(3)	-

FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated										
			1863B BO	1864 COL	1866 DEN	1908A OPHR	1865 BEH	1867 GPH	1869 CGC	1870 TLC	1906 THC	1912 RHC
61090	Wages/Salaries - CSC	23,504,778.83	955,422.17	388,861.66	359,429.50	1,437,243.41	790,357.24	328,977.12	1,044,404.95	186,333.84	948,779.55	718,868.26
61100	Wages/Salaries - UNG	43,152,737.54	-	-	-	-	-	-	-	-	376,110.86	638,383.17
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	66,657,516.37	955,422.17	388,861.66	359,429.50	1,437,243.41	790,357.24	328,977.12	1,044,404.95	186,333.84	1,324,890.41	1,357,251.43
61155	Other Differential	-	-	-	-	-	-	-	-	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	1,044,148.35	8,205.52	1,972.64	4,853.87	35,188.03	12,011.87	6,833.89	5,433.97	-	27,738.01	20,625.78
61195	Health Insurance	4,616,473.68	148,917.08	61,662.90	24,860.42	115,771.76	75,556.26	40,946.36	71,412.38	9,992.84	178,164.74	194,007.32
61196	Social Security @ 6.20%	3,665,237.27	59,236.19	24,109.42	22,284.64	88,467.23	49,002.16	20,396.57	64,753.11	11,552.70	82,143.18	84,149.55
61200	Medicare Contribution (1.45%)	966,116.84	13,853.63	5,638.49	5,211.74	20,840.02	11,460.17	4,770.17	15,143.89	2,701.84	19,210.89	19,680.15
61210	Life Insurance	210,132.00	5,499.00	2,476.50	3,558.75	2,232.75	4,416.75	1,745.25	1,462.50	555.75	6,444.75	9,672.00
	Total Fringe Benefits	10,677,243.32	235,711.42	95,859.95	60,769.42	262,499.79	152,447.21	74,692.24	158,205.85	24,803.13	313,701.57	328,134.80
	Total Personnel Costs	77,334,759.69	1,191,133.59	484,721.61	420,198.92	1,699,743.20	942,804.45	403,669.36	1,202,610.80	211,136.97	1,638,591.98	1,685,386.23
	Filled	813	19	9	8	19	16	4	10	2	25	31
	Vacant	274	10	3	1	8	5	3	11	3	12	9
	To be filled	-	-	-	-	-	-	-	-	-	-	-
	Number of Positions	1,087	29	12	9	27	21	7	21	5	37	40

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1863B BO	1864 COL	1866 DEN	1908A OPHR	1865 BEH	1867 GPH	1869 CGC	1870 TLC	1906 THC	1912 RHC
61090	Wages/Salaries	69,089,073.51	966,632.29	397,955.95	383,739.60	1,452,679.93	742,272.12	328,977.12	1,224,084.98	188,833.84	1,428,086.85	1,496,738.68
61110	Overtime Compensation	-	-	-	-	-	-	-	-	-	-	-
	Total Salaries	69,089,073.51	966,632.29	397,955.95	383,739.60	1,452,679.93	742,272.12	328,977.12	1,224,084.98	188,833.84	1,428,086.85	1,496,738.68
61155	Other Differential	641,270.60	-	-	-	-	-	-	-	-	-	-
61180	Retirement Contributions (DB)	175,135.18	-	-	-	-	-	-	-	-	-	-
61190	401k Ret. Emplr Contribution (DC)	981,422.18	8,314.71	2,292.51	4,853.87	38,092.40	11,730.09	5,450.54	-	1,382.55	25,325.50	21,105.66
61195	Health Insurance	3,972,541.04	148,917.08	56,788.16	24,860.42	115,771.76	96,029.44	20,473.18	55,813.94	25,591.28	126,982.18	184,014.48
61196	Social Security @ 6.20%	3,826,771.49	59,931.22	24,673.28	23,791.87	90,066.19	46,020.89	20,396.57	75,893.26	11,707.70	82,858.81	103,250.96
61200	Medicare Contribution (1.45%)	1,000,462.63	14,016.17	5,770.37	5,564.24	21,063.85	10,762.93	4,770.17	17,749.24	2,738.09	19,378.26	21,702.73
61210	Life Insurance	206,037.00	5,684.25	2,057.25	3,675.75	2,720.25	6,552.00	1,745.25	1,501.50	585.00	4,904.25	9,789.00
	Total Fringe Benefits	10,803,640.12	236,863.43	91,581.57	62,746.15	267,714.45	171,095.35	52,835.71	150,957.94	42,004.62	259,449.00	339,862.83
	Total Personnel Costs	79,892,713.64	1,203,495.72	489,537.52	446,485.75	1,720,394.38	913,367.47	381,812.83	1,375,042.92	230,838.46	1,687,535.85	1,836,601.51
	Net Change Decrease (Increase)	(2,557,953.95)	(12,362.13)	(4,815.91)	(26,286.83)	(20,651.17)	29,436.98	21,856.53	(172,432.12)	(19,701.49)	(48,943.87)	(151,215.28)
	Filled	801	23	8	9	19	19	2	8	4	22	29
	Vacant	284	6	4	1	4	2	5	11	1	16	13
	To be filled	38	-	-	-	4	-	-	1	-	-	-
	Number of Positions	1,123	29	12	10	27	21	7	20	5	38	42
	Transferred to (from) other BU	-	-	-	-	-	-	-	-	-	-	-
	Zeroed	(4)	-	-	-	-	-	-	(1)	-	-	-
	New FTE FY 2025	40	-	-	1	-	-	-	-	-	1	2
	Net change in No. of Positions	36	-	-	1	-	-	-	(1)	-	1	2

COMMONWEALTH HEALTHCARE CORPORATION

ADDITIONAL ANALYSIS

		FY 2024 BUDGET	FY 2025 REQUEST	Decrease (Increase)
Executive Office	1801 CEO	1,391,340.82	1,257,801.48	133,539.34
Human Resources	1802 HR	1,005,731.14	1,046,249.69	(40,518.55)
Board of Trustees	1804 BOT	69,714.29	69,714.29	-
Hospital Administration	1805 HA	213,909.34	270,104.59	(56,195.25)
Medical Staff	1807 MED	24,637,036.20	25,781,897.81	(1,144,861.61)
Family Care Clinic	1808 FCC	1,422,545.37	1,679,592.45	(257,047.08)
Biomedical	1810 BM	218,617.38	218,617.38	-
QAPI	1811 QA	680,200.50	757,555.60	(77,355.10)
Plant Operations - Facility	1812 FCL	825,406.65	1,189,973.72	(364,567.08)
Women's Care Clinic	1813 WCC	559,998.67	534,483.09	25,515.58
Pediatric Care Clinic	1814 PCC	654,680.78	675,766.12	(21,085.34)
Medical Supply Office	1815 MSO	881,679.69	892,508.96	(10,829.27)
Nursing Admin	1820 NA	1,310,771.34	1,451,272.49	(140,501.15)
Pediatrics	1821 PED	898,913.48	905,082.79	(6,169.30)
ICU	1822 ICU	1,051,250.09	1,067,005.45	(15,755.36)
Psychiatry	1823 PSY	947,896.90	967,055.54	(19,158.65)
OB	1824 OB	1,429,336.65	1,161,722.44	267,614.21
Operating Room	1826 OR	1,480,489.81	1,800,428.50	(319,938.69)
Recovery Room	1827 RR	300,897.02	-	300,897.02
Labor and Delivery	1828 LND	1,134,834.18	1,050,399.88	84,434.29
Emergency Room	1830 ER	1,777,883.02	2,021,528.65	(243,645.63)
Hemodialysis	1831 HEM	3,286,418.38	3,166,078.94	120,339.44
Surgical	1834A	1,022,869.19	1,067,241.91	(44,372.72)
Medical	1835A	3,536,271.31	3,329,328.14	206,943.16
NICU	1833 NICU	960,447.22	1,196,230.94	(235,783.72)
ONCO	1839 ONCO	556,521.62	558,041.48	(1,519.86)

New FTE	Increase Due New FTE	Other Changes, NET	
-		133,539	10%
-		(40,519)	-4%
-		-	0%
-		(56,195)	-26%
2	(231,448)	(913,414)	-4%
5	(162,439)	(94,608)	-7%
-		-	0%
-		(77,355)	-11%
10	(280,691)	(83,877)	-10%
-		25,516	5%
-		(21,085)	-3%
1	(25,996)	15,167	2%
2	(99,507)	(40,995)	-3%
		(6,169)	-1%
-		(15,755)	-1%
		(19,159)	-2%
		267,614	19%
2	(69,445)	50,404	3%
		84,434	7%
4	(175,858)	(67,787)	-4%
		120,339	4%
		(44,373)	-4%
		206,943	6%
		(235,784)	-25%
		(1,520)	0%

FY 2024 BUDGET	FY 2025 REQUEST	Decrease (Increase)
17	16	1
19	18	1
1	1	-
3	3	-
106	108	(2)
28	33	(5)
5	5	-
11	12	(1)
20	31	(11)
9	9	-
12	12	-
21	22	(1)
17	20	(3)
14	14	-
16	16	-
16	16	-
24	20	4
22	29	(7)
5	-	5
19	19	-
30	34	(4)
57	56	1
18	18	-
67	67	-
15	19	(4)
10	10	-

		FY 2024 BUDGET	FY 2025 REQUEST	Decrease (Increase)
LAB	1840 LAB	2,390,606.34	2,422,012.04	(31,405.70)
Radiology	1841 RAD	1,075,384.90	1,107,245.25	(31,860.36)
Inpatient Pharmacy	1842 PHR	1,653,004.62	1,659,069.42	(6,064.80)
Respiratory Therapy	1843 RT	699,872.92	630,191.72	69,681.19
Physical Therapy	1844 PT	817,462.22	859,729.86	(42,267.65)
Social Services	1845 SW	301,729.73	409,418.73	(107,689.00)
General Support Services	1847 GSS	239,404.35	188,052.46	51,351.90
Dietary	1848 DT	1,079,346.74	1,104,294.66	(24,947.92)
Housekeeping	1851 HK	84,187.43	105,961.54	(21,774.11)
Security	1854 SEC	381,073.19	448,005.82	(66,932.63)
Communications	1855 COM	212,135.20	167,891.90	44,243.30
Grants Management Office	1859 GMO	375,120.92	554,450.83	(179,329.90)
Medical Records	1860 MR	488,449.78	504,437.69	(15,987.91)
General Accounting	1861 GA	1,113,231.76	1,055,464.93	57,766.83
Health Information Tech. (HIT)	1862 HIT	1,408,525.32	1,390,330.90	18,194.42
Business Office	1863A BO	1,665,220.25	1,679,648.41	(14,428.16)
Business Office	1863B BO	1,191,133.59	1,203,495.72	(12,362.13)
Collection Services	1864 COL	484,721.61	489,537.52	(4,815.91)
Dental	1866 DEN	420,198.92	446,485.75	(26,286.83)
Outpatient Pharmacy	1908A OPHR	1,699,743.20	1,720,394.38	(20,651.17)
Bureau of Environmental Health	1865 BEH	942,804.45	913,367.47	29,436.98
General Public Health	1867 GPH	403,669.36	381,812.83	21,856.53
Mental Health	1869 CGC	1,202,610.80	1,375,042.92	(172,432.12)
Transitional Living Center	1870 TLC	211,136.97	230,838.46	(19,701.49)
Tinian Health Center	1906 THC	1,638,591.98	1,642,535.85	(3,943.87)
Rota Health Center	1912 RHC	1,685,386.23	1,827,670.48	(142,284.25)
Health Network Program	1874A	1,214,345.88	1,179,716.52	34,629.36
		77,334,759.69	79,812,786.42	(2,478,026.73)

New FTE	Increase Due New FTE	Other Changes, NET		
1	(39,165)	7,759	0%	
1	(55,371)	23,511	2%	
		(6,065)	0%	
		69,681	10%	
		(42,268)	-5%	
1	(53,825)	(53,864)	-18%	
1	(19,732)	71,084	30%	
2	(40,115)	15,167	1%	
1	(21,755)	(20)	0%	
3	(67,375)	442	0%	
		44,243	21%	
		(179,330)	-48%	
		(15,988)	-3%	
		57,767	5%	
		18,194	1%	
		(14,428)	-1%	
		(12,362)	-1%	
		(4,816)	-1%	
1	(49,847)	23,560	6%	
		(20,651)	-1%	
		29,437	3%	
		21,857	5%	
		(172,432)	-14%	
		(19,701)	-9%	
1	(55,453)	51,509	3%	
2	(99,507)	(42,778)	-3%	
		34,629	3%	
		40	(1,547,528)	(930,498)

FY 2024 BUDGET	FY 2025 REQUEST	Decrease (Increase)		
38	39	(1)		
17	18	(1)		
21	21	-		
11	11	-		
10	10	-		
5	6	(1)		
5	5	-		
26	28	(2)		
3	4	(1)		
14	17	(3)		
7	7	-		
5	7	(2)		
15	15	-		
17	16	1		
32	29	3		
45	45	-		
29	29	-		
12	12	-		
9	10	(1)		
27	27	-		
21	21	-		
7	7	-		
21	20	1		
5	5	-		
37	38	(1)		
40	42	(2)		
26	26	-		
		1,087	1,123	(36)

ALL OTHERS BUDGET SUMMARY

Executive Office	Human Resources	Board of Trustees	Hospital Administration	Medical Staff	Family Care Clinic	Biomedical	QAPI	Plant Operations - Facility	Women's Care Clinic	Pediatric Care Clinic	Medical Supply Office	Medical Supply Pharmacy	Nursing Admin	Pediatrics	ICU
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CODE	OBJECT CLASSIFICATION	Consolidated	1801 CEO	1802 HR	1804 BOT	1805 HA	1807 MED	1808 FCC	1810 BM	1811 QA	1812 FCL	1813 WCC	1814 PCC	1815 MSO	1817 IPP	1820 NA	1821 PED	1822 ICU
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FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	1801 CEO	1802 HR	1804 BOT	1805 HA	1807 MED	1808 FCC	1810 BM	1811 QA	1812 FCL	1813 WCC	1814 PCC	1815 MSO	1817 IPP	1820 NA	1821 PED	1822 ICU
TOTAL		43,572,086.67	4,268,483.00	458,940.00	82,300.00	27,000.00	434,294.00	164,800.00	131,575.00	59,375.63	2,843,648.25	79,500.00	71,500.00	1,036,925.00	4,160,000.00	382,300.00	151,375.00	311,845.00

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1801 CEO	1802 HR	1804 BOT	1805 HA	1807 MED	1808 FCC	1810 BM	1811 QA	1812 FCL	1813 WCC	1814 PCC	1815 MSO	1817 IPP	1820 NA	1821 PED	1822 ICU
63090	Medical-Pharmaceutical Supplies	13,220,000.00	-	-	-	-	-	-	-	-	-	-	-	-	5,200,000.00	-	-	-
62060	Professional Services	6,555,805.00	180,000.00	168,480.00	-	40,000.00	682,500.00	-	10,000.00	34,000.00	891,975.00	-	-	5,250.00	-	315,000.00	-	-
63070	Medical-General Supplies	6,570,989.96	-	2,000.00	-	-	-	300,000.00	-	-	-	-	-	250,000.00	-	15,000.00	30,000.00	150,000.00
62710	Utilities - Power	6,300,000.00	6,300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	3,657,068.00	-	-	-	75,000.00	-	48,204.00	92,000.00	-	255,000.00	18,666.00	47,223.00	-	-	-	36,350.00	271,690.00
62290	Licenses and Fees	2,258,031.00	-	1,500.00	-	-	6,149.00	500.00	-	33,075.00	-	-	-	-	-	600.00	-	-
62660	Repairs & Maintenance	2,329,600.00	1,000.00	-	-	2,000.00	-	1,000.00	20,000.00	-	1,789,200.00	-	-	15,000.00	-	-	-	3,000.00
63080	Medical-Lab Supplies	2,094,203.59	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64520	Improvements	1,252,400.00	-	-	-	-	-	-	-	-	-	-	-	500,000.00	-	-	-	-
63050	Supplies - Operations	1,025,595.00	1,500.00	6,500.00	500.00	24,000.00	-	7,000.00	1,575.00	-	199,850.00	-	-	100,000.00	-	10,000.00	5,250.00	15,000.00
62750	Cleaning Services	997,832.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63020	Food Items	617,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62500	Travel	585,140.00	10,000.00	-	50,000.00	3,000.00	7,455.00	-	-	10,000.00	-	-	-	-	-	3,500.00	-	5,000.00
64550	Computer Systems & Equipment	718,934.63	-	-	-	-	-	-	-	-	200,000.00	-	-	-	-	-	-	-
62430	Rental-Housing	516,000.00	-	46,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65350	Judgement against Gov't	300,000.00	300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62690	Personnel Training Costs	307,800.00	-	12,000.00	-	-	-	-	21,000.00	8,000.00	50,000.00	-	-	-	-	26,000.00	5,000.00	5,000.00
62250	Communications	220,070.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62090	Recruitment/Repatriation	311,500.00	-	311,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63030	Fuel & Lubrications	509,600.00	2,000.00	-	-	-	-	-	-	-	450,000.00	-	-	9,000.00	-	-	-	-
64570	Office Furniture & Fixtures	162,744.20	-	-	-	-	-	9,280.20	-	-	15,000.00	500.00	-	-	-	-	-	3,000.00
62260	Dues and Subscription	228,013.00	11,273.00	8,000.00	25,000.00	1,000.00	39,543.00	500.00	-	8,000.00	-	-	-	-	-	3,300.00	2,520.00	2,000.00
62300	Printing & Photocopying	129,025.00	2,500.00	-	5,000.00	-	-	-	-	2,000.00	-	-	-	70,000.00	-	5,000.00	-	-
64580	Vehicles - Public Service Admin	115,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62680	Freight & Handling	115,000.00	-	5,000.00	-	-	-	-	-	-	-	-	-	75,000.00	-	-	-	-
65200	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63040	Supplies - Office	101,955.00	1,500.00	1,500.00	-	1,000.00	-	5,000.00	-	1,000.00	-	-	-	1,500.00	-	2,500.00	525.00	2,000.00
64560	Office Equipment	106,850.00	-	-	-	-	-	-	-	1,000.00	30,000.00	-	-	-	-	10,000.00	2,500.00	-
62480	Rental-Others	72,460.00	-	-	-	-	-	-	-	-	68,460.00	-	-	4,000.00	-	-	-	-
62420	Rental-Vehicles	21,700.00	-	10,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63120	Equipments under \$5000	88,398.00	-	-	-	10,000.00	-	-	10,000.00	-	-	-	-	-	-	-	-	10,000.00
63010	Books & Library Materials	12,325.00	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	1,400.00	-	500.00
62080	Advertising	9,800.00	-	2,500.00	1,000.00	-	-	-	-	-	-	-	-	6,300.00	-	-	-	-
62050	Official Representation	5,000.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62000	Other Charges	1,000.00	-	-	-	-	-	-	-	-	-	-	-	1,000.00	-	-	-	-
62100	Boards and Other Compensation	3,600.00	-	-	3,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		51,520,439.38	6,814,773.00	576,280.00	85,100.00	156,000.00	735,647.00	371,484.20	154,575.00	99,075.00	3,949,485.00	19,166.00	47,223.00	1,037,050.00	5,200,000.00	392,300.00	82,145.00	467,190.00
(Increase) Decrease		(7,948,352.71)	(2,546,290.00)	(117,340.00)	(2,800.00)	(129,000.00)	(301,353.00)	(206,684.20)	(23,000.00)	(39,699.37)	(1,105,836.75)	60,334.00	24,277.00	(125.00)	(1,040,000.00)	(10,000.00)	69,230.00	(155,345.00)
CAPEX		5,716,800.63	-	-	-	85,000.00	-	48,204.00	102,000.00	-	455,000.00	18,666.00	47,223.00	500,000.00	-	-	36,350.00	281,690.00

Psychiatry	OB	Operating Room	Recovery Room	Labor and Delivery	Emergency Room	Hemodialysis	Medical Surgical	Surgical	Medical	NICU	ONCO	LAB	Radiology	Inpatient Pharmacy
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CODE	OBJECT CLASSIFICATION	Consolidated	1823 PSY	1824 OB	1826 OR	1827 RR	1828 LND	1830 ER	1831 HEM	1832 MS	1834A	1835A	1833 NICU	1839 ONCO	1840 LAB	1841 RAD	1842 PHR
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FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	1823 PSY	1824 OB	1826 OR	1827 RR	1828 LND	1830 ER	1831 HEM	1832 MS	1834A	1835A	1833 NICU	1839 ONCO	1840 LAB	1841 RAD	1842 PHR
TOTAL		43,572,086.67	29,525.00	153,475.00	1,219,500.00	18,600.00	183,000.00	305,200.00	2,967,157.00	-	442,984.00	282,059.00	63,800.00	8,034,600.00	3,529,575.00	2,240,484.79	213,000.00

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1823 PSY	1824 OB	1826 OR	1827 RR	1828 LND	1830 ER	1831 HEM	1832 MS	1834A	1835A	1833 NICU	1839 ONCO	1840 LAB	1841 RAD	1842 PHR
63090	Medical-Pharmaceutical Supplies	13,220,000.00	-	-	-	-	-	-	-	-	-	-	-	7,800,000.00	-	-	-
62060	Professional Services	6,555,805.00	-	-	-	-	39,500.00	-	412,300.00	-	-	-	-	-	2,156,700.00	850,000.00	24,000.00
63070	Medical-General Supplies	6,570,989.96	5,250.00	60,000.00	1,200,000.00	10,000.00	85,000.00	350,000.00	3,150,000.00	-	212,000.00	100,000.00	55,000.00	60,000.00	26,250.00	80,000.00	50,000.00
62710	Utilities - Power	6,300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	3,657,068.00	8,000.00	50,000.00	100,000.00	1,000.00	296,800.00	5,000.00	18,000.00	-	555,484.00	270,000.00	250,000.00	82,000.00	525,000.00	4,000.00	50,000.00
62290	Licenses and Fees	2,258,031.00	-	-	-	-	-	-	35,000.00	-	1,575.00	1,575.00	-	17,500.00	21,000.00	8,000.00	18,900.00
62660	Repairs & Maintenance	2,329,600.00	5,000.00	1,000.00	24,500.00	5,000.00	2,000.00	2,100.00	85,050.00	-	5,250.00	5,250.00	1,000.00	12,600.00	52,500.00	75,000.00	-
63080	Medical-Lab Supplies	2,094,203.59	-	-	-	-	-	-	-	-	-	-	-	-	2,019,193.59	-	-
64520	Improvements	1,252,400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63050	Supplies - Operations	1,025,595.00	3,000.00	5,500.00	10,000.00	5,000.00	10,000.00	5,000.00	45,500.00	-	15,000.00	15,000.00	6,000.00	5,000.00	5,250.00	2,625.00	5,250.00
62750	Cleaning Services	997,832.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63020	Food Items	617,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62500	Travel	585,140.00	-	-	-	-	-	-	17,500.00	-	9,000.00	5,000.00	-	5,000.00	-	-	6,300.00
64550	Computer Systems & Equipment	718,934.63	-	-	-	-	-	-	-	-	-	-	-	3,000.00	-	-	-
62430	Rental-Housing	516,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65350	Judgement against Gov't	300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62690	Personnel Training Costs	307,800.00	3,000.00	4,600.00	-	-	5,000.00	5,000.00	-	-	2,000.00	-	6,700.00	10,000.00	20,000.00	-	3,150.00
62250	Communications	220,070.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62090	Recruitment/Repatriation	311,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63030	Fuel & Lubrications	509,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64570	Office Furniture & Fixtures	162,744.20	3,000.00	20,000.00	3,000.00	-	-	-	5,000.00	-	-	-	5,000.00	-	-	-	-
62260	Dues and Subscription	228,013.00	500.00	2,500.00	1,000.00	1,000.00	600.00	500.00	1,500.00	-	1,150.00	1,575.00	1,684.00	29,000.00	-	-	3,150.00
62300	Printing & Photocopying	129,025.00	-	-	-	-	-	-	525.00	-	-	-	-	-	-	-	-
64580	Vehicles - Public Service Admin	115,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62680	Freight & Handling	115,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65200	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63040	Supplies - Office	101,955.00	1,600.00	1,400.00	5,000.00	1,500.00	2,000.00	5,000.00	3,150.00	-	2,700.00	3,000.00	1,100.00	5,000.00	1,575.00	1,575.00	2,100.00
64560	Office Equipment	106,850.00	5,000.00	2,500.00	-	1,000.00	2,000.00	2,100.00	3,000.00	-	5,000.00	-	3,000.00	-	-	-	-
62480	Rental-Others	72,460.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62420	Rental-Vehicles	21,700.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63120	Equipments under \$5000	88,398.00	-	-	2,000.00	-	-	5,000.00	-	-	5,000.00	5,000.00	5,000.00	5,000.00	-	-	-
63010	Books & Library Materials	12,325.00	-	1,900.00	500.00	500.00	300.00	500.00	525.00	-	525.00	500.00	1,100.00	500.00	-	-	1,050.00
62080	Advertising	9,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62050	Official Representation	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62000	Other Charges	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62100	Boards and Other Compensation	3,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		51,520,439.38	34,350.00	149,400.00	1,346,000.00	25,000.00	443,200.00	380,200.00	3,777,050.00	-	814,684.00	406,900.00	335,584.00	8,034,600.00	4,827,468.59	1,021,200.00	163,900.00

(Increase) Decrease	(7,948,352.71)	(4,825.00)	4,075.00	(126,500.00)	(6,400.00)	(260,200.00)	(75,000.00)	(809,893.00)	-	(371,700.00)	(124,841.00)	(271,784.00)	-	(1,297,893.59)	1,219,284.79	49,100.00
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CAPEX	5,716,800.63	8,000.00	50,000.00	102,000.00	1,000.00	296,800.00	10,000.00	18,000.00	-	560,484.00	275,000.00	255,000.00	90,000.00	525,000.00	4,000.00	50,000.00
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Respiratory Therapy	Physical Therapy	Social Services	General Support Services	Dietary	Housekeeping	Laundry and Linens	Ground Maintenance	Security	Communications	Grants Management Office	Medical Records	General Accounting	Health Information Tech. (HIT)	Business Office	Business Office
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CODE	OBJECT CLASSIFICATION	Consolidated	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1852 LL	1853 GM	1854 SEC	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO	1863B BO
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FY 2024 Approved Budget

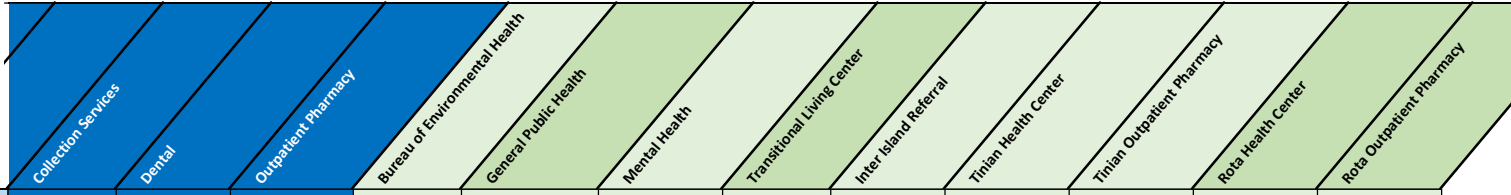
CODE	OBJECT CLASSIFICATION	Consolidated	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1852 LL	1853 GM	1854 SEC	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO	1863B BO
TOTAL		43,572,086.67	265,000.00	51,838.50	7,000.00	371,200.00	736,028.50	726,000.00	346,060.00	60,000.00	375,500.00	197,275.00	3,000.00	11,000.00	60,640.00	3,074,712.00	245,724.00	274,066.00

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1852 LL	1853 GM	1854 SEC	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO	1863B BO
63090	Medical-Pharmaceutical Supplies	13,220,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62060	Professional Services	6,555,805.00	69,300.00	-	-	85,000.00	-	-	-	-	205,000.00	2,500.00	-	-	37,800.00	-	35,000.00	160,000.00
63070	Medical-General Supplies	6,570,989.96	187,989.96	30,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62710	Utilities - Power	6,300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	3,657,068.00	250,000.00	75,000.00	-	-	100,000.00	33,000.00	-	-	-	12,075.00	-	-	-	-	-	-
62290	Licenses and Fees	2,258,031.00	2,625.00	-	-	1,100.00	50,000.00	-	-	-	-	-	-	-	-	1,871,902.00	10,000.00	85,000.00
62660	Repairs & Maintenance	2,329,600.00	1,050.00	2,100.00	1,000.00	20,000.00	8,000.00	-	-	-	-	-	-	2,000.00	-	-	-	-
63080	Medical-Lab Supplies	2,094,203.59	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64520	Improvements	1,252,400.00	-	-	-	420,000.00	-	-	-	205,000.00	-	-	-	-	-	-	-	-
63050	Supplies - Operations	1,025,595.00	2,625.00	3,150.00	1,000.00	102,000.00	100,000.00	189,000.00	-	-	20,000.00	700.00	-	2,000.00	5,040.00	-	8,000.00	30,000.00
62750	Cleaning Services	997,832.00	-	-	-	35,000.00	-	504,000.00	346,060.00	95,000.00	-	-	-	-	-	-	-	-
63020	Food Items	617,000.00	-	-	-	-	580,000.00	-	-	-	-	-	-	-	-	-	-	-
62500	Travel	585,140.00	-	-	-	-	11,025.00	-	-	-	-	-	-	-	5,000.00	-	10,000.00	10,000.00
64550	Computer Systems & Equipment	718,934.63	-	-	3,000.00	-	-	-	-	-	-	-	-	-	-	493,334.63	-	-
62430	Rental-Housing	516,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65350	Judgement against Gov't	300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62690	Personnel Training Costs	307,800.00	5,000.00	5,250.00	-	4,100.00	1,000.00	-	-	-	-	-	-	-	-	-	30,000.00	61,000.00
62250	Communications	220,070.00	-	-	2,500.00	-	-	-	-	-	-	180,000.00	-	-	-	-	-	-
62090	Recruitment/Repatriation	311,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63030	Fuel & Lubrications	509,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64570	Office Furniture & Fixtures	162,744.20	-	-	-	-	25,000.00	-	-	-	-	2,000.00	-	-	-	-	-	900.00
62260	Dues and Subscription	228,013.00	-	2,489.00	500.00	-	1,229.00	-	-	-	-	-	-	-	1,000.00	-	500.00	-
62300	Printing & Photocopying	129,025.00	-	-	-	11,000.00	-	-	-	-	-	-	-	1,000.00	-	-	-	-
64580	Vehicles - Public Service Admin	115,000.00	-	-	-	-	-	-	-	-	20,000.00	-	-	-	-	-	-	-
62680	Freight & Handling	115,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65200	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63040	Supplies - Office	101,955.00	1,050.00	2,100.00	1,000.00	3,000.00	1,000.00	-	-	-	-	-	3,000.00	4,000.00	6,300.00	-	2,000.00	2,000.00
64560	Office Equipment	106,850.00	2,100.00	-	1,000.00	-	-	-	-	-	-	-	-	3,500.00	-	-	-	5,150.00
62480	Rental-Others	72,460.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62420	Rental-Vehicles	21,700.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63120	Equipments under \$5000	88,398.00	-	10,500.00	-	-	10,000.00	-	-	-	-	-	-	-	-	-	-	-
63010	Books & Library Materials	12,325.00	-	-	-	-	525.00	-	-	-	-	-	-	-	-	-	-	-
62080	Advertising	9,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62050	Official Representation	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62000	Other Charges	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62100	Boards and Other Compensation	3,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		51,520,439.38	521,739.96	130,589.00	10,000.00	681,200.00	887,779.00	726,000.00	346,060.00	95,000.00	450,000.00	197,275.00	3,000.00	12,500.00	55,140.00	2,365,236.63	95,500.00	354,050.00

(Increase) Decrease	(7,948,352.71)	(256,739.96)	(78,750.50)	(3,000.00)	(310,000.00)	(151,750.50)	-	-	(35,000.00)	(74,500.00)	-	-	(1,500.00)	5,500.00	709,475.37	150,224.00	(79,984.00)
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CAPEX	5,716,800.63	250,000.00	85,500.00	3,000.00	420,000.00	110,000.00	33,000.00	-	-	205,000.00	12,075.00	-	-	-	493,334.63	-	-
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CODE	OBJECT CLASSIFICATION	Consolidated	1864 COL	1866 DEN	1908A OPHR	1865 BEH	1867 GPH	1869 CGC	1870 TLC	1871 IIMR	1906 THC	1910 TOPP	1912 RHC	1909 ROPP
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FY 2024 Approved Budget

CODE	OBJECT CLASSIFICATION	Consolidated	1864 COL	1866 DEN	1908A OPHR	1865 BEH	1867 GPH	1869 CGC	1870 TLC	1871 IIMR	1906 THC	1910 TOPP	1912 RHC	1909 ROPP
TOTAL		43,572,086.67	63,360.00	17,500.00	50,000.00	107,757.00	235,216.00	51,300.00	-	700,000.00	366,350.00	39,900.00	748,339.00	40,500.00

FY 2025 Budget Request

CODE	OBJECT CLASSIFICATION	Consolidated	1864 COL	1866 DEN	1908A OPHR	1865 BEH	1867 GPH	1869 CGC	1870 TLC	1871 IIMR	1906 THC	1910 TOPP	1912 RHC	1909 ROPP
63090	Medical-Pharmaceutical Supplies	13,220,000.00	-	-	-	-	215,000.00	-	-	-	5,000.00	-	-	-
62060	Professional Services	6,555,805.00	-	1,500.00	-	-	-	150,000.00	-	-	-	-	-	-
63070	Medical-General Supplies	6,570,989.96	-	75,000.00	-	-	7,500.00	-	-	-	30,000.00	-	50,000.00	-
62710	Utilities - Power	6,300,000.00	-	-	-	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	3,657,068.00	-	26,000.00	-	-	-	-	-	-	7,076.00	-	94,500.00	-
62290	Licenses and Fees	2,258,031.00	2,000.00	-	50,000.00	36,000.00	-	-	-	-	3,030.00	-	1,000.00	-
62660	Repairs & Maintenance	2,329,600.00	-	3,000.00	-	10,000.00	-	-	-	-	100,000.00	-	75,000.00	-
63080	Medical-Lab Supplies	2,094,203.59	-	-	-	-	16,000.00	-	-	-	59,010.00	-	-	-
64520	Improvements	1,252,400.00	-	-	-	-	-	-	-	-	77,400.00	-	50,000.00	-
63050	Supplies - Operations	1,025,595.00	3,000.00	1,000.00	15,000.00	3,780.00	-	-	-	-	10,000.00	-	20,000.00	-
62750	Cleaning Services	997,832.00	-	-	-	2,500.00	3,072.00	-	-	-	12,200.00	-	-	-
63020	Food Items	617,000.00	-	-	-	-	-	30,000.00	-	-	5,000.00	-	2,000.00	-
62500	Travel	585,140.00	10,000.00	1,000.00	-	10,000.00	-	16,360.00	-	300,000.00	30,000.00	-	50,000.00	-
64550	Computer Systems & Equipment	718,934.63	-	-	-	-	-	-	-	-	9,600.00	-	10,000.00	-
62430	Rental-Housing	516,000.00	-	-	-	-	-	-	-	400,000.00	19,200.00	-	50,000.00	-
65350	Judgement against Gov't	300,000.00	-	-	-	-	-	-	-	-	-	-	-	-
62690	Personnel Training Costs	307,800.00	-	-	-	-	-	-	-	-	15,000.00	-	-	-
62250	Communications	220,070.00	-	-	-	8,820.00	-	-	-	-	13,000.00	-	15,750.00	-
62090	Recruitment/Repatriation	311,500.00	-	-	-	-	-	-	-	-	-	-	-	-
63030	Fuel & Lubrications	509,600.00	-	-	-	12,600.00	-	-	-	-	16,000.00	-	20,000.00	-
64570	Office Furniture & Fixtures	162,744.20	8,000.00	-	-	15,000.00	-	-	-	-	23,064.00	-	25,000.00	-
62260	Dues and Subscription	228,013.00	-	-	76,000.00	-	1,000.00	-	-	-	-	-	-	-
62300	Printing & Photocopying	129,025.00	-	-	-	25,000.00	-	-	-	-	5,000.00	-	2,000.00	-
64580	Vehicles - Public Service Admin	115,000.00	-	-	-	45,000.00	-	-	-	-	50,000.00	-	-	-
62680	Freight & Handling	115,000.00	-	-	-	-	5,000.00	-	-	-	5,000.00	-	25,000.00	-
65200	Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
63040	Supplies - Office	101,955.00	2,000.00	2,500.00	-	3,780.00	-	-	-	-	10,000.00	-	5,000.00	-
64560	Office Equipment	106,850.00	-	-	-	-	-	-	-	-	18,000.00	-	10,000.00	-
62480	Rental-Others	72,460.00	-	-	-	-	-	-	-	-	-	-	-	-
62420	Rental-Vehicles	21,700.00	-	-	-	-	-	-	-	-	11,200.00	-	-	-
63120	Equipments under \$5000	88,398.00	-	-	-	-	-	-	-	-	10,898.00	-	-	-
63010	Books & Library Materials	12,325.00	-	-	-	-	-	-	-	-	-	-	-	-
62080	Advertising	9,800.00	-	-	-	-	-	-	-	-	-	-	-	-
62050	Official Representation	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-
62000	Other Charges	1,000.00	-	-	-	-	-	-	-	-	-	-	-	-
62100	Boards and Other Compensation	3,600.00	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		51,520,439.38	25,000.00	110,000.00	141,000.00	172,480.00	247,572.00	196,360.00	-	700,000.00	544,678.00	-	505,250.00	-
(Increase) Decrease		(7,948,352.71)	38,360.00	(92,500.00)	(91,000.00)	(64,723.00)	(12,356.00)	(145,060.00)	-	-	(178,328.00)	39,900.00	243,089.00	40,500.00
CAPEX		5,716,800.63	-	26,000.00	-	-	-	-	-	-	104,974.00	-	154,500.00	-

DEPARTMENTAL REQUEST

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe						
1801A	Chief Executive Office	CHIEF EXECUTIVE OFFICER	Filled	204,751	214,989	EC	214,989	N	-	N	-	Y	10,453	N	-	Y	3,117	Y	878		14,448
1801A	Chief Executive Office	COO - BUSINESS & QUALITY ASSURANCE	Filled	125,000	173,250	EC	131,250	N	-	N	-	Y	8,137	FAMILY	15,598	Y	1,903	N	-		25,639
1801A	Chief Executive Office	CHIEF OF HUMAN RESOURCES	Moved to 1802A	-	89,249		-	N	-	N	-	Y	-	N	-	Y	-	N	-		-
1801A	Chief Executive Office	COO - POPULATION HEALTH	Filled	104,250	93,713	FTE	109,462	N	-	Y	4,378	Y	6,787	SINGLE	4,875	Y	1,587	N	-		17,627
1801A	Chief Executive Office	CHIEF STRATEGY OFFICER (Reclass SA FOR POLICY S	Filled	90,000	82,688	FTE	94,499	N	-	N	-	Y	5,859	N	-	Y	1,370	N	-		7,229
1801A	Chief Executive Office	EXECUTIVE ASSISTANT	Filled	75,448	79,220	FTE	79,220	N	-	Y	3,169	Y	4,912	SINGLE	4,875	Y	1,149	Y	878		14,981
1801A	Chief Executive Office	MARKETING & COMM. REL. COORD.	Filled	65,000	68,250	FTE	68,250	N	-	N	-	Y	4,232	SINGLE	4,875	Y	990	N	-		10,096
1801A	Chief Executive Office	MARKETING & COMM. SPECIALIST	Vacant	-	45,000	FTE	45,000	N	-	N	-	Y	2,790	N	-	Y	653	N	-		3,443
1801A	Chief Executive Office	CORPORATE COMPLIANCE OFFICER	Vacant	-	75,000	EC	75,000	N	-	N	-	Y	4,650	N	-	Y	1,088	N	-		5,738
1801A	Chief Executive Office	EXECUTIVE SECRETARY	Vacant	-	44,584	FTE	44,584	N	-	N	-	Y	2,764	N	-	Y	646	N	-		3,411
1801A	Chief Executive Office	INTERN	Vacant	-	27,040	FTE	27,040	N	-	N	-	Y	1,676	N	-	Y	392	N	-		2,069
1801A	Chief Executive Office	INTERN	Vacant	-	27,040	FTE	27,040	N	-	N	-	Y	1,676	N	-	Y	392	N	-		2,069
1801A	Chief Executive Office	REGISTRAR, VITAL STATISTICS	Filled	57,880	60,774	FTE	60,774	N	-	N	-	Y	3,768	FAMILY	15,598	Y	881	Y	878		21,125
1801A	Chief Executive Office	HEALTH INFORMATION TECHNICIAN	Filled	27,957	29,355	FTE	29,355	N	-	Y	1,174	Y	1,820	FAMILY	15,598	Y	426	Y	517		19,535
1801A	Chief Executive Office	HEALTH INFORMATION TECHNICIAN (Reclss ELECT	Filled	22,999	24,632	FTE	24,632	N	-	Y	985	Y	1,527	N	-	Y	357	N	-		2,870
1801A	Chief Executive Office	HEALTH INFORMATION SPECIALIST	Filled	26,626	27,957	FTE	27,957	N	-	Y	1,118	Y	1,733	N	-	Y	405	N	-		3,257
1801A	Chief Executive Office	DATA SPECIALIST	Vacant	-	42,000	FTE	42,000	N	-	N	-	Y	2,604	N	-	Y	609	N	-		3,213
1801A	Chief Executive Office			799,910	1,204,743	16	1,101,053	-	10,825	65,389	61,420	15,965	3,149								156,748

Filled	10
Vacant	6
TBF	-
Total	17

Chief Executive Office: 1801A/G1001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62050	Official Representation	5,000
	Contingency fund for CEO and Board for meetings and events that the Corporation Observes.	
62060	Professional Services	180,000
	Contract for Legal Counsel	100,000
	Smarter Good - External Fundraising	-
	PHAB - PH Accreditation Board	-
	JDE Annual Fee/Add-On Modules and Maintenance Cost.	
	Munis Annual Licenses	80,000
62260	Dues & Subscription	11,273
	PIHOA	Federal
	APHA	Federal
	AHA	4,873
	NACCHO	400
	ACHE	250
	SCC	350
	Marianas Variety	200
	Saipan Tribune	200
	ASTHO	5,000
62300	Printing and Photocopying	2,500
62500	Travel	10,000
	To conduct site visits, review, and assist Tinian Health Center and Rota Health Center.	10,000
	For representation of CNMI/CHCC at un-sponsored WHO meetings.	-
62660	Repair and Maintenance	1,000
62710	Utilities	6,300,000
63030	Fuel and Lubrication	2,000
63040	Supplies- Office	1,500
63050	Supplies- Operations	1,500
65350	Judgement against Gov't	300,000
	TOTAL	6,814,773

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe					
1802A	Human Resources Admin	COMPLIANCE COORDINATOR	Moved to 1859A	-	71,663		-	N	-	N	-	Y	-	N	-	-	-	-	-	
1802A	Human Resources Admin	NONPROVIDER RECRUITMENT AND RETENTION (RE	Moved from 1801A	61,033	-	FTE	64,085	N	-	Y	2,563	Y	3,973	FAMILY	15,598	Y	929	N	-	23,064
1802A	Human Resources Admin	PROVIDER RECRUITMENT AND RETENTION (RECLAS	Filled	75,000	57,343	FTE	78,750	N	-	N	-	Y	4,883	N	-	Y	1,142	N	-	6,024
1802A	Human Resources Admin	HUMAN RESOURCES SPEC II	Filled	48,635	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	N	-	Y	740	Y	878	6,827
1802A	Human Resources Admin	ADMINISTRATIVE SPECIALIST I	Vacant	-	30,253	FTE	30,253	N	-	N	-	Y	1,876	N	-	Y	439	N	-	2,314
1802A	Human Resources Admin	HUMAN RESOURCES SPEC III	Filled	48,635	51,066	FTE	51,066	N	-	N	-	Y	3,166	COUPLE	9,993	Y	740	N	-	13,899
1802A	Human Resources Admin	VISA PROCESSING COORDINATOR	Vacant	-	57,343	FTE	57,343	N	-	N	-	Y	3,555	N	-	Y	831	N	-	4,387
1802A	Human Resources Admin	HUMAN RESOURCES SPEC II	Filled	48,635	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	COUPLE	9,993	Y	740	N	-	15,942
1802A	Human Resources Admin	PROVIDER RELATIONS COORDINATOR	Filled	54,612	57,343	FTE	57,343	N	-	N	-	Y	3,555	N	-	Y	831	N	-	4,387
1802A	Human Resources Admin	HUMAN RESOURCES COURIER	Filled	27,082	28,436	FTE	28,436	N	-	Y	1,137	Y	1,763	N	-	Y	412	Y	497	3,810
1802A	Human Resources Admin	LEARNING & DEVELOPMENT SPEC	Filled	44,113	40,012	FTE	46,318	N	-	N	-	Y	2,872	SINGLE	4,875	Y	672	N	-	8,418
1802A	Human Resources Admin	EMPLOYEE HLTH SCREENING NURSE	Moved to 1811A	-	62,071	FTE	62,071	N	-	Y	2,483	Y	3,848	FAMILY	15,598	Y	900	Y	878	23,707
1802A	Human Resources Admin	CREDENTIALING SPECIALIST	Filled	44,113	46,318	FTE	46,318	N	-	N	-	Y	2,872	SINGLE	4,875	Y	672	N	-	8,418
1802A	Human Resources Admin	HUMAN RESOURCES SPEC II	Vacant	-	38,106	FTE	38,106	N	-	N	-	Y	2,363	N	-	Y	553	N	-	2,915
1802A	Human Resources Admin	HUMAN RESOURCES SPEC III	Filled	48,635	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	SINGLE	4,875	Y	740	N	-	10,824
1802A	Human Resources Admin	HUMAN RESOURCES SPEC I	Filled	36,292	38,106	FTE	38,106	N	-	Y	1,524	Y	2,363	N	-	Y	553	Y	673	5,112
1802A	Human Resources Admin	HUMAN RESOURCES SPEC I	Filled	24,149	27,040	FTE	27,040	N	-	N	-	Y	1,676	N	-	Y	392	N	-	2,069
1802A	Human Resources Admin	HUMAN RESOURCES SPEC II	Filled	40,094	36,292	FTE	42,099	N	-	N	-	Y	2,610	N	-	Y	610	N	-	3,221
1802A	Human Resources Admin	ADMINISTRATIVE SPECIALIST	Filled	35,682	44,207	FTE	44,207	N	-	N	-	Y	2,741	SINGLE	4,875	Y	641	N	-	8,257
1802A	Human Resources Admin	HUMAN RESOURCES SPEC I	Filled	22,999	25,000	FTE	25,000	N	-	Y	1,000	Y	1,550	N	-	Y	363	N	-	2,913
1802A	Human Resources Admin			659,707	863,799	19	889,742	-	14,836	55,164	70,682	12,901	2,925							156,508

Filled	15
Vacant	3
TBF	-
Total	18

Human Resource: 1802A/G1002S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	168,480
	Global Medical Staffing Agreement/Harris Staffing Agreement	
62080	Advertising	2,500
	For Local Job Announcements /banners	2500
62090	Recruitment & Repatriation	311,500
	USCIS (Current/New /H1B)	175000
	Airfare for Medical/Mid-Level	75000
	Ancillary CW-1	31500
	Drug Test screening cost	5000
	Recruitment Agencies	20000
	Recruitment Website	5000
62260	Dues & Subscription	8,000
	ASHARRA	1,500
	SHRM Membership Dues	1,500
	Other Recruiters	5,000
62290	Licenses and Fees	1,500
62420	Rental - Vehicles	10,500
	Medical Recruitment of Providers - vehicle rental.	
62430	Rental - Housing	46,800
	Currently Utilizing the following vendors:	
	Lease of one(1) @\$800.00/mo for 1 year	9600
	Anaks rental (2 bedroom units) @ \$1,000.00/mo for 1 year	12000
	Summit Condo (1 units@\$2100/mo*12)	25200
62680	Freight and Handling	5,000
	Courier/Fedex expense for 178 CW1	
	CW-1 Transfer on island hires	
62690	Personnel Training Costs	12,000
	Incorporate recognition programs at \$1k per month for employee activities and related supplies.	
63010	Books And Library Materials	
	Webinars	
63030	Fuel and Lubricants	
	Fuel and Vehicle maintenance	
63040	Supplies - Office	1,500
	To budget for HR's supplies open account	
63050	Supplies - Operations	6,500
	To budget for HR's supplies open account	
63070	Medical - General Supplies	2,000
	For Employee Health Services	
	TOTAL	576,280

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	2025 Budget Request											TOTAL Fringe				
								DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential									
1804A	Board of Trustees	LEGAL/ BOARD ASSISTANT	Filled	57,880	63,945	FTE	63,945	N	-	N	-	Y	3,965	N	-	Y	927	Y	878		5,769	Filled	1
1804A	Board of Trustees			57,880	63,945	1	63,945	-	-			3,965	-			927		878			5,769		

BOARD OF TRUSTEES: 1804A/G1003S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62080	Advertising	1,000
62100	Boards and Other Compensation	3,600
62260	Dues & Subscription	25,000
62300	Printing & Photocopying	5,000
62500	Travel	50,000
63050	Supplies - Operation	500
	TOTAL	85,100



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



NARRATIVE for Proposed Budget FY 2025 **HOSPITAL ADMINISTRATION (1805A/G3001S)**

Overview

The Hospital Administration houses the Ancillary and Support Services of CHCC and provides critical supporting services to ensure our patients receive only the best care available in a safe physical environment. The Ancillary & Support Services encompasses: **Ancillary services** — including therapeutic, care delivery, and diagnostic services such as Respiratory Care, Physical and Occupational Therapy, Pharmacy, Dietary, Laboratory, and Radiology — are vital to patient care. **Support services** — such as Facilities Management as General Support Services, Plant Operations, Communication, and Security — ensure the appropriate functioning of the organization, including care delivery, clinical services, and a safe physical environment for all.

The Chief Operations Officer (COO) for Ancillary & Support Services under the Hospital Administration oversees the following departments daily operations and personnel needs.

DEPARTMENT	BUSINESS UNIT CODE	# of FTE	# of Vacancies	VACANCY
Hospital Administration	1805A/G3001S	3	1	1 – Speech Language Pathologist
Laboratory	1840A/G3002S	39	6	1 – Microbiologist 1 – Biosafety Officer 2 – Lab Assistant 2 – Phlebotomist
Outpatient Pharmacy	1908A/G5001S	27	4	1 – Tele-pharmacist 1 – Pharmacy Intern 1 – Pharmacy Biller – RHC 1 – Pharmacy Technician Apprentice
Inpatient Pharmacy	1842A/G3004S	21	6	1 – Pharmacist 1 – Pharmacy Intern 2 – Pharmacy Technician 1 – Pharmacy Technician Apprentice 1 – Logistic Technician
Radiology	1841A/G3003S	18	3	2 – Radiology & X-Ray Technician 1 – IR Nurse
Physical Therapy	1844A/G3006S	10	2	2 – Physical Therapist
Respiratory Care	1843A/G3005S	11	4	2 – Respiratory Therapist (Locum) 1 – Respiratory Therapist

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				1 – Respiratory Technician
Food & Dietary Services	1848A/G1008S	27	5	2 – Registered Dietician 1 – Prep Cook 1 – Kitchen Helper 1 – Dietary Clerk
FACILITIES MANGEMENT				
Biomedical	1810A	5	3	2 – Biomedical Specialist 1 – Biomedical Trainee
Plant Operations	1812A	31	17	1 – Facilities Project Coordinator 1 – Admin Assistant 1 – Electrician 2 – Trade Specialist Painter 1 – HVAC Specialist 3 – HVAC Technician 3 – Maintenance Technician 2 – Maintenance Specialist 1 – Master Plumber 1 – Plumber 1 – Safety Officer
General Support Services	1847A	5	2	2 – General Support Technician
Housekeeping	1851A	4	1	1 – Building Custodian
Security	1854A	17	5	1 – Security Manager 3 – Security Guard 1 – Security Trainee
Communications	1855A	7	1	1 – Communications Operator
TOTAL		225	60	

Budgetary Inclusions for FY 2025

Personnel

The vacant Speech Language Pathologist (SLP) position is to ensure access to specialty providers is available at CHCC to go with Dietary needs of the patients such as modified barium swallowing test to determine the degree of swallowing difficulties a person has and then recommend an appropriate diet and strategies to improve their condition.

All Others Justifications

62060 Professional Services = \$40,000: Medicare Cost Report expenses and other contractual needs such interfacing program modules for automation of workflow needs.

62260 Dues and Subscriptions = \$1,000: PIHOA membership dues as an Associate Member.

62290 Licenses and Fees = \$1,000: Share cost for Microsoft 360 licenses of Hospital Administration accounts.

62500 Travel Expenses = \$3,000: Estimated cost to travel to critical and valuable conference as American Hospital Association (AHA) Leadership Summit as professional development to seek innovative approaches for delivering better care and greater value, ensuring financial stability, addressing workforce challenges and improving the health care consumer experience through operational excellence, creative partnerships and redefined delivery models.

62660 Repair and Maintenance = \$2,000: Estimated cost for the repair and maintenance of Canon color copier with copy, fax, and scan capabilities.

63040 Supplies-Office = \$1,000: Estimated cost for office supplies needs such as binders, folders, clips and staples.

63050 Supplies-Operations = \$24,000: Estimated annual cost for all the 5-gallon drinking water needs of the wards and departments use for staff and patients.

63120 Equipment under \$5K = \$10,000: Estimated cost for small equipment such as point of care testing use by SLP or Occupational Therapists.

64540 Machinery, Tools & Equipment = \$75,000: Estimated cost for new or refurbished diagnostic equipment needs of a new medical service providing health care access to specialty providers

Conclusion

The proposed budget for Hospital Administration for FY 2025 is geared toward health care access, service, and improvement of patient outcomes. Each item and aspect of the budget is important as removal of one or another will affect the delivery of care. If delivery of care is compromised or is jeopardized, CHCC will have adverse outcomes that affect patient care and safety which will lead to Medicare citation with the possibility of revocation of current certification.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1805A	Hospital Administration	DIRECTOR OF HOSPITAL SERVICES	Filled	109,608	121,000	FTE	133,100	N	-	N	-	Y	8,252	N	-	Y	1,930	Y	878	11,060	Filled	2
1805A	Hospital Administration	ADMINISTRATIVE OFFICER (resclass administrative)	Filled	35,682	32,365	FTE	37,467	N	-	N	-	Y	2,323	SINGLE	4,875	Y	543	N	-	7,741	Vacant	1
1805A	Hospital Administration	SPEECH LANGUAGE PATHOLOGIST (restructure ad)	Vacant	-	40,000	FTE	75,000	N	-	N	-	Y	4,650	N	-	Y	1,088	N	-	5,738	Total	3
1805A	Hospital Administration			145,290	193,365	3	245,567	-	-	15,225	4,875	3,561	878		24,538							

HOSPITAL ADMINISTRATION: 1805A/G3001S

Schedule B

Obj. Code	Item	FY 2025 Request
62060	Professional Services	40,000
	Medicare Cost Report expenses and other contractual needs such as interfacing program modules for automation of workflow.	
62260	Dues & Subscription	1,000
	PIHOA membership dues as an Associate Member.	
62500	Travel	3,000
	Estimated cost to travel to critical and valuable conference as American Hospital Association (AHA) Leadership Summit.	
62660	Repairs & Maintenance	2,000
	Estimated cost for the repair and maintenance of Canon color copier with copy, fax, and scan capabilities.	
63040	Supplies - Office	1,000
	Estimated cost for office supplies needs such as binders, folders, clips, and staples.	
63050	Supplies - Operation	24,000
	Estimated annual cost for all the 5-gallon drinking water needs of the ward and departments use for staff and patients.	
63120	Equipment under \$5000	10,000
	Estimated cost for small equipment such as point of care testing use by SLP or Occupational Therapist.	
64540	Machinery, Tools, & Equipment	75,000
	Diagnostic equipment needs of a new medical service providing health care access to specialty providers.	
	TOTAL	156,000



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



March 1, 2024

FY 2025 MEDICAL STAFF BUDGET NARRATIVE

Overview:

The medical staff budget is one of the more burdensome costs to the corporation's financial bottom-line, but it is also one of the most critical. A hospital cannot deliver quality health care services and improve access to basic care without the key components supported by a robust medical staff budget. The reality is, health care is expensive and the number of indigent and uninsured continue to get sicker as they age and ignore their health, further straining our resources. Without doctors and paraprofessionals, a community cannot have a hospital nor access to health care to maintain a standard quality of life and ensure basic human survival.

Justification:

The medical staff budget must remain dynamic since it is driven by complex factors in order to execute a new hire. These factors include:

- Recruitment of physicians/non-physician providers takes an average of 1 to 3 years
- Recruitment of specialized physicians takes an average of 2 to 5 years
- Remote location of position and salary offer continue to be a barrier for potential candidates
- Retention salary/incentives for current providers are not competitive

Therefore, the vacancies that are noted in the annual budget reflect this struggle despite the corporation's diligent effort to better attract candidates. The mitigations and enhancements we have implemented in the last two fiscal years:

- the implementation of provider retention incentives/bonuses plan
- the addition of an in-house physician recruiter
- the addition of a provider recruitment and retention coordinator
- the designation of the deputy CMO to facilitate assistance with complex licensing, credentialing, and position description tasks
- weekly recruitment meetings

The current vacancies in the budget allows the medical staff the ability to restructure positions to hire other specialties that are not currently listed but deemed a viable alternative to enhance the delivery of care. As an example, we have increased non-physician provider positions bolstering services in cardiology, oncology, nephrology, internal medicine, anesthesiology, emergency medicine, OB/GYN, pediatrics, speech language pathology and audiology, public health, and the outer islands.

The working budget currently identifies the following **30** vacancies including new positions requested since FY 24 highlighted in yellow:

Specialty	FTE	Specialty	FTE
Anesthesiology	1	Family Medicine - Rota	1
Nurse Anesthetist	1	Family Medicine - Tinian	1
Pediatrics	1	Physician Assistant - ER	3
Psychiatry	1	Physician Assistant - FCC	1
Internal Medicine - Outpatient	2	Nurse Practitioner – Nephrology	1
Internal Medicine – Hospitalist	2	Nurse Practitioner – Rota	2
Oncology	1	Nurse Practitioner - FCC	1
Surgery	1	Speech Language Pathologist	1
Emergency Medicine	4	Medical Director – Public Health	1
Neurosurgeon – Part Time	1	Medical Director – Health Network Program	1
Nephrology	2		

Unfortunately, in FY 24, we are expecting the following loss of personnel as well, for which robust recruitment efforts continue on a daily basis:

- Pediatrics (3)
- Psychiatry (2)
- ENT Surgeon (0.5 FTE)
- General Surgery (2)
- Emergency Medicine (1)
- Nurse Practitioner – Pediatrics (1)

While we work on recruiting for full time positions, we rely heavily on locum tenens personnel to mitigate the gap we have across all departments in the hospital. Without the locum tenens, hospital services will be greatly reduced and/or ultimately discontinued.

In the event that we must eliminate vacancies to balance the medical staff budget, I believe the following FTEs can be adjusted in the following order with minimal impact to health care access for patients:

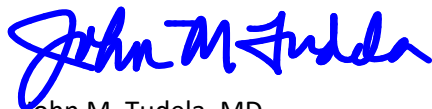
1. Oncology (1)
2. Nurse Practitioner – Nephrology (1)
3. Speech Language Pathologist (1)
4. Medical Director – Public Health (1)
5. Anesthesiologist (1)
6. Neurosurgeon (1)
7. Nephrologist (1)
8. Medical Director – Health Network Program (1)
9. Nurse Practitioner – Rota (1)
10. Internal Medicine – outpatient (1)
11. Internal Medicine – hospitalist (1)

Conclusion:

The salient points to summarize are the following:

- It is a tremendous challenge to recruit and retain medical providers for the CNMI as we lack the financial resources and appropriate infrastructure to support a desired “first class” health care.
- Homegrown products are not returning home to practice and lack of interest among islands’ youth to pursue a medical career continues to be a barrier.
- Our lone hospital has outgrown its size and showing its age. The potential recruit is further held to United States immigration rules and United States medical licensing requirements, which is the minimum standard for U.S. medical training and practice.
- The attraction of living on tropical islands with white sand beaches and a slow-paced lifestyle is no longer a major deciding factor when a recruit considers a position at our organization.
- The expectation now is a mirror image of what is offered in the US mainland - and why shouldn't they? After all, we are a US Commonwealth held to US standards and have Medicare and Medicaid as major providers of health care services. So, what does it take? Money and lots of it!
- No doctor or health care profession who has gone through many years of education, training, personal sacrifice, and financial hardship will accept just any job. We have to sell the lifestyle, strengthen resources and support, and place a monetary value on their skills and expertise. Ultimately, one’s salary is a rapid measure of how much one is valued, and we ALL want to feel highly desired and valued. Everything else is icing on the cake and the expected by-product is the retention of our most qualified and expert medical provider for longer than the initial contract - potentially decades more - contributing to our community's health, longevity, and access to quality medical care.

If you have any questions or concerns, I may be contacted at email: john.tudela@chcc.health or telephone 670-483-4888. Thank you for your cooperation and assistance.



John M. Tudela, MD
Chief Medical Officer
Board Certified in Internal Medicine

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	2025 Budget Request																
							FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1807A	Medical Staff	CERTIFIED NURSE MIDWIFE	Filled	95,000	101,746	EC	101,746	N	-	Y	4,070	Y	6,308	SINGLE	4,875	Y	1,475	Y	878		17,606	Filled	77
1807A	Medical Staff	CERTIFIED NURSE MIDWIFE	Filled	95,000	99,750	EC	99,750	N	-	N	-	Y	6,184	SINGLE	4,875	Y	1,446	N	-		12,506	Vacant	30
1807A	Medical Staff	CERTIFIED NURSE MIDWIFE	Filled	96,901	101,746	EC	101,746	N	-	N	-	Y	6,308	COUPLE	9,993	Y	1,475	N	-		17,776	TBF	1
1807A	Medical Staff	CERTIFIED NURSE MIDWIFE	Filled	108,722	103,779	EC	114,158	N	-	Y	4,566	Y	7,078	FAMILY	15,598	Y	1,655	Y	878		29,775	Total	108
1828A	Labor and Delivery	MIDWIFE	Filled	66,217	69,528	FTE	69,528	Y	25,725	N	-	Y	4,311	COUPLE	9,993	Y	1,008	Y	878		41,914		
1807A	Medical Staff	CERTIFIED NURSE MIDWIFE (Reclass from NURSE M	Filled	95,000	99,750	EC	99,750	N	-	N	-	Y	6,184	SINGLE	4,875	Y	1,446	N	-		12,506		
1807A	Medical Staff	CERTIFIED NURSE ANESTHETIST	Filled	216,800	208,845	EC	236,312	N	-	N	-	Y	10,453	N	-	Y	3,427	N	-	20,000	33,880		
1807A	Medical Staff	CERTIFIED NURSE ANESTHETIST	Filled	204,749	214,986	EC	223,176	N	-	N	-	Y	10,453	SINGLE	4,875	Y	3,236	N	-		18,564		
1807A	Medical Staff	CERTIFIED NURSE ANESTHETIST (restructure PHYSI	Filled	195,000	343,790	EC	227,641	N	-	N	-	Y	10,453	N	-	Y	3,301	N	-		13,754		
1807A	Medical Staff	PHYSICIAN (ANESTHESIOLOGIST)	Vacant	-	299,249	EC	299,249	N	-	N	-	Y	10,453	N	-	Y	4,339	N	-		14,792		
1807A	Medical Staff	PHYSICIAN (ANESTHESIOLOGIST)	Filled	319,771	305,236	EC	335,759	N	-	Y	13,430	Y	10,453	FAMILY	15,598	Y	4,869	N	-		44,351		
1807A	Medical Staff	CERTIFIED NURSE ANESTHETIST, restructure PHYSI	Vacant	-	225,000	EC	225,000	N	-	N	-	Y	10,453	N	-	Y	3,263	N	-		13,716		
1807A	Medical Staff	PHYSICIAN (CARDIOLOGIST)	Filled	330,749	330,749	EC	347,287	N	-	Y	13,891	Y	10,453	COUPLE	9,993	Y	5,036	N	-		39,373		
1807A	Medical Staff	PHYSICIAN (NEPHROLOGIST)	Filled	416,000	436,800	EC	436,800	N	-	N	-	Y	10,453	N	-	Y	6,334	N	-	20,000	36,787		
1807A	Medical Staff	NURSE PRACTITIONER (NEPHROLOGY)	Vacant	-	115,501	EC	115,501	N	-	N	-	Y	7,161	N	-	Y	1,675	N	-		8,836		
1807A	Medical Staff	NEPHROLOGIST	Vacant	-	346,500	EC	330,000	N	-	N	-	Y	10,453	N	-	Y	4,785	N	-		15,238		
1807A	Medical Staff	ORTHOPEDIC SURGEON	Filled	428,000	449,399	EC	449,399	N	-	N	-	Y	10,453	COUPLE	9,993	Y	6,516	N	-		26,962		
1807A	Medical Staff	PHYSICIAN (OTOLARYNGOLOGIST)	Filled	378,000	396,901	EC	396,901	N	-	N	-	Y	10,453	N	-	Y	5,755	N	-		16,208		
1807A	Medical Staff	NURSE PRACTITIONER (ONC)	Filled	95,000	163,800	EC	120,000	N	-	N	-	Y	7,440	N	-	Y	1,740	N	-		9,180		
1807A	Medical Staff	PHYSICIAN (ONCOLOGY)	Filled	355,776	342,720	EC	373,564	N	-	Y	14,943	Y	10,453	SINGLE	4,875	Y	5,417	N	-		35,687		
1807A	Medical Staff	PHYSICIAN ASSISTANT	Filled	110,001	99,750	EC	120,000	N	-	N	-	Y	7,440	N	-	Y	1,740	N	-		9,180		
1807A	Medical Staff	PHYSICIAN (ONCOLOGY)	Vacant	-	320,000	EC	320,000	N	-	N	-	Y	10,453	N	-	Y	4,640	N	-		15,093		
1807A	Medical Staff	PHYSICIAN ASSISTANT	Vacant	-	95,000	EC	95,000	N	-	N	-	Y	5,890	N	-	Y	1,378	N	-		7,268		
1807A	Medical Staff	DENTIST	Filled	178,533	187,459	EC	187,459	N	-	Y	7,498	Y	10,453	COUPLE	9,993	Y	2,718	N	-	20,000	50,663		
1807A	Medical Staff	DENTIST	Filled	156,000	156,000	EC	163,800	N	-	N	-	Y	10,156	N	-	Y	2,375	N	-		12,531		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Filled	218,005	249,600	EC	306,000	N	-	Y	12,240	Y	10,453	COUPLE	9,993	Y	4,437	N	-		37,123		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Filled	273,503	287,179	EC	306,000	N	-	N	-	Y	10,453	COUPLE	9,993	Y	4,437	N	-		24,883		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Vacant	-	325,270	EC	306,000	N	-	N	-	Y	10,453	N	-	Y	4,437	N	-		14,890		
1807A	Medical Staff	DEPUTY CHIEF MEDICAL OFFICER (Restructure PHY	Filled	286,000	-	EC	306,000	N	-	Y	12,240	Y	10,453	COUPLE	9,993	Y	4,437	N	-		37,123		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Filled	246,000	258,299	EC	306,000	N	-	N	-	Y	10,453	SINGLE	4,875	Y	4,437	N	-		19,765		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Vacant	-	258,299	EC	306,000	N	-	N	-	Y	10,453	N	-	Y	4,437	N	-		14,890		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Vacant	-	301,392	EC	306,000	N	-	N	-	Y	10,453	N	-	Y	4,437	N	-		14,890		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER) (RestructurePHYSICIAN	Filled	95,000	246,000	EC	115,000	N	-	N	-	Y	7,130	COUPLE	9,993	Y	1,668	N	-		18,790		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Filled	286,909	276,381	EC	306,000	N	-	N	-	Y	10,453	FAMILY	15,598	Y	4,437	N	-		30,489		
1807A	Medical Staff	PHYSICIAN (EMERGENCY MEDICINE)	Filled	270,600	284,130	EC	306,000	N	-	N	-	Y	10,453	COUPLE	9,993	Y	4,437	N	-	20,000	44,883		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER) (Reclass NURSE PRACTI	Filled	95,000	99,750	EC	99,750	N	-	N	-	Y	6,184	SINGLE	4,875	Y	1,446	N	-		12,506		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Filled	95,000	131,040	EC	115,000	N	-	Y	4,600	Y	7,130	SINGLE	4,875	Y	1,668	Y	878		19,150		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Filled	95,000	103,779	EC	115,000	N	-	Y	4,600	Y	7,130	COUPLE	9,993	Y	1,668	N	-		23,390		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Filled	99,751	99,750	EC	115,000	N	-	Y	4,600	Y	7,130	SINGLE	4,875	Y	1,668	N	-		18,272		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Filled	99,751	99,750	EC	115,000	N	-	N	-	Y	7,130	COUPLE	9,993	Y	1,668	N	-		18,790		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Filled	122,579	128,707	EC	131,282	N	-	Y	5,251	Y	8,139	SINGLE	4,875	Y	1,904	Y	878		21,047		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Vacant	-	99,750	EC	115,000	N	-	N	-	Y	7,130	N	-	Y	1,668	N	-		8,798		
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER)	Vacant	-	99,750	EC	115,000	N	-	N	-	Y	7,130	N	-	Y	1,668	N	-		8,798		
1807A	Medical Staff	PHYSICIAN (INTERNAL MEDICINE), restructure PHY	Vacant	-	246,000	EC	246,000	N	-	N	-	Y	10,453	N	-	Y	3,567	N	-		14,020		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	228,900	228,901	EC	240,345	N	-	Y	9,614	Y	10,453	SINGLE	4,875	Y	3,485	Y	878		29,304		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	228,900	228,901	EC	240,345	N	-	Y	9,614	Y	10,453	COUPLE	9,993	Y	3,485	N	-		33,545		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Vacant	-	228,901	EC	228,901	N	-	N	-	Y	10,453	N	-	Y	3,319	N	-		13,772		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	244,922	240,345	EC	257,168	N	-	Y	10,287	Y	10,453	SINGLE	4,875	Y	3,729	N	-		29,344		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	249,488	261,962	EC	261,962	N	-	Y	10,478	Y	10,453	COUPLE	9,993	Y	3,798	Y	878		35,600		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	233,260	244,922	EC	244,922	N	-	N	-	Y	10,453	FAMILY	15,598	Y	3,551	N	-		29,603		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Vacant	-	231,343	EC	231,343	N	-	N	-	Y	10,453	N	-	Y	3,354	N	-		13,808		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	330,000	261,689	EC	363,825	N	-	N	-	Y	10,453	SINGLE	4,875	Y	5,275	N	-		20,603		
1807A	Medical Staff	PHYSICIAN (HOSPITALIST)	Filled	267,750	281,138	EC	281,138	N	-	N	-	Y	10,453	FAMILY	15,598	Y	4,076	N	-	20,000	50,128		
1807A	Medical Staff	PHYSICIAN (PODIATRIST)	Filled	221,805	221,805	EC	232,895	N	-	Y	9,316	Y	10,453	SINGLE	4,875	Y	3,377	N	-		28,021		

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE) (Restructure NUR	Filled	218,001	228,901	EC	228,901	N	-	Y	9,156	Y	10,453	FAMILY	15,598	Y	3,319	N	-	20,000	58,527	
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	218,001	228,901	EC	228,901	N	-	Y	9,156	Y	10,453	FAMILY	15,598	Y	3,319	N	-	-	-	38,527
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	242,372	233,478	EC	254,491	N	-	N	-	Y	10,453	SINGLE	4,875	Y	3,690	N	-	-	-	19,018
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	226,807	238,148	EC	238,148	N	-	N	-	Y	10,453	N	-	Y	3,453	N	-	-	-	13,906
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	261,961	261,962	EC	275,060	N	-	N	-	Y	10,453	COUPLE	9,993	Y	3,988	Y	878	-	-	25,312
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	287,040	233,478	EC	238,148	N	-	N	-	Y	10,453	N	-	Y	3,453	N	-	-	-	13,906
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	239,799	251,789	EC	251,789	Y	93,162	N	-	Y	10,453	COUPLE	9,993	Y	3,651	Y	878	-	-	118,136
1807A	Medical Staff	PHYSICIAN(INTERNAL MEDICINE)	Filled	218,001	240,345	EC	238,148	N	-	N	-	Y	10,453	N	-	Y	3,453	N	-	-	-	13,906
1807A	Medical Staff	PHYSICIAN ASSISTANT	Filled	123,700	123,700	EC	129,885	N	-	Y	5,195	Y	8,053	SINGLE	4,875	Y	1,883	N	-	-	-	20,006
1807A	Medical Staff	NURSE PRACTITIONER	Filled	119,999	125,999	EC	125,999	N	-	Y	5,040	Y	7,812	FAMILY	15,598	Y	1,827	N	-	-	-	30,277
1807A	Medical Staff	NURSE PRACTITIONER	Filled	95,000	99,750	EC	115,000	N	-	Y	4,600	Y	7,130	N	-	Y	1,668	N	-	-	-	13,398
1807A	Medical Staff	PHYSICIAN (INTERVENTIONAL RADLST)	Filled	500,001	525,001	EC	525,001	N	-	N	-	Y	10,453	SINGLE	4,875	Y	7,613	N	-	20,000	-	42,940
1807A	Medical Staff	PHYSICIAN (DIAGNOSTIC RADLST)	Filled	350,000	367,499	EC	367,499	N	-	N	-	Y	10,453	N	-	Y	5,329	N	-	-	-	15,782
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Filled	226,000	226,000	EC	237,300	N	-	N	-	Y	10,453	N	-	Y	3,441	N	-	20,000	-	33,894
1807A	Medical Staff	NURSE PRACTITIONER (GYN)	Filled	108,722	103,779	EC	115,000	N	-	Y	4,600	Y	7,130	N	-	Y	1,668	Y	878	-	-	14,275
1807A	Medical Staff	NURSE PRACTITIONER (GYN)	Filled	108,722	103,779	EC	115,000	N	-	Y	4,600	Y	7,130	SINGLE	4,875	Y	1,668	N	-	-	-	18,272
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Vacant	-	242,046	EC	237,300	N	-	N	-	Y	10,453	N	-	Y	3,441	N	-	-	-	13,894
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Filled	226,000	237,300	EC	237,300	N	-	N	-	Y	10,453	N	-	Y	3,441	N	-	-	-	13,894
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Filled	264,000	251,990	EC	277,200	N	-	Y	11,088	Y	10,453	FAMILY	15,598	Y	4,019	N	-	-	-	41,159
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Filled	226,000	230,520	EC	237,300	N	-	N	-	Y	10,453	N	-	Y	3,441	N	-	-	-	13,894
1807A	Medical Staff	PHYSICIAN (OB/GYN)	Vacant	-	237,300	EC	237,300	N	-	N	-	Y	10,453	N	-	Y	3,441	N	-	-	-	13,894
1807A	Medical Staff	NURSE PRACTITIONER (PEDS)	Filled	122,262	122,263	EC	128,376	N	-	Y	5,135	Y	7,959	COUPLE	9,993	Y	1,861	N	-	-	-	24,949
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER) restructure NURSE PRA	Vacant	-	99,750	EC	115,000	N	-	N	-	Y	7,130	N	-	Y	1,668	N	-	-	-	8,798
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	190,000	203,490	EC	203,490	N	-	N	-	Y	10,453	N	-	Y	2,951	N	-	-	-	13,404
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	199,499	199,500	EC	209,474	N	-	Y	8,379	Y	10,453	SINGLE	4,875	Y	3,037	N	-	-	-	26,744
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	217,443	207,561	EC	228,315	N	-	N	-	Y	10,453	FAMILY	15,598	Y	3,311	N	-	-	-	29,362
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Vacant	-	199,500	EC	203,491	N	-	N	-	Y	10,453	N	-	Y	2,951	N	-	-	-	13,404
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	199,499	209,474	EC	209,474	N	-	Y	8,379	Y	10,453	SINGLE	4,875	Y	3,037	N	-	20,000	-	46,744
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	190,000	199,500	EC	203,491	N	-	Y	8,140	Y	10,453	FAMILY	15,598	Y	2,951	N	-	-	-	37,142
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	190,000	203,491	EC	203,491	N	-	Y	8,140	Y	10,453	N	-	Y	2,951	N	-	-	-	21,543
1807A	Medical Staff	PHYSICIAN (PEDIATRICS)	Filled	190,000	199,500	EC	203,491	N	-	Y	8,140	Y	10,453	FAMILY	15,598	Y	2,951	Y	878	-	-	38,019
1807A	Medical Staff	PHYSICIAN (PSYCHIATRIST)	Vacant	-	228,901	EC	228,901	N	-	N	-	Y	10,453	N	-	Y	3,319	N	-	-	-	13,772
1807A	Medical Staff	PHYSICIAN (PSYCHIATRIST)	Filled	233,260	244,922	EC	244,922	N	-	Y	9,797	Y	10,453	FAMILY	15,598	Y	3,551	Y	878	20,000	-	60,277
1807A	Medical Staff	PHYSICIAN (PSYCHIATRY)	Filled	218,001	228,901	EC	228,901	N	-	N	-	Y	10,453	N	-	Y	3,319	N	-	-	-	13,772
1807A	Medical Staff	PHYSICIAN (SURGEON)	Vacant	-	330,000	EC	330,000	N	-	N	-	Y	10,453	N	-	Y	4,785	N	-	-	-	15,238
1807A	Medical Staff	PHYSICIAN (SURGEON)	Filled	330,000	330,000	EC	330,000	N	-	Y	13,200	Y	10,453	FAMILY	15,598	Y	4,785	Y	878	-	-	44,914
1807A	Medical Staff	PHYSICIAN (SURGEON)	Filled	330,000	330,000	EC	330,000	N	-	Y	13,200	Y	10,453	SINGLE	4,875	Y	4,785	N	-	20,000	-	53,313
1807A	Medical Staff	PHYSICIAN (SURGEON)	Filled	330,000	330,000	EC	330,000	N	-	Y	13,200	Y	10,453	COUPLE	9,993	Y	4,785	N	-	-	-	38,431
1807A	Medical Staff	PHYSICIAN (ROTA)	Vacant	-	252,001	EC	252,001	N	-	N	-	Y	10,453	N	-	Y	3,654	N	-	-	-	14,107
1807A	Medical Staff	PHYSICIAN ASSISTANT (ER), restructure PHYSICIAN	Vacant	-	112,200	EC	112,200	N	-	N	-	Y	6,956	N	-	Y	1,627	N	-	-	-	8,583
1807A	Medical Staff	PHYSICIAN ASSISTANT FCC (Restructure NURSE PRA	Vacant	-	99,750	EC	112,200	N	-	N	-	Y	6,956	N	-	Y	1,627	N	-	-	-	8,583
1807A	Medical Staff	NURSE PRACTITIONER (ROTA) - reinstate as new FT	Vacant	-	95,000	EC	112,200	N	-	N	-	Y	6,956	N	-	Y	1,627	N	-	-	-	8,583
1807A	Medical Staff	NURSE PRACTITIONER (ROTA) - reinstate as new FT	Vacant	-	95,000	EC	112,200	N	-	N	-	Y	6,956	N	-	Y	1,627	N	-	-	-	8,583
1807A	Medical Staff	PHYSICIAN ASSISTANT (ROTA)	Filled	101,650	106,732	EC	106,732	N	-	Y	4,269	Y	6,617	FAMILY	15,598	Y	1,548	N	-	-	-	28,033
1807A	Medical Staff	NURSE PRACTITIONER (TINIANI)	Filled	99,751	104,738	EC	115,000	N	-	N	-	Y	7,130	SINGLE	4,875	Y	1,668	N	-	-	-	13,672
1807A	Medical Staff	NURSE PRACTITIONER (TINIANI)	Filled	99,751	104,738	EC	115,000	N	-	N	-	Y	7,130	SINGLE	4,875	Y	1,668	N	-	-	-	13,672
1807A	Medical Staff	PHYSICIAN ASSISTANT	Filled	95,000	99,750	EC	99,750	N	-	Y	3,990	Y	6,184	N	-	Y	1,446	N	-	-	-	11,621
1807A	Medical Staff	PHYSICIAN(FAMILY MEDICINE)(TINIANI)	Vacant	-	190,000	EC	218,000	N	-	N	-	Y	10,453	N	-	Y	3,161	N	-	-	-	13,614
1807A	Medical Staff	PHYSICIAN (NEUROSURGEON - P/T)	Vacant	-	330,000	EC	330,000	N	-	N	-	Y	10,453	N	-	Y	4,785	N	-	-	-	15,238
1807A	Medical Staff	NURSE PRACTITIONER (IM) - reinstate as new FTE	Vacant	-	95,000	EC	95,000	N	-	N	-	Y	5,890	N	-	Y	1,378	N	-	-	-	7,268
1807A	Medical Staff	SPEECH LANGUAGE PATHOLOGIST (restructure NU	Vacant	-	95,000	EC	95,000	N	-	N	-	Y	5,890	N	-	Y	1,378	N	-	-	-	7,268
1807A	Medical Staff	NURSE PRACTITIONER (ONC)	TBF	95,000	110,000	EC	110,000	N	-	N	-	Y	6,820	N	-	Y	1,595	N	-	-	-	8,415
1807A	Medical Staff	NURSE PRACTITIONER (ONC)	Filled	95,000	110,000	EC	110,000	N	-	N	-	Y	6,820	SINGLE	4,875	Y	1,595	N	-	-	-	13,290
1807A	Medical Staff	PUBLIC HEALTH MEDICAL DIRECTOR (60K LOCAL, 6	Vacant	-	-	EC	120,000	N	-	N	-	Y	7,440	N	-	Y	1,740	N	-	-	-	9,180
1807A	Medical Staff			16,015,576	22,297,041	108	23,265,171	118,887	308,642	989,604	530,841	337,345	11,408	220,000	2,516,727							

MEDICAL STAFF: 1807A/G2501S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	682,500
62260	Dues and Subscriptions	39,543
	Up-to-date Software	
62290	License & fees	6,149
	Physicians accreditation (as estimated)	
62500	Travel	7,455
	To budget for Travel should there be a need for ER coverages for THC and RHC.	
	TOTAL	735,647



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1808A, 1813A, 1814A/G2001S & 1839A/G2004S
Department Name: Family Care Clinic (Adults, Women's, & Children's) & Oncology

Overview:

The Commonwealth Healthcare Corporation (CHCC) outpatient clinic or Family Care Clinic (to include the Adults, Women's, and Children's Clinics) provide vital healthcare services to the growing CNMI community. The services cater to people in all stages of life from infancy to adolescence, and early adulthood to senior years. The services provided by the clinics include, but are not limited to, adult health check-ups and treatment, specialized care for women of all ages, and primary care services and treatment for children. The Outpatient Clinics of CHCC also provides specialty care in Internal Medicine, ENT (Ear, Nose and Throat), General Surgery, Orthopedic, Psychiatry, Podiatry and Cardiology.

The Oncology Center provides crucial services to the CNMI community such as cancer screenings, comprehensive consultations regarding the appropriate steps to take after screening is performed and after the results are received, and appropriate treatment if cancer is detected. Through programs under Oncology a wide array of those services is free for the public. The Oncology Center also offers services for those with advanced cancer. The prevalence of cancer cases in the CNMI contributes to the need for the Oncology Center.

Budget Proposal and Justification:

Personnel:

Family Care Clinic (Adults, Women's, Children's Clinics): Because of the increase in demand for healthcare services and the staffing challenges, the clinics are currently behind on their patient waitlists. In order to address the increase in patients loads (the number of patients to be seen and assisted) the hiring of more providers is necessary. There is a total of five (5) providers that were set to arrive this month, March. There will be three (3) providers in the Adults Clinic, one (1) in the Women's Clinic, and one (1) in the Children's Clinic. To ensure that the providers are properly assisted and to ensure that the clinics can continue to provide much-needed healthcare services, we are requesting that the current filled positions as well as vacant positions for Fiscal Year (FY) 2024 are maintained for FY 2025 for all clinics. In addition to this, a total of five (5) full-time equivalent (FTE) positions are requested: one (1) Staff Nurse, three (3) Community Health Workers, and one (1) Coordinator.

Oncology: Oncology currently has all provider positions filled, with one (1) new provider who just recently started. Because of the number of providers, we are requesting that all filled positions

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and vacant positions in FY 2024 are maintained for FY 2025. Again, as with the other outpatient clinics, this will ensure that the providers are adequately assisted and that services can continue.

Currently, outpatient departments are either short-staffed or do not have enough staff to provide coverage if an employee is unable to work. This can result in the cancellation of appointments if there are not enough staff to provide much-needed services, which is both unfortunate and inefficient.

All Others:

62260: Dues and Subscriptions **\$29,500**

Family Care Clinic: This is to budget for dues and subscriptions that are essential to keep updated on any changes in outpatient practices. The amount requested is \$500.

Oncology: To budget for dues and subscriptions essential to keep up to date of the practices in Oncology. The amount requested is \$29,000.

62290: Licenses & Fees **\$18,000**

Family Care Clinic: To budget for the cost of the CLIA Waiver Certificate fee for provider-performed Microscopy procedures. The amount requested is \$500.

Oncology: To budget for the costs of any licenses and fees. The amount requested is \$17,500.

62500: Travel Expenses **\$5,000**

Oncology: To cover travel expenses for training, seminars, conferences, etc., as required. The amount requested is \$5,000.

62660: Repairs & Maintenance **\$13,600**

Family Care Clinic: To budget for the cost of repair and maintenance of the HP Laser Jet machine. The amount requested is \$1,000.

Oncology: To budget for the cost of repair and maintenance of non-medical equipment. The amount requested is \$12,600.

62690: Personnel Training Cost **\$10,000**

Oncology: To budget for the cost of training that ensures professional staff development. The amount requested is \$10,000.

63010: Books and Library Materials **\$500**

Oncology: To budget for the cost of acquiring reference books, e-books, or other reading material regarding Oncology. The amount requested is \$500.

63040: Supplies - Office **\$10,000**

To budget for the cost of office supplies such as toner, pens, paper, binder, etc. The amount requested for Family Care Clinic is \$5,000. The amount requested for Oncology is \$5,000.

63050: Supplies - Operations **\$12,000**

To budget for the cost of supplies needed for everyday operations. The amount requested for Family Care Clinic is \$7,000. The amount requested for Oncology is \$5,000.

63070: Medical - General Supplies **\$360,000**

Family Care Clinic: To budget for the cost of general medical supplies required for outpatient care services for all three clinics (for adults, women, and children). The amount requested is \$300,000.

Oncology: To budget for the cost of general medical supplies required for the care of Oncology patients to include, but not limited to, biopsy kits and IV tubing. The amount requested is \$60,000.

63090: Medical - Pharmaceutical Supplies **\$7,800,000**

Oncology: To budget for the cost of crucial pharmaceutical supplies such as Chemotherapy medicine. The amount requested is \$7,800,000.

63120: Equipment Under \$5,000 **\$5,000**

Oncology: To budget for the cost of small equipment including, but not limited to, otoscopes, ophthalmoscopes, and IV poles. The amount requested is \$5,000.

64540: Machinery, Tools, & Equipment **\$196,093**

Family Care Clinic: To budget for the cost of acquiring essential machinery, tools, and equipment. This includes, but is not limited to ECG machines, workstations, surgical instruments autoclaves, bedside ultrasound machines, digital vital signs machines, and stretcher beds. The amount requested is \$114,093.

Oncology: To budget for the cost of acquiring essential machinery, tools, and equipment. This includes, but is not limited to, portable vital signs monitors, IV PC units and pumps, medstation drawers, stretcher beds, medical vacuum systems, and oxygen generator systems. The amount requested is \$82,000.

64570: Office Furniture & Fixtures **\$9,780**

Family Care Clinic: To budget for the cost of acquiring office furniture and fixtures such as exam beds, patient stationary chairs, as well as office clinic chairs. The amount requested is \$9,780.

TOTAL REQUESTED FOR ALL OTHERS: **\$ 8,469,473**

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1808A	Adults Clinic	CLINIC MANAGER	Filled	65,749	69,036	FTE	69,036	N - Y	2,761	Y	4,280	FAMILY 15,598	Y 1,001	N -	23,641
1832A	Adults Clinic	NURSE UNIT MANAGER - BSN	Filled	56,301	59,117	EC	59,117	N - N	-	Y	3,665	SINGLE 4,875	Y 857	N -	9,397
1808A	Adults Clinic	REGISTERED NURSE (SNI-BSN)	Filled	56,301	59,117	EC	59,117	N - Y	2,365	Y	3,665	SINGLE 4,875	Y 857	Y 878	12,639
1808A	Adults Clinic	REGISTERED NURSE (SNI-ASN)	Filled	46,218	55,651	EC	55,651	N - N	-	Y	3,450	N -	Y 807	N -	4,257
1808A	Adults Clinic	UNIT CLERK (restructure staff nurse)	Vacant	-	53,619	EC	53,619	N - N	-	Y	3,324	N -	Y 777	N -	4,102
1808A	Adults Clinic	STAFF NURSE I - ASN	Filled	51,066	53,620	EC	53,620	N - Y	2,145	Y	3,324	N -	Y 777	N -	6,247
1808A	Adults Clinic	STAFF NURSE I - ASN	Filled	48,843	51,285	EC	51,285	N - Y	2,051	Y	3,180	SINGLE 4,875	Y 744	N -	10,849
1808A	Adults Clinic	REGISTERED NURSE (SNI-ASN)	Filled	48,635	59,117	EC	59,117	N - Y	2,365	Y	3,665	FAMILY 15,598	Y 857	N -	22,486
1808A	Adults Clinic	STAFF NURSE I - BSN	Filled	48,464	50,887	FTE	50,887	N - N	-	Y	3,155	FAMILY 15,598	Y 738	N -	19,491
1808A	Adults Clinic	UNIT CLERK (restructure staff nurse)	Vacant	-	53,620	EC	53,620	N - N	-	Y	3,324	N -	Y 777	N -	4,102
1808A	Adults Clinic	STAFF NURSE	Vacant	-	51,066	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	STAFF NURSE	Vacant	-	51,066	FTE	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	STAFF NURSE	Vacant	-	50,887	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	STAFF NURSE	Vacant	-	48,463	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	LICENSED PRACTICAL NURSE	Filled	44,117	46,323	EC	46,323	N - Y	1,853	Y	2,872	N -	Y 672	Y 809	6,206
1808A	Adults Clinic	LICENSED PRACTICAL NURSE (restructure staff nurse)	Filled	44,117	46,323	EC	46,323	N - Y	1,853	Y	2,872	SINGLE 4,875	Y 672	Y 809	11,081
1808A	Adults Clinic	LICENSED PRACTICAL NURSE IV	Filled	44,121	46,327	EC	46,327	N - Y	1,853	Y	2,872	SINGLE 4,875	Y 672	Y 809	11,081
1808A	Adults Clinic	CERTIFIED NURSING ASSISTANT	Filled	29,858	31,351	FTE	31,351	N - N	-	Y	1,944	FAMILY 15,598	Y 455	N -	17,997
1808A	Adults Clinic	CERTIFIED NURSING ASSISTANT	Filled	28,436	29,857	EC	29,857	N - Y	1,194	Y	1,851	N -	Y 433	Y 527	4,005
1808A	Adults Clinic	MEDICAL ASSISTANT	Filled	23,152	29,857	FTE	29,857	N - N	-	Y	1,851	N -	Y 433	N -	2,284
1808A	Adults Clinic	UNIT CLERK	Filled	19,246	20,209	FTE	20,209	N - Y	808	Y	1,253	SINGLE 4,875	Y 293	N -	7,229
1808A	Adults Clinic	CERTIFIED NURSING ASSISTANT (restructure register)	Filled	21,218	29,857	EC	29,857	N - N	-	Y	1,851	N -	Y 433	N -	2,284
1808A	Adults Clinic	REGISTERED MEDICAL ASSISTANT (reinstate as new)	Filled	22,000	48,635	EC	29,857	N - N	-	Y	1,851	N -	Y 433	N -	2,284
1808A	Adults Clinic	DIABETES EDUCATOR	Vacant	-	51,066	EC	51,066	N - N	-	Y	3,166	N -	Y 740	N -	3,907
1808A	Adults Clinic	REGISTERED NURSE (SNI-ASN)	Filled	46,218	-	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	3,712
1808A	Adults Clinic	REGISTERED NURSE (SNI-BSN)	Filled	46,218	-	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	3,712
1808A	Adults Clinic	REGISTERED NURSE (SNI-BSN)	Filled	46,218	-	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	3,712
1808A	Adults Clinic	STAFF NURSE	Vacant	-	-	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	STAFF NURSE	Vacant	-	-	FTE	46,218	N - N	-	Y	2,865	N -	Y 670	N -	3,536
1808A	Adults Clinic	COMMUNITY HEALTH WORKER	Vacant	-	-	FTE	22,999	N - N	-	Y	1,426	N -	Y 333	N -	1,759
1808A	Adults Clinic	COMMUNITY HEALTH WORKER	Vacant	-	-	FTE	22,999	N - N	-	Y	1,426	N -	Y 333	N -	1,759
1808A	Adults Clinic	COMMUNITY HEALTH WORKER	Vacant	-	-	FTE	22,999	N - N	-	Y	1,426	N -	Y 333	N -	1,759
1808A	Adults Clinic	COORDINATOR	Vacant	-	-	FTE	35,682	N - N	-	Y	2,212	N -	Y 517	N -	2,730
1808A	Adults Clinic			836,495	1,146,355	33	1,453,665	-	19,248	90,127	91,642	21,078	3,832	-	225,928

Filled	20
Vacant	13
TBF	-
Total	33

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe	
1813A	Women's Clinic	NURSE UNIT MANAGER - BSN	Filled	65,173	68,431	EC	68,431	N - Y	2,737	Y	4,243	FAMILY 15,598	Y 992	Y 878	24,448	Filled 7
1813A	Women's Clinic	CERTIFIED NURSING ASSISTANT (restructure clinica	Filled	29,858	28,436	EC	31,351	N - Y	1,254	Y	1,944	N - Y	N 455	-	3,652	Vacant 2
1813A	Women's Clinic	CERTIFIED NURSING ASSISTANT (restructure license	Filled	23,396	44,113	EC	24,566	N - N	-	Y	1,523	N - Y	N 356	-	1,879	TBF -
1813A	Women's Clinic	LICENSED PRACTICAL NURSE	Vacant	-	44,113	EC	38,106	N - N	-	Y	2,363	N - Y	N 553	-	2,915	Total 9
1813A	Women's Clinic	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	EC	46,323	N - Y	1,853	Y	2,872	FAMILY 15,598	Y 672	Y 809	21,804	
1813A	Women's Clinic	STAFF NURSE I - ASN	Filled	48,464	50,887	FTE	50,887	N - Y	2,035	Y	3,155	SINGLE 4,875	Y 738	Y 878	11,681	
1813A	Women's Clinic	STAFF NURSE	Vacant	-	48,464	EC	46,218	N - N	-	Y	2,865	N - Y	N 670	-	3,536	
1813A	Women's Clinic	STAFF NURSE II	Filled	56,301	59,117	EC	59,117	N - Y	2,365	Y	3,665	FAMILY 15,598	Y 857	Y 878	23,363	
1813A	Women's Clinic	STAFF NURSE II	Filled	53,620	56,301	EC	56,301	N - N	-	Y	3,491	FAMILY 15,598	Y 816	N -	19,905	
1813A	Women's Clinic			320,929	446,185	9	421,299	-	10,244	26,121	67,269	6,109	3,442		113,184	

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1814A	Children's Clinic	NURSE UNIT MANAGER - BSN	Filled	56,301	62,072	EC	62,072	N	-	Y	2,483	Y	3,848	FAMILY	15,598	Y	900	Y	878		23,707	Filled	9
1814A	Children's Clinic	STAFF NURSE II	Filled	56,301	62,072	EC	62,072	N	-	Y	2,483	Y	3,848	FAMILY	15,598	Y	900	Y	878		23,707	Vacant	3
1813A	Women's Clinic	STAFF NURSE II	Filled	48,464	56,300	EC	56,300	N	-	N	-	Y	3,491	FAMILY	15,598	Y	816	N	-		19,905	TBF	-
1814A	Children's Clinic	REGISTERED NURSE (SNI-ASN)	Filled	46,218	51,067	EC	51,067	N	-	N	-	Y	3,166	N	-	Y	740	N	-		3,907	Total	12
1814A	Children's Clinic	LICENSED PRACTICAL NURSE IV	Filled	44,117	48,634	EC	48,639	N	-	Y	1,946	Y	3,016	COUPLE	9,993	Y	705	N	-		15,659		
1814A	Children's Clinic	STAFF NURSE I - ASN	Filled	48,464	53,432	FTE	53,432	N	-	Y	2,137	Y	3,313	SINGLE	4,875	Y	775	Y	878		11,977		
1814A	Children's Clinic	STAFF NURSE	Filled	48,464	53,620	EC	53,620	N	-	Y	2,145	Y	3,324	SINGLE	4,875	Y	777	Y	878		11,999		
1814A	Children's Clinic	CERTIFIED NURSING ASSISTANT (restructure clinical)	Filled	21,218	25,794	EC	25,794	N	-	N	-	Y	1,599	N	-	Y	374	N	-		1,973		
1814A	Children's Clinic	CERTIFIED NURSING ASSISTANT (restructure staff nu)	Filled	21,218	22,279	EC	22,279	N	-	N	-	Y	1,381	N	-	Y	323	N	-		1,704		
1814A	Children's Clinic	STAFF NURSE	Vacant	-	48,635	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1814A	Children's Clinic	STAFF NURSE	Vacant	-	48,635	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1814A	Children's Clinic	CERTIFIED NURSING ASSISTANT	Vacant	-	25,794	EC	24,566	N	-	N	-	Y	1,523	N	-	Y	356	N	-		1,879		
1814A	Children's Clinic			390,765	558,334	12	552,276	-	11,193	34,241	66,538	8,008	3,510								123,490		

FAMILY CARE CLINIC (ADULTS CLINIC, 1808A): G2001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST	
62260	Dues and Subscriptions	500	AC, WC, & CC
62290	Licenses and Fees	500	AC, WC, & CC
	Translation Software.		
	CLIA Waiver Certificate fee payment for INR POC and H1AC POC.		
62660	Repairs & Maintenance	1,000	AC, WC, & CC
	Repair and Maintenance of Brother MFC 7460 machine.		
63040	Supplies - Office	5,000	AC, WC, & CC
	To budget for FCC to effectively carry out its services administratively.		
63050	Supplies - Operation	7,000	AC, WC, & CC
	To budget for office supplies for family care outpatient needs.		
63070	Medical - General Supplies	300,000	AC, WC, & CC
	To budget for Medical-General Supplies for family outpatient care.		
64540	Machinery, Tools & Equipment	48,204	ADULTS CLINIC ONLY
	Lead Interpretive Resting ECG Machine w/AM12/USB wired patient cable & wireless communication (BUR280-81X) w/ mobile cart w/ storage bin & cable arm (9911-024-61).	8,150	
	Dell Precision 7760 CTO Workstation.	27,184	
	Surgical instruments autoclave machine 18L w/ printer.	1,900	
	Bedside ultrasound machine w/ cart all probes.	5,000	
	Digital vital signs machine w/ SP02 and mobile stand.	5,970	
64570	Office Furniture & Fixtures	9,280	ADULTS CLINIC ONLY
	MK204-011-002-10137-EXAM-BED-RITTER Manual Examination Table, color stone814.	8,260	
	Patient stationary chairs.	1,020	
	To budget for Office equipment such as chairs, desk and exam bed for family care outpatient needs.		
TOTAL		371,484	

FAMILY CARE CLINIC (WOMEN'S CLINIC, 1813A): G2001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
	To budget for Medical-General Supplies for women outpatient care.	
64540	Machinery, Tools & Equipment	18,666
	Butterfly Ultrasound Machine	
	Others	
	HUN-SR3-USA-DOPPLER, SONICAID, SR3 rechargeable.	6,726
	Digital vital signs machine w/ SP02, thermometer, attachments, & mobile stand.	11,940
64570	Office Furniture & Fixtures	500
	To budget for Office equipment such as chairs, desk and exam bed for women care outpatient needs.	
	Office clinic chairs.	500
	TOTAL	19,166

FAMILY CARE CLINIC (CHILDREN'S CLINIC, 1814A): G2001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
64540	Machinery, Tools & Equipment	47,223
	DELL PRECISION 7760 CTO Workstation	13,592
	REFMU20105-JAUNDICE METER-JM-105	2,420
	Digital vital signs machine w/ SP02, thermometer attachments, & mobile stand.	11,940
	Welch Allyn Spot Vision Screener	8,999
	Stryker stretcher bed	10,272
64570	Office Furniture & Fixtures	-
	To budget for Office equipment such as chairs, desk and exam bed for pediatric care outpatient needs.	
	TOTAL	47,223

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1839A	Oncology	NURSE UNIT MANAGER - BSN	Vacant	-	71,856	EC	71,856	N	-	N	-	Y	4,455	N	-	Y	1,042	N	-	5,497	Filled	5
1839A	Oncology	CERTIFIED ONCOLOGY NURSE	Vacant	-	68,434	EC	68,434	N	-	N	-	Y	4,243	N	-	Y	992	N	-	5,235	Vacant	5
1839A	Oncology	CHEMOTHERAPY NURSE	Filled	65,175	68,433	FTE	68,433	N	-	Y	2,737	Y	4,243	COUPLE	9,993	Y	992	Y	878	18,843	TBF	-
1839A	Oncology	REGISTERED NURSE (SNIII-BSN)	Filled	56,299	60,000	EC	60,000	N	-	Y	2,400	Y	3,720	FAMILY	15,598	Y	870	N	-	22,588	Total	10
1839A	Oncology	CERTIFIED NURSING ASSISTANT I	Filled	21,218	29,857	FTE	29,857	N	-	N	-	Y	1,851	N	-	Y	433	N	-	2,284		
1839A	Oncology	CERTIFIED NURSING ASSISTANT (prior clinical atten	Vacant	-	29,355	EC	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	2,246		
1839A	Oncology	UNIT CLERK	Vacant	-	20,209	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	1,546		
1839A	Oncology	CERTIFIED NURSING ASSISTANT II	Filled	31,350	32,917	FTE	32,917	N	-	N	-	Y	2,041	COUPLE	9,993	Y	477	N	-	12,511		
1839A	Oncology	STAFF NURSE (prior oncology nurse navigator - CAN	Vacant	-	48,635	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	3,536		
1839A	Oncology	STAFF NURSE (prior chemotherapy nurse)	Filled	51,066	48,635	EC	46,218	N	-	Y	1,849	Y	2,865	SINGLE	4,875	Y	670	N	-	10,259		
1839A	Oncology			225,108	478,330	10	473,497	-	6,986	29,357	40,459	6,866	878							84,545		

ONCOLOGY: 1839A/G2004S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	29,000
	Online subscription to current practice in Oncology; IKNOWMED.	
62290	Licenses and Fees	17,500
62500	Travel	5,000
62660	Repairs & Maintenance	12,600
	To budget for repair and maintenance of non-medical equipments. Repair and Maintenance of Printers.	
62690	Personnel Training Cost	10,000
63010	Books & Library Materials	500
	To budget for Books and Library materials.	
63040	Supplies - Office	5,000
	To budget for office supplies such as toner. Copier/Printers (Copy/Scan/Fax) all in one.	
63050	Supplies - Operation	5,000
	To budget for specialized Oncology supplies.	
63070	Medical - General Supplies	60,000
	To budget for general supplies for oncology patients such biopsy kits and IV tubings.	
63090	Medical - Pharmaceutical Supplies	7,800,000
	Chemotherapy Medication	
63120	Equipment Under \$5,000	5,000
	Otoscope Ophthalmoscope IV Poles (wide base)	
64540	Machinery, Tools & Equipment	82,000
	CADD Pumps model 6400 GE Carescape V100 Portable Vital Sign Monitors (DINAMAP) with Exergen scanner Oxygen Concentrators DXA Bone Density Machine Alaris IV PC Unit 8015 with Software Alaris IV Pump Module 8100 with Software Pyxis Medstation 2 Drawer Stretcher Beds Medical Vacuum System Oxygen Generation System	
64550	Computer Systems & Equipment	3,000
	TOTAL	8,034,600



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



NARRATIVE for Proposed Budget FY 2025 **Corporate Quality & Performance Management:** **1811A(G1004S)**

Overview

CQPM continuously finds ways to better efforts on delivering improved results and outcomes on quality of clinical and administrative processes so that CHCC continues to provide valuable services to the community, improve patient outcomes, achieve strategic, operational and clinical value through implementation of CQPM's programs whilst ensuring regulatory compliance to local, state or federal laws.

Hospital Risk & Quality Management

The Hospital Risk/Quality Management program examines risk related issues in the hospital, aims to continuously improve the quality of care and services delivered to CHCC patients and clients, and develops, implements, and coordinates all activities that are designed to improve the processes by which care and services are delivered.

Goals of the Risk/Quality Management program:

- Continuously improve patient safety and minimize and/or prevent the occurrence of errors, events, and system breakdowns that may lead to harm to patients, staff, volunteers, visitors, and others through proactive risk management and patient safety activities.
- Minimize the adverse effects of errors, events, and system breakdowns when they do occur.
- Facilitate compliance with regulatory, legal, and accrediting agency requirements.

Infection Control & Prevention

The Infection Control (IC) program provides guidance, advice, and assistance in implementing standardized methodology for maintaining a safe environment and reducing the risk for the spread of infectious disease within the CHCC. IC works to reduce risk of hospital-associated infections and ensure a safe and healthy hospital for our patients, visitors, and employees.

Patient Relations and HIPAA Compliance

The Patient Relations and Privacy program serves as a liaison between the facility, patients, staff and the community by adhering to Patient Rights standard, advocacy, identification of system problems with desired resolutions and service availabilities. The HIPAA Compliance program creates a strategic and comprehensive

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privacy and security program that defines, develops, maintains and implements policies and processes that enable consistent, effective privacy and information security practices which minimizes risk and ensure the confidentiality and availability of information is owned, controlled, and processed within CHCC.

Employee Health Services

The Employee Health Program develops, assess, analyze, plan and evaluate the service delivery of pre-employment health screening, annual health screening and flu vaccination program for hospital personnel, students, interns and volunteers. Identifies emerging trends of work-related illness/injury to identify workplace hazards and implements the workplace injury prevention plan.

Budgetary Inclusions for FY 2025

Personnel Summary FY 2024-2025

Through the years, CQPM department has not been able to retain and recruit personnel due to resignations and ongoing limitation of qualified personnel to fulfill the goals of each program. Restructuring of CQPMs Organizational Chart was necessary to maximize individual duties and responsibilities to achieve strategic goals and the Centers for Medicare/Medicaid Services (CMS) regulatory compliance for Hospital and the Clinical Laboratory Improvement Amendments.

The total staffing recommendation for FY 2024:

- a. Quality program: three (3) plus one manager.
- b. Employee Health Program: two (2), nurse and coordinator
- c. Infection Control & Prevention: three (3) plus one manager

Quality and Risk Management Program has always been understaffed without a manager since September 2022. Currently with one (1) Patient Safety/Regulatory and Risk Management Coordinator and one (1) Quality Improvement/Performance Improvement Specialist that is not sufficient to run a program that manages hospital-wide cases of patient safety events that includes case review and tedious chart audits, facilitating ad hoc meetings for adverse events, and compliance to CMS Conditions of Participation: Quality Assessment and Performance Improvement (QAPI) and other regulatory requirement for the hospital. Insufficient staffing causes inefficiencies within the programs processes, delays reporting/implementation of initiatives, staff burnout and low morale amongst staff members with constant challenges of prioritizing tasks.

The employee health program has been understaffed since August 2023 after the resignation of the administrative assistant. The administrative assistant was responsible for scheduling pre-employment, annual health screenings and follow-ups. The nurse performed clinical and administrative duties while assisting the immunization program when staff(s) is on leave or assisting with community outreach activities. The program needs another staff who can perform clinical and administrative duties and serves as a backup if one applies for leave or is out sick. More importantly, there is a need to assess and evaluate workflows, update training and in-services related workplace injury prevention that can't be done by one staff alone and adherence to the Occupational Safety and Health Administration (OSHA) and CMS requirements.

Infection Control and Prevention program currently has one (1) manager and one (1) hospital surveillance coordinator. Challenges for this program are microbiology data reporting limitations through electronic health records resulting in manual retrospective review of results. The program will be fulfilling 1 full time employment as Infection Control Program Coordinator included in 2024 budget pending Contract Worker (CW) processing. Onboarding is expected to be sometime in April.

Other vacancies in FY 2024 will be carried over to FY 2025 to allow for personnel needs should the program require additional staffing to meet CMS regulations and strategic planning.

Operational, General and Office Supplies

63010: Books & Library Materials

Material needed for developing and shaping new ideas, able to gain access to more knowledge, and be open minded to a programmatic approach to managing healthcare services. (i.e., manuals, ebooks, textbooks, references)

64550: Computer Systems & Equipment

*** HIT to include for CQPM (11 desktops and 1 laptop for CQPM Personnel)

An essential need as computer systems and equipment are to manage/store numerous tracking and monitoring of data and process data for daily work purposes.

62300: Printing and Photocopying

Essential for improving signage to promote a visible and clear message to patients and potential customers. Hard copies of important reports, presentations, memos, orders, etc., are also very useful, especially if electronic files are lost (i.e., printing of documents and posters for Infection Control, Quality and HIPAA.)

63040: Office Supplies

Essential consumables are needed in the office for employees to work more efficiently.

Office Equipment

Maintain compliance to workplace/occupational safety for equipment's that need to be replaced and procure heavy duty paper shredder to ensure proper disposal of documents that contain sensitive information.

62060: Professional Services

CQPM maintains professional services related to quality care and infection control data collection used for national reporting purposes. One vendor, RMS Healthcare Systems, is approved by CMS to administer the Hospital Consumer Assessment of Healthcare Providers and Systems survey. This survey is a national, standardized, publicly reported survey of the patient's perspective of hospital care. The survey focuses on inpatient discharges for all payer types-Medicaid/Medicare, uninsured, or those who have private health insurance coverages with exclusion of pediatric discharges. The results of our survey are not publicly reported due to the low response rate and lack of physical mail to door delivery services. However, survey results are used internally to drive the necessary clinical/administrative changes and allow for future

improvement opportunities. The other vendor, Pharmacy OneSource, provides data management through a software application called Senti7: Infection Control and Prevention that compensates for limitation of our current electronic health record to produce reporting of microbiology lab results. These lab results are crucial for guiding providers to determine appropriate antibiotic therapy and identify and prevent the transmission of infectious diseases. Additionally, data generated from this software is also used for surveillance purposes and reporting into the Centers for Disease Control and Prevention (CDC) National Healthcare Safety Network.

62290: Licenses and Fees

The department is looking into software programs built for healthcare organizations that will improve efficiency in data management and processes, increase productivity, enhance patient care and overall outcomes within the programs. Since 2023, data management with the use of basic office software that contributes to project or reporting delays etc...

Staff Development

62500: Travel

Travel request/expenses is a strategic process that emphasizes specific goals and outcomes, potential benefits, growth opportunities, and measurable results to maintain CMS certification.

62260: Dues and Subscription

Professional organization dues and subscriptions are paid based on an individual's virtue of education background, occupational field or because of interest in the association. These require appropriate approval before any expenditures provided in the budget. (i.e., Quality (NAHQ, Risk Management (ASHRM), HIPAA (NIST) membership fees; APIC)

62690: Personnel Training Costs

CMS emphasizes the requirement of staff education, training or certification to determine staff competency in quality and infection control programs. Online training programs have become more accessible to qualified individuals. Staff are offered the opportunity to strengthen their existing skills, improve the quality and productivity of work, and gain new knowledge through professional development that is relevant to their roles. CQPM Programmatic training includes HIPAA (NIST), Clinical Quality (NAHQ), Institute of Health Improvement (IHI).

Conclusion

The proposed budget for CQPM for FY 2025 is geared toward strategic goals to meet the needs of the organization and the community we serve. Recruitment of qualified personnel is the department's top priority for FY 2024. Research has shown that sufficient staffing leads to improved outcomes, increased productivity, staff/workflow efficiency, and creates a positive/conducive work environment. Moreover, the department also needs tools and resources to maintain CMS-Hospital Conditions of Participation Standards such as Quality Assessment and Performance Improvement Program tasked to "develop, implement, and maintain an effective, ongoing, hospital-wide data driven quality assessment and performance improvement

program focused on indicators related to improved health outcomes, prevention and reduction of medical error.

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2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1811A	Quality Assurance	DIRECTOR OF CQ&PM	Filled	80,001	84,001	EC	84,001	N	-	Y	3,360	Y	5,208	N	-	Y	1,218	Y	878	10,664	Filled	8
1811A	Quality Assurance	QUALITY ASSURANCE SPECIALIST (prior MANAGER)	Vacant	-	68,250	FTE	68,250	N	-	N	-	Y	4,232	N	-	Y	990	N	-	5,221	Vacant	4
1811A	Quality Assurance	SYSTEM INFECTION CTRL & PREVENTION MGR (prior HSPT)	Filled	65,000	68,250	EC	68,250	N	-	N	-	Y	4,232	FAMILY	15,598	Y	990	Y	878	21,697	TBF	-
1811A	Quality Assurance	SYSTEM QUALITY MGMT & RISK MGR (prior HSPT)	Filled	56,301	59,117	EC	59,117	N	-	Y	2,365	Y	3,665	FAMILY	15,598	Y	857	N	-	22,486	Total	12
1811A	Quality Assurance	PT RLNTS/CUSTOMER EXP OPS COORDIANTOR (prior HSPT)	Filled	35,000	36,750	FTE	36,750	N	-	N	-	Y	2,279	SINGLE	4,875	Y	533	N	-	7,686		
1811A	Quality Assurance	ADMINISTRATIVE SPECIALIST (restructure from ASS)	Filled	30,824	30,824	FTE	32,365	N	-	N	-	Y	2,007	N	-	Y	469	N	-	2,476		
1811A	Quality Assurance	PATIENT SAFETY & REGLTRY COORDINATOR	Vacant	-	40,012	EC	40,012	N	-	N	-	Y	2,481	N	-	Y	580	N	-	3,061		
1811A	Quality Assurance	INF. CTRL. SURVEILLANCE COORD.	Filled	41,309	48,463	EC	48,463	N	-	Y	1,939	Y	3,005	N	-	Y	703	N	-	5,646		
1811A	Quality Assurance	EOHS PROGRAM COORDINATOR (prior PUBLIC HEA)	Vacant	-	48,463	EC	48,463	N	-	N	-	Y	3,005	N	-	Y	703	N	-	3,707		
1811A	Quality Assurance	QLTY/ PERF IMPROVEMENT SPEC. (Prior QUALITY A)	Filled	37,467	48,463	FTE	48,463	N	-	N	-	Y	3,005	N	-	Y	703	N	-	3,707		
1811A	Quality Assurance	INFECTON CTRL & PREVENTION PROGRAM COOR	Vacant	-	48,463	FTE	48,463	N	-	N	-	Y	3,005	N	-	Y	703	N	-	3,707		
1802A	Human Resources Admin	EMPLOYEE OCC HLTH & SAFETY SCREENING NURSE	Moved from 1802A	59,116	-	FTE	62,071	N	-	Y	2,483	Y	3,848	FAMILY	15,598	Y	900	Y	-	22,830		
1811A	Quality Assurance			345,902	581,055	12	644,667	-	10,146	39,969	51,670	9,348	1,755							112,888		

QUALITY ASSURANCE: 1811A/G1004S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	34,000
	RMS Healthcare Systems - to administer HCAHPS survey.	20,000
	Pharmacy OneSource--Sentri7 Infection Prevention (Contract 2022-2027).	14,000
62260	Dues and Subscription	8,000
	Quality (NAHQ), Risk Management (ASHRM) HIPAA (NIST) membership fees; APIC; etc.	
62290	Licenses and Fees	33,075
	To acquire software programs that will improve efficiency in data management and processes, increase productivity, enhance patient care and overall outcomes.	
62300	Printing & Photocopying	2,000
	Print reports, presentations, memos, orders, etc. Also, printing of documents and posters for Infection Control, Quality, & HIPAA.	
62500	Travel	10,000
	Potential Travel for trainings related to maintain CMS certification.	
62690	Personnel Training Costs	8,000
	CQPM Programatic trainings: HIPAA (NIST), Clinical Quality (NAHQ), Institute of Health Improvement (IHI).	
63010	Books & Library Materials	2,000
	Manuals, e-books, textbooks, references, etc. The budget requested is to account for the increase in e-book prices.	
64550	Computer Systems & Equipment	-
	To be requested through HIT: 11 desktops and 1 laptop.	
63040	Supplies - Office	1,000
	To budget for essential consumables needed in the office for employees to work more efficiently.	
64560	Office Equipment	1,000
	To replace equipment, to procure heavy duty paper shredder to ensure proper disposal of documents that contain sensitive information.	
	TOTAL	99,075



Commonwealth Healthcare Corporation

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1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1815A/G1503S

Department Name: Procurement & Supply

Overview:

The Commonwealth Healthcare Corporation (CHCC) Material & Supply Office (MSO)/procurement office facilitates and oversees the requisition, procurement, receiving, and distribution of supplies and equipment for all departments/divisions in the organization (for medical, administrative, and other healthcare related purposes). The MSO/procurement office also facilitates all phases of contract processing to include requests for proposals, invitations to bid, vendor selection, and contract execution. Additionally, the MSO/procurement office is responsible for all inventory management activities for the lifespan of the equipment/supplies procured from acquisition to proper disposition/disposal, when needed. The department ensures that the equipment or supplies received are inspected and undamaged. The MSO/procurement office is an integral part of the organization.

Budget Proposal and Justification:

Personnel:

The budget requested for personnel for Fiscal Year (FY) 2025 will allow for salary adjustments to address any disparities between employees. The budget requested will also allow for any adjustments based on actual duties performed, especially for those employees who have taken on additional duties and responsibilities. The requested amount will also align with the restructuring of the organization chart of MSO/procurement office. Although current staffing levels and current vacant positions that can be filled are adequate for FY 2024, one (1) additional full-time equivalent (FTE) position is requested for FY 2025. The additional FTE will be for a Logistics Technician. This position is necessary to prepare for the implementation of the new inventory system. It will also enable the MSO to provide real-time equipment/supplies receiving from the medical side as the new Logistics Technician may also be assigned for receiving at the hospital wards.

All Others:

62000: Other Charges

\$1,000.00

To budget for costs related to equipment and other materials that were surveyed for disposition/disposal. This fee is paid to the CNMI Department of Public Works.

62060: Professional Services	\$5,250.00
To budget for the cost of technical support for the MSO Inventory System as well as Munis.	
62080: Advertising	\$6,300.00
To budget for the costs of advertising request for proposals and invitations to bid for the hospital.	
62300: Printing & Photocopying	\$70,000.00
To budget for the cost of printing hospital forms. This includes, but is not limited to, patient registration forms, billing forms, ambulatory forms, Emergency Room forms, etc. This also includes the printing of administrative forms for travel, leave, etc.	
62480: Rental - Others	\$4,000.00
To budget for the rental cost of specialized vehicles needed for the transport of large equipment. This is specific to the vendor CTSI.	
62660: Repairs & Maintenance	\$15,000.00
To budget for the cost of preventive maintenance and services for all MSO vehicles. This also includes the cost of preventive maintenance for air conditioning units, electric typewriters, computers, and other office machines. The cost for parts, materials, and other related work requirements are taken into account as well.	
62680: Freight & Handling	\$75,000.00
To budget for the cost of freight, handling, wharfage, service charges, and collect charges and fees for inbound/outbound shipments of medical and pharmaceutical supplies for CHCC, Tinian Health Center (THC), and Rota Health Center (RHC). These charges are inclusive of local deliveries, documentation, freight forwarding, and clearances.	
63030: Fuel & Lubricant	\$9,000.00
To budget for the cost of gasoline and other related lubricants for all MSO's vehicles.	
Supplies - Office	\$1,500.00
To budget for MSO/procurement office supplies only. These include paper, pens, paper clips, etc. Office supplies for other departments are charged directly to the department.	
Supplies - Operations	\$100,000.00
To budget for operational supplies for administrative offices, hospital wards, and Hemodialysis units. This includes, but is not limited to, housekeeping supplies, xerox/bond papers, computer forms for billing/collection and inventory reporting.	

Medical General Supplies**\$250,000.00**

To budget for the cost of supplies for all CHCC wards, including the pharmacies.

Improvements**\$500,000.00**

To budget for the cost of warehouse improvements. This includes replacing ceiling tiles, roofing, and flooring. The MSO Warehouse is connected to the old Procurement Office of the Central Government. Due to the age of the building, when there is heavy rainfall, the roof leaks and the water falls directly onto the medical supplies. Water also accumulates on the floor creating puddles. This affects the overall storage, maintenance, and quality of the supplies.

TOTAL FOR ALL OTHERS: \$1,037,050.00

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1815A	Materials Management	DIR. OF PROCUREMENT & SUPPLY	Filled	77,176	88,200	FTE	92,610	N	-	Y	3,704	Y	5,742	N	-	Y	1,343	Y	878	11,667	Filled	19
1815A	Materials Management	WAREHOUSE MANAGER	Filled	60,636	63,668	FTE	63,668	N	-	N	-	Y	3,947	COUPLE	9,993	Y	923	Y	878	15,741	Vacant	3
1815A	Materials Management	PROCUREMENT & SUPPLY SUPERVSR	Filled	51,066	53,619	FTE	53,619	N	-	N	-	Y	3,324	COUPLE	9,993	Y	777	N	-	14,095	TBF	-
1815A	Materials Management	FIXED ASSET SPECIALIST	Filled	38,106	40,011	FTE	40,011	N	-	N	-	Y	2,481	FAMILY	15,598	Y	580	Y	702	19,361	Total	22
1815A	Materials Management	CONTRACT SPECIALIST	Filled	35,682	32,365	FTE	37,467	N	-	N	-	Y	2,323	SINGLE	4,875	Y	543	Y	566	8,306		
1815A	Materials Management	WAREHOUSE SUPERVISOR	Vacant	-	35,682	FTE	37,466	N	-	N	-	Y	2,323	N	-	Y	543	N	-	2,866		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	25,792	27,082	FTE	27,082	N	-	N	-	Y	1,679	N	-	Y	393	Y	478	2,549		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	25,357	26,625	FTE	26,625	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1815A	Materials Management	LOGISTICS SPECIALIST (restructure procurement sp	Filled	33,987	32,918	FTE	35,687	N	-	N	-	Y	2,213	N	-	Y	517	N	-	2,730		
1815A	Materials Management	MEDICAL SUPPLY TECHNICIAN	Filled	31,350	32,917	FTE	32,917	N	-	N	-	Y	2,041	N	-	Y	477	N	-	2,518		
1815A	Materials Management	MEDICAL SUPPLY TECHNICIAN	Filled	31,341	32,909	FTE	32,909	N	-	N	-	Y	2,040	FAMILY	15,598	Y	477	Y	575	18,691		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	22,999	27,957	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	1,847		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	27,957	29,355	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	2,246		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	24,563	25,791	FTE	25,791	N	-	N	-	Y	1,599	N	-	Y	374	Y	449	2,422		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	24,149	25,356	FTE	25,356	N	-	N	-	Y	1,572	FAMILY	15,598	Y	368	N	-	17,538		
1815A	Materials Management	PROCUREMENT SPECIALIST (CSR TEAM LEAD)	Filled	27,957	29,355	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	2,246		
1815A	Materials Management	PURCHASING SPECIALIST (prior purchasing technici	Filled	24,149	25,792	FTE	27,957	N	-	N	-	Y	1,733	N	-	Y	405	N	-	2,139		
1815A	Materials Management	FIXED ASSET SPECIALIST	Filled	27,082	28,436	FTE	28,436	N	-	Y	1,137	Y	1,763	N	-	Y	412	N	-	3,313		
1815A	Materials Management	LOGISTICS TECHNICIAN	Filled	22,999	25,356	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	1,847		
1815A	Materials Management	LOGISTICS TECH - RECEIVING	Filled	28,436	31,350	FTE	29,857	N	-	N	-	Y	1,851	N	-	Y	433	N	-	2,284		
1815A	Materials Management	ADMINISTRATIVE CLERK (reinstate LOGISTICS SPEC	Vacant	-	27,957	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	2,246		
1815A	Materials Management	LOGISTICS TECHNICIAN	Vacant	-	-	FTE	24,149	N	-	N	-	Y	1,497	N	-	Y	350	N	-	1,847		
1815A	Materials Management			640,784	742,702	22	777,969	-	4,842	48,234	71,656	11,281	4,524						140,536			

MATERIALS MANAGEMENT (PROCUREMENT & SUPPLY): 1815A/G1503S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62000	Other Charges	1,000
	To budget for a disposition costs related to equipments and other materials that were surveyed for disposition. This fee is paid to DPW.	1,000
62060	Professional Services	5,250
	To budget for Technical support for MSO's Inventory System.	Munis tech support.
62080	Advertising	6,300
	To budget for RFP's and ITB's for the Hospital.	
62300	Printing & Photocopying	70,000
	To budget for hospital forms. (Patient Registrations, Billing Forms/Ambulatory/ER, Travel, leave forms, etc.).	
62480	Rental - Others	4,000
	To budget for rental of specialized vehicle for large equipment that needs to be transported - this is specific to CTSI vendor.	
62660	Repairs & Maintenance	15,000
	To budget for preventive maintenance and services for MSO vehicles, air condition units, electric typewriters, computers, and other office related machines. Parts, materials and other related work requirements.	
62680	Freight & Handling	75,000
	To budget for freight, handling, wharfage, service charges, collect charges and fees for inbound/outbound shipments of medical and pharmaceutical related supplies for CHCC, THC, &RHC. These charges inclusive of local deliveries, documentation, freight forwarding, and clearances that are not normally documented on the purchase order document.	
63030	Fuel & Lubricant	9,000
	To budget for gasoline and other related lubricants for all MSO's vehicles.	
63040	Supplies - Office	1,500
	To budget for MSO/Procurement Office Supplies only. (Supplies are requested directly from the Business Units)	
63050	Supplies - Operations	100,000

	To budget for operational supplies for Administrative Offices, hospital wards and Hemodialysis Units. (e.g, housekeeping supplies, xerox/bond papers, computer forms for billing/collection and inventory reporting).	
63070	Medical General Supplies	250,000
	CHCC Overall medical wards supplies, including pharmacy (Recorded as inventory when purchased), Actual expenses charged to BU.	
64520	Improvements	500,000
	To budget for Warehouse improvement to repair ceiling tiles, roofing and flooring. MSO Warehouse is connected to the old Procurement Office of the Central Government and everytime there's heavy rain, there's leaks from the roof everywhere that will go directly to medical supplies. Flood also sips in in all corners at the main warehouse creating floor sipping in from each corner of the building whereby accumulates puddles.	
64550	Computer System & Equipment	-
	To be requested through HIT (if needed).	
	TOTAL	1,037,050



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1820A/G2502S

Department Name: Nursing Department

Overview:

Nursing encompasses autonomous and collaborative care for all ages, families, groups, and communities, sick or well and all settings. They provide nursing care not only to in-patients but outpatients as well. We staffed all departments which includes Nursing Administration, Pediatrics, ICU, Psychiatric, Obstetrics, Operating Room/Recovery Room, Labor and Delivery, Emergency Room, NICU, Medical/Surgical, Hemodialysis, Adult Clinic, Women's Clinic, Children Clinic and Oncology Clinic and also RHC and THC.

Nursing is composed of various disciplines such as Registered Nurse, Licensed Practical Nurse, CNA, MA, Teletech, Hemotech, Graduate Nurse, Clinic Nurse, Ward Clerk or Unit Clerk, Surgical Tech Intern and Hemo Tech Intern.

Budget Proposal and Justification:

Personnel:

DEPARTMENT	BUSINESS UNIT CODE	# OF FTE	# OF VACANCIES	• VACANCY
Nursing Administration	1820A	17	3	<ul style="list-style-type: none"> Utilization Review Manager 2 Wound Care Staff Nurse Nursing Supervisor vacant position filled.
Pediatrics	1821A	14	2	<ul style="list-style-type: none"> 2 RN
ICU	1822A	16	2	<ul style="list-style-type: none"> 2 RN
Psychiatric	1823A	16	3	<ul style="list-style-type: none"> 2 RN 1 CNA
Obstetrics	1824A	22	10	<ul style="list-style-type: none"> 10 RN Transfer 3 RN vacant position to NICU due to merging of NICU and Nursery.
Operating Room	1826A	24	7	<ul style="list-style-type: none"> 4 RNs (2 RN positions filled) 1 CNA vacant position filled. 2 Surgical Tech (1 Surgical Tech vacant position filled)
Recovery Room	1827A	5	5	<ul style="list-style-type: none"> Merge with OR, 1826A.
Labor and	1828A	19	8	<ul style="list-style-type: none"> Unit manager

Delivery				<ul style="list-style-type: none"> • 5 RN • 2 CNA
Emergency Room	1830A	34	10	<ul style="list-style-type: none"> • 7 RN (3 PCAP for FY25, 4 to be filled, 2 filled). • 2 Clerks • 1 CNA
NICU	1833A	17	3	<ul style="list-style-type: none"> • 3 RN • Transfer 3 vacant FTEs from OB due to the merging of NICU and Nursery.
Medical/Surgical	1832A	85	25	<ul style="list-style-type: none"> • 1 Nurse Unit Manager • 14 RN • 5 GN- Graduate Nurse (2 GN filled RN position, bringing up GN vacancy to 5). • 4 CNA • 1 Clerk
Hemodialysis	1831A	25	4	<ul style="list-style-type: none"> • 2 RN • 1 LPN • 1 CNA
Adults Clinic FCC	1808A	33	13	<ul style="list-style-type: none"> • 6 RN (1 new FTE FY2025) 1 RN vacancy filled. • 2 Unit clerks • 1 Diabetes Educator • 3 Community Health worker FY 2025 • 1 Coordinator
Women's Clinic	1813A	9	2	<ul style="list-style-type: none"> • 1 RN • 1 LPN
Children's Clinic	1814A	12	3	<ul style="list-style-type: none"> • 2 RN • 1 CNA
Oncology	1808A	9	4	<ul style="list-style-type: none"> • Nurse Unit Manager • 1 Certified Oncology Nurse • 1 RN • 1 CNA

All Others: This is only for the Nursing Administration Department, for other units please see the previously submitted AOE.

Object Code: 62060

Total: \$ 315,000

Professional Services: for traveling Nurses on a needed basis when CW "capped out" is in effect, or in extreme staffing shortage.

Object Code: 62260

Dues and Subscription

Total: \$ 3,300

- Membership dues for Infusion Nurses Society (INS);
To meet and stay current with nursing standards for
nursing practices. \$ 1,000
- Membership dues to American Nurses Association \$ 1,000
- Online subscription to nursing policies and
procedures to stay current and abreast of new
trends from AONE. \$ 300
- Membership dues to American Pacific
Nursing Leaders Council (APLNC). \$ 1,000

Object Code: 62290

Licenses and Fees

Total: \$ 600

CLIA Waiver Certificate Fee payment for glucometer, to meet CMS CLIA waiver certificate in performing Glucometer at the bedside.

Object Code: 62300

Printing and Photocopying

Total: \$ 5,000

Medical forms

Object Code: 62500

Travel

Total: \$ 3,500

Travel to attend the American Nurses Association Conference or American Pacific Nursing Leaders Council (APLNC)

Object Code: 62690

Personnel Training Costs

Total: 26,000

- To budget for personnel training costs for
Sexual assault Nurse Examiner course in
Pediatric, Adolescent, and adult cases \$6,000
- Certification Exams to obtain BSN education/
Certification as a support for staff nurse retention \$ 20,000

Object Code: 63010

Books and Library Materials

Total \$ 1,400

To procure Nursing Practice books and resources to ensure our compliance with CMS Condition of Participation (CoP) for nursing.

Object Code: 63040

Supplies – Office

Total: \$ 2,500

To budget for procurement of toners at the Nursing Administration and Nurse Supervisor's Office.

Object Code: 63050

Supplies – Operations

Total: \$ 10,000

To budget for the nursing supervisor's operational supplies in the hospital such as sexual assault kits, MAR labels and other nursing needs.

Object Code: 63070

Medical- General Supplies

Total: S 15,000

To budget for Point of Care such as glucometer supplies for entire nursing units.

Object Code: 64560

Office Equipment

Total: \$ 10,000

To budget for procurement of office equipment such as heavy-duty shredders to meet HIPAA compliance and laptop for CE Coordinator

Total for All Others: \$ 392,300

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1820A	Nursing Administration	CHIEF OF NURSING (NP concurrent)	Filled	-	99,224	EC	99,224	N	-	Y	3,969	Y	6,152	FAMILY	15,598	Y	1,439	N	-	-	27,158	Filled	14
1820A	Nursing Administration	HOSPITAL NURSE SUPERVISOR	Filled	68,434	71,856	EC	71,856	N	-	Y	2,874	Y	4,455	N	-	Y	1,042	N	-	-	8,371	TBF	-
1820A	Nursing Administration	HOSPITAL NURSE SUPERVISOR	Filled	68,434	71,856	FTE	71,856	N	-	N	-	Y	4,455	FAMILY	15,598	Y	1,042	Y	878	-	21,973	Vacant	6
1820A	Nursing Administration	HOSPITAL NURSE SUPERVISOR	Filled	65,177	68,436	EC	68,436	N	-	Y	2,737	Y	4,243	SINGLE	4,875	Y	992	Y	878	-	13,725	Total	20
1820A	Nursing Administration	NURSE UNIT COORDINATOR	Filled	58,138	65,175	FTE	65,175	N	-	N	-	Y	4,041	COUPLE	9,993	Y	945	Y	878	-	15,856		
1820A	Nursing Administration	CLINICAL NURSE EDUCATOR	Filled	61,033	64,085	EC	64,085	N	-	Y	2,563	Y	3,973	FAMILY	15,598	Y	929	Y	878	-	23,942		
1820A	Nursing Administration	ADMINISTRATIVE ASSISTANT	Filled	27,957	35,000	FTE	35,000	N	-	Y	1,400	Y	2,170	N	-	Y	508	N	-	-	4,078		
1820A	Nursing Administration	ADMINISTRATIVE ASSISTANT II	Filled	28,631	30,063	FTE	30,063	N	-	N	-	Y	1,864	N	-	Y	436	Y	527	-	2,826		
1820A	Nursing Administration	HOSPITAL NURSE SUPERVISOR	Filled	62,071	61,949	FTE	65,175	N	-	Y	2,607	Y	4,041	SINGLE	4,875	Y	945	Y	878	-	13,345		
1820A	Nursing Administration	DIRECTOR OF NURSING (HOSPITAL)	Filled	84,001	84,001	EC	88,201	N	-	Y	3,528	Y	5,468	SINGLE	4,875	Y	1,279	N	-	-	15,150		
1820A	Nursing Administration	HOSPITAL NURSE SUPERVISOR	Vacant	-	64,085	EC	64,085	N	-	N	-	Y	3,973	N	-	Y	929	N	-	-	4,903		
1820A	Nursing Administration	UTILIZATION REVIEW MANAGER	Filled	65,000	68,250	EC	68,250	N	-	N	-	Y	4,232	SINGLE	4,875	Y	990	N	-	-	10,096		
1820A	Nursing Administration	UTILIZATION REVIEW CASE SPECIALIST	Vacant	-	53,620	EC	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-	-	4,102		
1820A	Nursing Administration	UTILIZATION REVIEW CASE SPECIALIST (reclass cert)	Filled	46,218	62,071	FTE	62,071	N	-	N	-	Y	3,848	SINGLE	4,875	Y	900	N	-	-	9,623		
1820A	Nursing Administration	CLINICAL NURSE EDUCATOR	Filled	56,301	62,071	FTE	62,071	N	-	Y	2,483	Y	3,848	COUPLE	9,993	Y	900	N	-	-	17,224		
1820A	Nursing Administration	WOUND CARE STAFF NURSE	Vacant	-	62,071	EC	62,071	N	-	N	-	Y	3,848	N	-	Y	900	N	-	-	4,748		
1820A	Nursing Administration	WOUND CARE STAFF NURSE	Vacant	-	62,071	EC	62,071	N	-	N	-	Y	3,848	N	-	Y	900	N	-	-	4,748		
1820A	Nursing Administration	POST ACUTE CASE MANAGER	Vacant	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536		
1820A	Nursing Administration	POST ACUTE CASE MANAGER	Vacant	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536		
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	44,113	-	EC	46,318	N	-	Y	1,853	Y	2,872	SINGLE	4,875	Y	672	Y	-	-	10,271		
1820A	Nursing Administration			735,509	1,085,883	19	1,232,062	-	24,015	76,388	96,029	17,865	4,914								219,211		

NURSING ADMINISTRATION: 1820A/G2502S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	315,000
	For Traveling Nurses on as needed basis when CW "Capped Out" is in effect, or in extreme staffing shortage.	
62260	Dues & Subscription	3,300
	Membership dues for Infusion Nurses Society (INS); To meet and stay current with nursing standards for nursing practices.	1,000
	Membership dues to American Nurses Association.	1,000
	Online subscription to nursing policies and procedures to stay current and abreast of new trends from American Organization for Nurse Executive (AONE).	300
	Membership dues to American Pacific Nursing Leaders Council (APLNC).	1,000
62290	Licenses and Fees	600
	CLIA waiver certificate fee payment for glucometer; to meet CMS CLIA waiver certificate in performing glucometer at bedside.	
62300	Printing and Photocopying	5,000
	Medical forms.	
62500	Travel	3,500
	Travel to attend the American Nurses Association Conference or American Pacific Nursing Leaders Council (APLNC).	3,500
62690	Personnel Training Costs	26,000
	Sexual Assault Nurse Examiner course in Pediatric, Adolescent, and adult cases.	6,000
	Certification exams to obtain BSN education/certification as a support for staff nurse retention.	20,000
63010	Books & Library Materials	1,400
	To procure Nursing Practice books and resources to ensure compliance with CMS Condition of Participation (CoP) for Nursing.	
63040	Supplies - Office	2,500
	To budget for procurement of toners at Nursing Administration and Nurse Supervisor's office.	

63050	Supplies - Operations	10,000
	To budget for nursing supervisor's operational supplies in hospital such as sexual assault kits, MAR labels and other nursing needs.	
63070	Medical - General Supplies	15,000
	To budget for Point of Care such as glucometer supplies for entire nursing units.	
64560	Office Equipment	10,000
	To budget for procurement of office equipment such as heavy duty shredders to meet HIPAA compliance and laptop for CE Coordinator.	
	TOTAL	392,300

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1821A	Pediatrics	NURSE UNIT MANAGER - BSN	Filled	65,177	68,436	EC	68,436	N - Y	2,737	Y	4,243	FAMILY 15,598	Y 992	Y 878	24,449
1821A	Pediatrics	STAFF NURSE III	Filled	59,116	62,071	FTE	62,071	N - Y	2,483	Y	3,848	FAMILY 15,598	Y 900	Y 878	25,776
1821A	Pediatrics	STAFF NURSE	Vacant	-	62,071	EC	46,218	N - N	-	Y	2,865	N - Y	670	N -	3,536
1821A	Pediatrics	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N - Y	2,483	Y	3,848	N - Y	900	Y 878	8,109
1821A	Pediatrics	STAFF NURSE II	Filled	56,301	59,117	EC	59,117	N - Y	2,365	Y	3,665	FAMILY 15,598	Y 857	Y 878	25,334
1821A	Pediatrics	STAFF NURSE II	Filled	53,620	56,301	EC	59,117	N - N	-	Y	3,665	N - Y	857	N -	6,493
1821A	Pediatrics	STAFF NURSE I (reclass licensed practical nurse IV)	Filled	46,218	46,323	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	3,712
1821A	Pediatrics	STAFF NURSE I (reclass licensed practical nurse IV)	Filled	46,218	46,323	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	3,712
1821A	Pediatrics	STAFF NURSE I - ASN	Filled	48,464	50,887	EC	50,887	N - Y	2,035	Y	3,155	SINGLE 4,875	Y 738	N -	12,499
1821A	Pediatrics	STAFF NURSE (reclass licensed practical nurse IV)	Vacant	-	44,113	EC	46,218	N - N	-	Y	2,865	N - Y	670	N -	3,536
1821A	Pediatrics	REGISTERED NURSE (SNI-ASN)	Filled	46,218	44,113	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	3,712
1821A	Pediatrics	REGISTERED NURSE (SNI-BSN)	Filled	48,635	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	4,102
1821A	Pediatrics	STAFF NURSE	Filled	48,464	50,887	EC	50,887	N - Y	2,035	Y	3,155	SINGLE 4,875	Y 738	N -	12,499
1821A	Pediatrics	STAFF NURSE	Filled	48,464	50,887	EC	50,887	N - Y	2,035	Y	3,155	SINGLE 4,875	Y 738	N -	12,499
1821A	Pediatrics			626,009	757,220	14	755,114	-	16,174	46,817	61,420	10,949	3,510	11,099	149,969

Filled	12
Vacant	2
TBF	-
Total	14

PEDIATRICS: 1821A/G2503S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	2,520
	To budget for the renewal membership for Society of Pediatric Nurses (210/2 yrs).	2,520
62690	Personnel Training Costs	5,000
63040	Supplies - Office	525
	To budget for Supplies - Office such as toners.	
63050	Supplies - Operation	5,250
	To budget for consumable supplies and device kits for pediatric care.	
63070	Medical - General Supplies	30,000
	To budget for general medical supplies for pediatric care.	
64540	Machinery, Tools & Equipment	36,350
	To budget for 1 GE Panda warmer, a warmer is essential for maintaining a consistent and safe temperature for infants during procedures, infant with hypothermia and while the infant is under the phototherapy treatment. Peds has only one remaining old Isolette unit to use for the Hyperbili patient and may no longer be repaired once it is broken as per Biomed.	
	To budget for 1 GE Giraffe Blue spot PT lite Phototherapy system (accessory for Panda warmer).	
	To budget for 1 portable electronic BP apparatus with different cuff sizes appropriate for infant/Peds/Older Peds to use for off-island transport.	
	To budget for Vein finder (Accuvein AV 500), for pre-insertion assessment, that can rapidly identify for optimal vein target, for hard stick pediatric patients.	
	To budget for portable manual BP apparatus to manually check peds patient with Hypertension. With BP cuff for infant size/peds size/adult size.	
64560	Office Equipment	2,500
	To budget for Office equipment such as shredder for pediatric ward to meet HIPAA compliance.	
TOTAL		82,145

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe			
1822A	ICU Saipan	NURSE UNIT MANAGER - BSN	Filled	59,116	65,175	FTE	65,175	N - Y	2,607	Y	4,041	FAMILY 15,598	Y 945	N -	3,259	26,450	Filled	14
1822A	ICU Saipan	STAFF NURSE	Filled	48,643	56,301	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	4,044	7,756	Vacant	2
1822A	ICU Saipan	REGISTERED NURSE (SNII-BSN)	Filled	51,064	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	4,692	8,999	TBF	-
1822A	ICU Saipan	STAFF NURSE II	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122	Total	16
1822A	ICU Saipan	STAFF NURSE	Filled	51,066	59,117	EC	59,117	N - Y	2,365	Y	3,665	N -	Y 857	Y 878	4,926	12,691		
1822A	ICU Saipan	STAFF NURSE	Filled	46,218	56,301	EC	46,218	N - Y	1,849	Y	2,865	COUPLE 9,993	Y 670	N -	3,851	19,229		
1822A	ICU Saipan	STAFF NURSE	Vacant	-	56,301	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	2,311	5,847		
1822A	ICU Saipan	STAFF NURSE II	Filled	46,218	56,301	EC	56,301	N - Y	2,252	Y	3,491	SINGLE 4,875	Y 816	Y 878	4,692	17,003		
1822A	ICU Saipan	STAFF NURSE II	Filled	48,635	56,301	EC	56,301	N - Y	2,252	Y	3,491	SINGLE 4,875	Y 816	N -	2,815	14,249		
1822A	ICU Saipan	STAFF NURSE	Filled	48,635	56,301	EC	56,301	N - Y	2,252	Y	3,491	FAMILY 15,598	Y 816	N -	2,815	24,972		
1822A	ICU Saipan	STAFF NURSE	Vacant	-	56,301	EC	46,218	N - N	-	Y	2,865	N -	Y 670	N -	2,311	5,847		
1822A	ICU Saipan	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1822A	ICU Saipan	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1822A	ICU Saipan	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1822A	ICU Saipan	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1822A	ICU Saipan	REGISTERED NURSE (SNI-ASN)	Filled	46,155	56,301	EC	56,301	N - N	-	Y	3,491	SINGLE 4,875	Y 816	N -	4,692	13,873		
1822A	ICU Saipan			676,836	912,502	16	874,480	-	13,576	54,218	55,814	12,680	1,755	54,483	192,526			

ICU: 1822A/G2504S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	2,000
	To budget for staff membership to the American Association of Critical Care Nurses (AACN) and obtain access to online resources for continuing education and professional development.	
62660	Repairs & Maintenance	3,000
	ICU equipment are under PBSI and Computer Eq under IT budget.	
62500	Travel Expenses	5,000
	To budget cost of travel (air and land) for training/conference held annually by the American Association of Critical Care Nurses (AACN).	
62690	Personnel Training Cost	5,000
	To budget personnel training cost for ICU Staff Nurse to receive training on Critical Care.	
63010	Books & Library Materials	500
	To budget for books and library materials.	
63040	Supplies - Office	2,000
	To budget for office supplies such as toners.	
63050	Supplies - Operation	15,000
	To budget for specialized ICU Critical Care supplies and consumables such as Compression device to be used on patients risk for DVT, travenous pacemaker cables/tubings.	
63070	Medical - General Supplies	150,000
	To budget for general medical supplies for ICU patients.	
63120	Equipment under \$5000	10,000
	To budget for critical care equipment under \$5000.	
64540	Machinery, Tools & Equipment	271,690
	4 new HillRom ICU beds to replace older model.	200,000
	Zoll Propaq MD Transport Defibrillator.	71,690
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64570	Office Furniture & Fixtures	3,000
	To budget for office furniture.	
	TOTAL	467,190

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1823A	Psychiatric	NURSE UNIT MANAGER	Filled	56,301	65,175	EC	65,175	N	-	Y	2,607	Y	4,041	SINGLE	4,875	Y	945	N	-	12,468	Filled	13	
1823A	Psychiatric	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N	-	N	-	Y	3,848	COUPLE	9,993	Y	900	Y	878	2,069	17,688	Vacant	2
1823A	Psychiatric	STAFF NURSE	TBF	-	53,620	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536	TBF	1
1823A	Psychiatric	STAFF NURSE I - BSN	Filled	53,620	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	FAMILY	15,598	Y	816	N	-	1,877	24,034	Total	16
1823A	Psychiatric	STAFF NURSE I	Filled	48,464	50,887	FTE	50,887	N	-	Y	2,035	Y	3,155	FAMILY	15,598	Y	738	Y	878	1,696	24,101		
1823A	Psychiatric	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	EC	46,323	N	-	Y	1,853	Y	2,872	SINGLE	4,875	Y	672	Y	809	-	11,081		
1823A	Psychiatric	STAFF NURSE II	Filled	51,066	53,619	FTE	53,619	N	-	Y	2,145	Y	3,324	SINGLE	4,875	Y	777	N	-	1,787	12,909		
1823A	Psychiatric	REGISTERED NURSE (SNI-ASN)	Filled	46,218	44,113	FTE	48,528	N	-	N	-	Y	3,009	N	-	Y	704	N	-	1,618	5,330		
1823A	Psychiatric	LICENSED PRACTICAL NURSE II	Filled	38,106	40,011	FTE	40,011	N	-	N	-	Y	2,481	N	-	Y	580	N	-	-	3,061		
1823A	Psychiatric	CERTIFIED NURSING ASSISTANT III	Filled	32,918	34,564	FTE	34,564	N	-	N	-	Y	2,143	SINGLE	4,875	Y	501	N	-	-	7,519		
1823A	Psychiatric	STAFF NURSE II	Filled	48,464	50,887	FTE	50,887	N	-	Y	2,035	Y	3,155	SINGLE	4,875	Y	738	N	-	1,696	12,499		
1823A	Psychiatric	LICENSED PRACTICAL NURSE IV (reclass satff nurse)	Filled	44,117	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	N	-	-	11,434		
1823A	Psychiatric	GRADUATE NURSE (reclass certified nursing assista)	Vacant	-	32,365	FTE	32,365	N	-	N	-	Y	2,007	N	-	Y	469	N	-	-	2,476		
1823A	Psychiatric	STAFF NURSE I	Filled	48,464	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	N	-	Y	740	N	-	1,702	7,651		
1823A	Psychiatric	STAFF NURSE	Filled	44,117	51,066	FTE	46,218	N	-	Y	1,849	Y	2,865	FAMILY	15,598	Y	670	N	-	-	20,983		
1823A	Psychiatric	STAFF NURSE	Vacant	-	51,066	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536		
1823A	Psychiatric			615,087	799,435	16	786,752	-	19,071	48,779	86,037	11,408	2,564	12,445	180,304								

PSYCHIATRIC: 1823A/G2504S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	500
	To budget for online subscription to current policies and practice - APNA 135.	
62660	Repairs & Maintenance	5,000
	Repair and Maintenance.	
62690	Personnel Training Cost	3,000
	Nursing CE - Mental Health-Psychiatric Nursing CE Package for RNs and LPNs -69 per package.	
63040	Supplies - Office	1,600
	Brother Ink Cartridges (Black 88, Cyan 128, Magenta 128, Yellow 128) - 472 x2 = 944; HP Laser black toner x5 - 600.	
63050	Supplies - Operation	3,000
	To budget for specialized PSY supplies and consumables such as stethoscopes.	
63070	Medical - General Supplies	5,250
	To budget for general supplies and consumables for patients.	
64540	Machinery, Tools & Equipment	8,000
	New heavy duty wide wheelchair to replace our old, worn out one - 1000.	8,000
	Restraining Equipments (Including Bed).	
64560	Office Equipment	5,000
	To budget for Office equipment such as printer/fax/scanner for PSY to meet HIPAA compliance. Brother MFC-L8900CDW Business Color Laser All-in-One Printer - 650	
	27" 1440p monitor for manager office and monitor arm - 350	
	New computer Intel NUC (or something similar) - 500-700	
64570	Office Furniture & Fixtures	3,000
	Office desk for manager office.	
	TOTAL	34,350

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1824A	Obstetrics	CERTIFIED NURSING ASSISTANT I	Filled	29,858	32,919	EC	32,919	N - Y	1,317	Y	2,041	COUPLE 9,993	Y 477	Y 575	14,403
1824A	Obstetrics	NURSE UNIT MANAGER - BSN	Filled	53,620	59,116	FTE	59,116	N - Y	2,365	Y	3,665	SINGLE 4,875	Y 857	N -	11,762
1833A	NICU	STAFF NURSE II	Moved to 1833A	-	59,116	-	-	N - N	-	Y -	-	N -	N -	-	-
1824A	Obstetrics	STAFF NURSE II	Filled	56,301	62,072	FTE	62,072	N - Y	2,483	Y	3,848	N -	Y 900	N -	2,069
1824A	Obstetrics	STAFF NURSE II	Filled	56,301	62,072	EC	62,072	N - Y	2,483	Y	3,848	SINGLE 4,875	Y 900	N -	12,106
1824A	Obstetrics	LICENSED PRACTICAL NURSE IV	Vacant	-	48,639	EC	48,639	N - N	-	Y 3,016	N -	Y 705	N -	-	3,721
1824A	Obstetrics	STAFF NURSE	Vacant	-	53,620	EC	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	STAFF NURSE	Filled	48,464	53,432	EC	53,432	N - N	-	Y 3,313	N -	Y 775	N -	-	4,088
1824A	Obstetrics	STAFF NURSE	Vacant	-	51,067	EC	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	STAFF NURSE I - BSN	Filled	48,464	53,620	EC	53,620	N - Y	2,145	Y	3,324	SINGLE 4,875	Y 777	N -	1,787
1824A	Obstetrics	STAFF NURSE	Vacant	-	51,067	EC	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	STAFF NURSE I	Filled	46,155	51,067	EC	51,067	N - N	-	Y 3,166	FAMILY 15,598	Y 740	N -	-	19,505
1824A	Obstetrics	STAFF NURSE	Vacant	-	53,620	EC	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	STAFF NURSE II - BSN	Filled	48,464	53,620	EC	53,620	N - Y	2,145	Y	3,324	COUPLE 9,993	Y 777	N -	1,787
1824A	Obstetrics	STAFF NURSE II	Filled	48,464	53,620	FTE	53,620	N - Y	2,145	Y	3,324	COUPLE 9,993	Y 777	Y 878	1,787
1824A	Obstetrics	STAFF NURSE II	Filled	48,464	53,432	FTE	53,432	N - Y	2,137	Y	3,313	SINGLE 4,875	Y 775	N -	1,781
1824A	Obstetrics	STAFF NURSE II	Filled	46,155	53,620	FTE	53,620	N - Y	2,145	Y	3,324	SINGLE 4,875	Y 777	Y 878	1,787
1833A	NICU	REGISTERED NURSE (SNI-ASN)	Moved to 1833A	46,218	44,113	-	-	N - N	-	Y -	N -	Y -	N -	-	-
1824A	Obstetrics	STAFF NURSE	Vacant	-	28,436	FTE	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	STAFF NURSE	Vacant	-	51,067	EC	46,218	N - N	-	Y 2,865	N -	Y 670	N -	-	3,536
1824A	Obstetrics	LICENSED PRACTICAL NURSE IV	Vacant	-	28,436	FTE	28,436	N - N	-	Y 1,763	N -	Y 412	N -	-	2,175
1824A	Obstetrics	CERTIFIED NURSING ASSISTANT	Vacant	-	51,067	FTE	51,067	N - N	-	Y 3,166	N -	Y 740	N -	-	3,907
1824A	Obstetrics	STAFF NURSE	Moved to 1833A	-	51,067	-	-	N - N	-	Y -	N -	Y -	N -	-	-
1824A	Obstetrics	STAFF NURSE	Moved to 1833A	-	51,067	-	-	N - N	-	Y -	N -	Y -	N -	-	-
1824A	Obstetrics			576,930	1,210,966	20	994,034	-	19,364	61,630	69,951	14,414	2,330		167,688

Filled	11
Vacant	9
TBF	-
Total	20

OBSTETRICS: 1824A/G2506S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	2,500
	Membership Dues for Association of Women's Health, Obstetrics and Neonatal Nurses (AWHONN); To meet and stay current with Nursing Standards and Practice in Women's Health, OB and Neonatology.	
62660	Repairs & Maintenance	1,000
	Repair and Maintenance of HP Laser Jet machine.	
62690	Personnel Training Cost	4,600
	To provide Ob Gyn/Nsy latest Training. RNC-MNN Test x7 nurses \$2,275 ; Electronic Fetal Monitoring C-EFM x10 nurses, \$2,100 ; C-ONQS x1 \$210.	
63010	Books & Library Materials	1,900
	Mometrix MNN x10 nurses \$550 ; Core Curriculum for Maternal Newborn Nursing x10 \$670 ; Essentials of Fetal and Uterine Monitoring x10, \$600.	
63040	Supplies - Office	1,400
	Office supplies, toner.	
63050	Supplies - Operation	5,500
	To budget for specialized OB supplies and consumables such as Nursery and Formulas; also disposable breast pump kit.	
63070	Medical - General Supplies	60,000
	To budget for general supplies and consumables for patients.	
64540	Machinery, Tools and Equipment	50,000
	10 patient chairs; Croyde Sleeper Chair. 12 bassinets; Croyde Height Adjustable Cot & Storage. 1 Croyde Mimmama Infant Feeding Chair for the breastfeeding area.	
64560	Office Equipment	2,500
64570	Office Furniture and Fixtures	20,000
	5 nurse station chairs.	
	TOTAL	149,400

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1826A	Operating Room	NURSE UNIT MANAGER	Filled	59,116	77,175	EC	77,175	N	-	Y	3,087	Y	4,785	FAMILY	15,598	Y	1,119	Y	878	3,859	29,326	Filled	22
1826A	Operating Room	STAFF NURSE	Filled	59,116	62,071	EC	62,071	Y	22,966	N	-	Y	3,848	SINGLE	4,875	Y	900	Y	878	3,104	36,571	Vacant	7
1826A	Operating Room	UNIT CLERK	Filled	31,350	32,917	FTE	32,917	Y	12,179	N	-	Y	2,041	COUPLE	9,993	Y	477	Y	575	1,646	26,912	TBF	-
1826A	Operating Room	CERTIFIED NURSING ASST III	Filled	32,918	34,564	FTE	34,564	N	-	N	-	Y	2,143	FAMILY	15,598	Y	501	Y	605	1,728	20,575	Total	29
1826A	Operating Room	STAFF NURSE	Filled	68,434	71,856	EC	71,856	N	-	N	-	Y	4,455	COUPLE	9,993	Y	1,042	Y	878	5,988	22,355		
1826A	Operating Room	STAFF NURSE	Filled	59,116	62,071	EC	62,071	N	-	Y	2,483	Y	3,848	FAMILY	15,598	Y	900	Y	878	3,104	26,811		
1826A	Operating Room	STAFF NURSE	Filled	48,635	59,114	EC	59,114	N	-	Y	2,365	Y	3,665	SINGLE	4,875	Y	857	Y	878	2,956	15,595		
1826A	Operating Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-	2,815	7,122		
1826A	Operating Room	STAFF NURSE	Filled	46,218	51,066	EC	51,066	N	-	N	-	Y	3,166	N	-	Y	740	N	-	2,553	6,460		
1826A	Operating Room	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Vacant	-	59,114	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	LICENSED PRACTICAL NURSE IV (reclass staff nurse)	Filled	44,121	56,301	EC	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	N	-	2,815	11,997		
1826A	Operating Room	STAFF NURSE	Filled	46,218	51,066	EC	51,066	N	-	Y	2,043	Y	3,166	N	-	Y	740	N	-	2,553	8,503		
1826A	Operating Room	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	REGISTERED NURSE (SNI-ASN)	Filled	46,218	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-	2,815	7,122		
1826A	Operating Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-	2,815	7,122		
1826A	Operating Room	CERTIFIED NURSING ASSISTANT	Vacant	-	29,857	EC	29,857	N	-	N	-	Y	1,851	N	-	Y	433	N	-	1,493	3,777		
1826A	Operating Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-	4,692	8,999		
1826A	Operating Room	REGISTERED NURSE (SNI-ASN)	Filled	46,218	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878	2,815	15,126		
1826A	Operating Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	N	-	2,815	11,997		
1826A	Operating Room	STAFF NURSE	Filled	48,464	56,301	EC	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	N	-	4,692	13,873		
1826A	Operating Room	SURGICAL TECH	Vacant	-	-	FTE	30,824	N	-	N	-	Y	1,911	N	-	Y	447	N	-	1,541	3,899		
1826A	Operating Room	SURGICAL TECH	Vacant	-	-	FTE	30,824	N	-	N	-	Y	1,911	N	-	Y	447	N	-	1,541	3,899		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room	STAFF NURSE	Moved from 1827A	-	-	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	2,311	5,847		
1826A	Operating Room and PACU			821,009	1,210,180	29	1,459,770	35,146	12,229	90,506	96,029	21,167	6,445	79,137	340,659								

OPERATING ROOM: 1826A/G2507S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	1,000
	Membership Dues for Asociation for Peri-Operative Registered Nurses (AORN); To meet and stay current with Nursing Standards and Practice in Operative care. IAHCs MM.	
62660	Repairs & Maintenance	24,500
	Endoscopes. Laparoscopic towers.	
63010	Books & Library Materials	500
	To budget for Books and Library materials.	
63040	Supplies - Office	5,000
	To budget for Supplies - Office such as toners, laminating pouches.	
63050	Supplies - Operation	10,000
	To budget for specialized OR supplies and consumables such as DePuy Synthes Hip Arthroplasty supplies.	
63070	Medical - General Supplies	1,200,000
	To budget for general supplies for OR patients undergoing procedures such as laparoscopy.	
63120	Equipment Under \$5000	2,000
	To budget for Office equipment such as shredder for OR to meet HIPAA compliance.	
64540	Machinery, Tools & Equipment	100,000
	Olympus Uretoscopes and Cytoscopes Pediatric Bronchoscope Olympus Arthroscope ECG Machine Anesthesia Machine for expansion suite.	
64570	Office Furniture and Fixtures	3,000.00
	Nurse station chairs.	
	TOTAL	1,346,000

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1827A	Recovery Room	STAFF NURSE	Moved to 1826A	-	53,620			N	-	N	-	Y	-	N	-	Y	-	N	-	-	Filled	-
1827A	Recovery Room	STAFF NURSE	Moved to 1826A	-	51,086			N	-	N	-	Y	-	N	-	Y	-	N	-	-	Vacant	-
1827A	Recovery Room	STAFF NURSE	Moved to 1826A	-	53,620			N	-	N	-	Y	-	N	-	Y	-	N	-	-	TBF	-
1827A	Recovery Room	STAFF NURSE	Moved to 1826A	-	59,116			N	-	N	-	Y	-	N	-	Y	-	N	-	-	Total	-
1827A	Recovery Room	STAFF NURSE	Moved to 1826A	-	62,072			N	-	N	-	Y	-	N	-	Y	-	N	-	-		-
1827A	Recovery Room			-																		
1827A	Recovery Room			-	279,514	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-

RECOVERY ROOM: 1827A/G2508S**Schedule B**

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscriptions	1,000
	Online subscription to current practice in post-operative care (AORN).	
62660	Repairs & Maintenance	5,000
	Repair and Maintenance of HP Laser Jet machine.	
63010	Books & Library Materials	500
	To budget for books and library materials.	
63040	Supplies - Office	1,500
	To budget for office supplies such as toner.	
63050	Supplies - Operation	5,000
63070	Medical - General Supplies	10,000
	To budget for general supplies for recovery room patients.	
64540	Machinery, Tools & Equipment	1,000
64560	Office Equipment	1,000
	To budget for Office equipment such as shredder for RR to meet HIPAA compliance.	
	TOTAL	25,000

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe						
1828A	Labor and Delivery	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	3,536	
1828A	Labor and Delivery	NURSE UNIT MANAGER - BSN	Vacant	-	68,436	EC	68,436	N	-	N	-	Y	4,243	N	-	Y	992	N	-	5,235	
1828A	Labor and Delivery	STAFF NURSE III	Filled	59,116	62,071	FTE	62,071	N	-	Y	2,483	Y	3,848	SINGLE	4,875	Y	900	Y	878	2,069	15,053
1828A	Labor and Delivery	STAFF NURSE III	Filled	59,116	62,071	FTE	62,071	N	-	Y	2,483	Y	3,848	N	-	Y	900	Y	878	2,069	10,178
1828A	Labor and Delivery	STAFF NURSE III	TBF	-	59,114	FTE	48,528	N	-	N	-	Y	3,009	N	-	Y	704	N	-	-	3,712
1828A	Labor and Delivery	STAFF NURSE III	TBF	-	59,114	EC	48,528	N	-	N	-	Y	3,009	N	-	Y	704	N	-	-	3,712
1828A	Labor and Delivery	STAFF NURSE II	TBF	-	51,067	EC	48,528	N	-	N	-	Y	3,009	N	-	Y	704	N	-	-	3,712
1828A	Labor and Delivery	STAFF NURSE I (BSN)	Filled	46,155	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	SINGLE	4,875	Y	740	N	-	1,702	12,526
1828A	Labor and Delivery	STAFF NURSE I (BSN)	Filled	48,635	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	N	-	1,877	13,310
1828A	Labor and Delivery	REGISTERED NURSE (SNI-ASN)	Filled	46,218	51,066	FTE	51,066	N	-	Y	2,043	Y	3,166	N	-	Y	740	Y	878	1,702	8,529
1828A	Labor and Delivery	STAFF NURSE I - ASN	Filled	48,464	51,066	EC	51,066	N	-	Y	2,043	Y	3,166	SINGLE	4,875	Y	740	N	-	1,702	12,526
1828A	Labor and Delivery	STAFF NURSE	Vacant	-	51,066	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536
1828A	Labor and Delivery	STAFF NURSE	Vacant	-	53,620	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536
1828A	Labor and Delivery	REGISTERED NURSE (SNI-ASN)	Filled	46,218	51,066	EC	51,066	N	-	N	-	Y	3,166	N	-	Y	740	N	-	-	3,907
1828A	Labor and Delivery	REGISTERED NURSE (SNI-BSN)	Filled	46,218	51,066	EC	51,066	N	-	N	-	Y	3,166	N	-	Y	740	N	-	-	3,907
1828A	Labor and Delivery	CERTIFIED NURSING ASSISTANT	Vacant	-	25,792	EC	25,792	N	-	N	-	Y	1,599	N	-	Y	374	N	-	-	1,973
1828A	Labor and Delivery	CERTIFIED NURSING ASSISTANT	Vacant	-	25,792	EC	25,792	N	-	N	-	Y	1,599	N	-	Y	374	N	-	-	1,973
1828A	Labor and Delivery	STAFF NURSE	Vacant	-	51,066	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536
1828A	Labor and Delivery	STAFF NURSE	Vacant	-	51,066	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	-	3,536
1828A	Labor and Delivery			400,138	988,209	19	932,468	-	13,346	57,813	19,499	13,521	2,633	11,121	117,932						

Filled	8
Vacant	8
TBF	3
Total	19

LABOR & DELIVERY: 1828A/G2509S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	39,500
	GE CPN Maintainance	
62260	Dues & Subscription	600
	Membership Dues & Webinar for Association of Women's Health, Obstetrics and Neonatal Nurses (AWHONN); To meet and stay current with Nursing Standards and Practice in Women's Health, OB and Neonatology.	300
	CPN User Group.	300
62660	Repairs & Maintenance	2,000
	Repair and Maintenance of Cannon Copier and HP Laser Jet machine.	
62690	Personnel Training Costs	5,000
	To provide ongoing LND-specific continuing education and training to the unit staff such as vaginal exam, fetal monitoring, maternal fetal triage.	
63010	Books & Library Materials	300
	NRP Book (\$76.95); AWHONN (FM Principles and Practices) (\$76.95).	
63040	Supplies - Office	2,000
	To budget for office supplies such as toners and log books.	
63050	Supplies - Operation	10,000
	To budget for specialized LND supplies and consumables such as Fetal monitoring strips & belts, vacuum cups, Buttocks Pillow (washable & durable).	
63070	Medical - General Supplies	85,000
	To budget for general supplies for L&D patients.	
64540	Machinery, Tools & Equipment	296,800
	Stryker Birthing Beds.	147,000
	GE Corometric Fetal Monitors.	95,000
	Patient room medical storage cabinet.	4,800
	1 Accuvein Vein Finder; 1 Waterloo cart; 4 stryker reclining chair.	50,000
64560	Office Equipment	2,000
	To budget for Office equipment such as shredder for LND to meet HIPAA compliance.	
	TOTAL	443,200

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe			
1830A	Emergency Room	ER UNIT MANAGER	Filled	62,069	68,433	EC	68,433	N - Y	2,737	Y	4,243	COUPLE 9,993	Y 992	Y 878	3,422	22,265	Filled	24
1830A	Emergency Room	STAFF NURSE	TBF	48,464	46,318	FTE	46,218	N - Y	1,849	Y	2,865	SINGLE 4,875	Y 670	N -	2,311	12,570	Vacant	6
1830A	Emergency Room	STAFF NURSE III	Filled	59,116	62,071	FTE	62,071	N - Y	2,483	Y	3,848	N -	Y 900	Y 878	5,173	13,281	TBF	4
1830A	Emergency Room	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N - Y	2,483	Y	3,848	COUPLE 9,993	Y 900	Y 878	5,173	23,274	Total	34
1830A	Emergency Room	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N - Y	2,483	Y	3,848	FAMILY 15,598	Y 900	Y 878	5,173	28,880		
1830A	Emergency Room	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N - Y	2,483	Y	3,848	SINGLE 4,875	Y 900	Y 878	5,173	18,156		
1830A	Emergency Room	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N - N	-	Y	3,848	SINGLE 4,875	Y 900	Y 878	5,173	15,673		
1830A	Emergency Room	CERTIFIED NURSING ASSISTANT III	Filled	28,434	29,855	FTE	29,855	N - Y	1,194	Y	1,851	FAMILY 15,598	Y 433	Y 527	1,493	21,096		
1830A	Emergency Room	UNIT CLERK (restructure certified nursing assistant)	Vacant	-	23,394	FTE	23,394	N - N	-	Y	1,450	N -	Y 339	N -	1,170	2,959		
1830A	Emergency Room	REGISTERED NURSE (SNII-BSN)	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N -	Y 777	N -	2,681	6,783		
1830A	Emergency Room	STAFF NURSE III	Filled	51,066	56,301	EC	56,301	N - Y	2,252	Y	3,491	N -	Y 816	N -	2,815	9,374		
1830A	Emergency Room	CERTIFIED NURSING ASSISTANT I	Vacant	-	28,436	FTE	28,436	N - N	-	Y	1,763	N -	Y 412	N -	1,422	3,597		
1830A	Emergency Room	CERTIFIED NURSING ASSISTANT	Filled	21,218	28,436	FTE	28,436	N - N	-	Y	1,763	N -	Y 412	N -	1,422	3,597		
1830A	Emergency Room	STAFF NURSE	Filled	46,218	59,114	EC	59,114	N - N	-	Y	3,665	N -	Y 857	N -	2,956	7,478		
1830A	Emergency Room	STAFF NURSE III	Filled	48,635	59,114	EC	59,114	N - Y	2,365	Y	3,665	SINGLE 4,875	Y 857	N -	4,926	16,688		
1830A	Emergency Room	STAFF NURSE	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	SINGLE 4,875	Y 816	N -	2,815	11,997		
1830A	Emergency Room	CERTIFIED NURSING ASSISTANT I	Filled	21,218	28,436	FTE	28,436	N - N	-	Y	1,763	N -	Y 412	N -	1,422	3,597		
1830A	Emergency Room	CERTIFIED NURSING ASSISTANT I	Filled	23,394	28,436	FTE	28,436	N - Y	1,137	Y	1,763	N -	Y 412	Y 497	1,422	5,232		
1830A	Emergency Room	REGISTERED NURSE (SNI-ASN)	Filled	46,155	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	Y 878	2,815	8,000		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	4,692	8,999		
1830A	Emergency Room	STAFF NURSE	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1830A	Emergency Room	REGISTERED NURSE (SNII-BSN)	TBF	-	53,620	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	2,426	6,139		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - Y	2,252	Y	3,491	COUPLE 9,993	Y 816	N -	4,692	21,244		
1830A	Emergency Room	STAFF NURSE	Filled	59,116	59,114	EC	48,528	N - Y	1,941	Y	3,009	N -	Y 704	Y 878	2,426	8,957		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1830A	Emergency Room	STAFF NURSE III	TBF	-	51,066	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	2,426	6,139		
1830A	Emergency Room	STAFF NURSE III	TBF	-	56,301	EC	48,528	N - N	-	Y	3,009	N -	Y 704	N -	2,426	6,139		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N - N	-	Y	3,491	N -	Y 816	N -	2,815	7,122		
1830A	Emergency Room	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N -	Y 777	N -	2,681	6,783		
1830A	Emergency Room	UNIT CLERK	Vacant	-	-	FTE	17,457	N - N	-	Y	1,082	N -	Y 253	N -	873	2,208		
1830A	Emergency Room	STAFF NURSE - PCAP	Vacant	-	-	FTE	46,218	N - N	-	Y	2,865	N -	Y 670	N -	2,311	5,847		
1830A	Emergency Room	STAFF NURSE - PCAP	Vacant	-	-	FTE	46,218	N - N	-	Y	2,865	N -	Y 670	N -	2,311	5,847		
1830A	Emergency Room	STAFF NURSE - PCAP	Vacant	-	-	FTE	46,218	N - N	-	Y	2,865	N -	Y 670	N -	2,311	5,847		
1830A	Emergency Room			1,167,523	1,544,374	34	1,674,397	-	25,659	103,813	85,549	24,279	8,044	99,789	347,132			

EMERGENCY ROOM: 1830A/G2510S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	500
	Online subscription to Emergency Care and Critical Care medicine current practice.	
62660	Repairs & Maintenance	2,100
	Repair and Maintenance of Canon Copier and HP Laser Jet machine.	
62690	Personnel Training Costs	5,000
	To budget personnel training cost for ER Staff Nurse to receive training on Emergency Care, Critical Care and Sexual Assault Cases; ER Nursing Staff need this training as ED is the primary access point to the hospital.	
63010	Books & Library Materials	500
	To budget for Books and Library materials.	
63040	Supplies - Office	5,000
	To budget for office supplies such as Toners.	
63050	Supplies - Operation	5,000
	To budget for specialized ER Critical Care supplies and consumables such as Cast, Splints, Bougie airway, disposal video larygoscope, LMA's & others.	
63070	Medical - General Supplies	350,000
	To budget for general supplies for ER patient visits.	
63120	Equipments Under \$5000	5,000
	To budget for emergency room backup equipment in case of disaster. Vital signs machine for Triage.	
64540	Machinery, Tools & Equipment	5,000
64560	Office Equipment	2,100
	To budget for office equipment such as shredder for ER to meet HIPAA compliance.	
	TOTAL	380,200

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1834A	Surgical Ward	NURSE UNIT MANAGER - ASN	Vacant	-	65,175	EC	65,175	N	-	N	-	Y	4,041	N	-	Y	945	N	-	9,776	14,762	Filled	12
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	59,116	EC	59,116	N	-	N	-	Y	3,665	N	-	Y	857	N	-	8,867	13,390	Vacant	6
1834A	Surgical Ward	REGISTERED NURSE (SNI-BSN)	Filled	56,301	62,072	EC	62,072	N	-	Y	2,483	Y	3,848	COUPLE	9,993	Y	900	Y	878	12,176	30,277	TBF	-
1834A	Surgical Ward	STAFF NURSE	Vacant	-	56,300	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	6,933	10,468	Total	18
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-	8,043	12,145		
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	62,072	EC	62,072	N	-	N	-	Y	3,848	N	-	Y	900	N	-	9,311	14,059		
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	50,886	EC	50,955	N	-	N	-	Y	3,159	N	-	Y	739	N	-	7,643	11,541		
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-	8,043	12,145		
1834A	Surgical Ward	STAFF NURSE	Vacant	-	56,300	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	6,933	10,468		
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	53,432	FTE	53,432	N	-	N	-	Y	3,313	N	-	Y	775	N	-	8,015	12,102		
1834A	Surgical Ward	STAFF NURSE (reclass from licensed practical nurse)	Filled	46,218	44,112	EC	50,955	N	-	N	-	Y	3,159	N	-	Y	739	N	-	7,643	11,541		
1834A	Surgical Ward	STAFF NURSE	Vacant	-	53,620	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	6,933	10,468		
1834A	Surgical Ward	STAFF NURSE	Vacant	-	53,629	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	6,933	10,468		
1834A	Surgical Ward	STAFF NURSE	Filled	46,218	53,432	FTE	53,432	N	-	N	-	Y	3,313	N	-	Y	775	N	-	8,015	12,102		
1834A	Surgical Ward	CERTIFIED NURSING ASSISTANT I	Filled	22,281	34,563	FTE	34,563	N	-	N	-	Y	2,143	N	-	Y	501	N	-	5,184	7,829		
1834A	Surgical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	4,265	6,441		
1834A	Surgical Ward	NA TRAINEE (restructure certified nursing assistant)	Vacant	-	21,219	FTE	21,219	N	-	N	-	Y	1,316	N	-	Y	308	N	-	3,183	4,806		
1834A	Surgical Ward	CERTIFIED NURSING ASSISTANT I	Filled	21,218	23,393	FTE	23,393	N	-	N	-	Y	1,450	N	-	Y	339	N	-	3,509	5,298		
1834A	Surgical Ward			490,759	884,996	18	856,929	-	2,483	53,130	9,993	12,426	878	131,404	210,313								

SURGICAL WARD: 1834A/G2513S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	1,150
	Academy of Medical-Surgical Nurses (International Full Member (RN) with journals mailed). Online subscription to hospitalist standard of care and current practice.	
62290	Licenses and Fees	1,575
	CLIA Fee for Glucometer POC at bedside.	
62500	Travel	9,000
	Academy of Medical Surgical Nurses Annual Convention (flight, hotel, admission fee, etc). To budget travel for CHC Nursing coverage to Rota Health Center Nursing needs when RHC nursing staff on leave.	
62660	Repairs & Maintenance	5,250
	Repair and Maintenance of HP Laser Jet machine.	
62690	Personnel Training Costs	2,000
	Certification for 3 staff to become CMSRN.	
63010	Books & Library Materials	525
	To budget for Books and Library materials.	
63040	Supplies - Office	2,700
	To budget for office supplies such as Toners. To purchase office supplies including papers, colored papers, markers, plastic covers sheets that will be used for staff and patient education.	
63050	Supplies - Operation	15,000
	To budget for the unit to effectively carry out its MEDICAL services. To budget for specialized MS supplies and consumables such as telemetry monitoring and isolation precautions.	
63070	Medical - General Supplies	212,000
	To budget for general medical and surgical supplies used daily at Surgical ward.	
63120	Equipments Under \$5000	5,000
	To budget for Digital Bariatric Scales (patients >350 lbs).	
64540	Machinery, Tools & Equipment	555,484
	To budget for 2 new Orthopedic bed for surgical patients (2 x \$50K).	110,000
	To budget for Surgical Ward Pyxis for dispensing medications (C-Side).	90,000
	To budget for Portable Suction (Heavy Duty)	3,000
	20 HILLROM hospital beds	340,000

	To budget for Alaris IV System for additional modules of 8120 (PCA).	6,484
	To budget for Wound Vac KCI Machine	3,000
	To budget for a new Welch Allyn EKG machine at Surgical ward.	3,000
64560	Office Equipment	5,000
	To budget for Office equipment such as shredder for MS to meet HIPAA compliance.	
	TOTAL	814,684

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe			
1835A	Medical Ward	NURSE UNIT MANAGER - BSN	Filled	62,071	71,857	EC	71,857	N - Y	2,874	Y	4,455	COUPLE 9,993	Y 1,042	Y 878	10,779	19,242	Filled	48
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT I	Filled	29,858	32,919	FTE	32,919	N - N	-	Y	2,041	SINGLE 4,875	Y 477	N -	4,938	7,393	Vacant	9
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	36,292	FTE	36,292	N - N	-	Y	2,250	N - Y	526	N -	5,444	2,776	TBF	10
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	29,857	FTE	29,857	N - N	-	Y	1,851	N - Y	433	N -	4,479	2,284	Total	67
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	29,857	FTE	29,857	N - N	-	Y	1,851	N - Y	433	N -	4,479	2,284		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT II	Filled	25,792	29,857	FTE	29,857	N - Y	1,194	Y	1,851	SINGLE 4,875	Y 433	Y 527	4,479	8,880		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT III	Filled	46,218	34,563	FTE	50,955	N - N	-	Y	3,159	N - Y	739	N -	7,643	3,898		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT II	Filled	31,350	34,563	FTE	34,563	N - Y	1,383	Y	2,143	FAMILY 15,598	Y 501	N -	5,184	19,625		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	32,919	FTE	32,919	N - N	-	Y	2,041	N - Y	477	N -	4,938	2,518		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT II	Vacant	-	30,871	FTE	30,871	N - N	-	Y	1,914	N - Y	448	N -	4,631	2,362		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT I	Filled	21,218	23,394	LTA	23,394	N - Y	936	Y	1,450	SINGLE 4,875	Y 339	Y 410	3,509	8,010		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT III	Vacant	-	34,563	FTE	34,563	N - N	-	Y	2,143	N - Y	501	N -	5,184	2,644		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT III	Vacant	-	50,886	FTE	50,886	N - N	-	Y	3,155	N - Y	738	N -	7,633	3,893		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT III	Filled	29,858	32,919	FTE	32,919	N - Y	1,317	Y	2,041	SINGLE 4,875	Y 477	N -	4,938	8,710		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	33,983	FTE	50,955	N - N	-	Y	3,159	COUPLE 9,993	Y 739	N -	9,995	13,891		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT I	Filled	22,279	28,436	FTE	28,436	N - Y	1,137	Y	1,763	N - Y	412	Y 497	4,265	3,810		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT I	Filled	21,218	28,436	FTE	28,436	N - N	-	Y	1,763	N - Y	412	N -	4,265	2,175		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT	Filled	21,218	28,436	FTE	28,436	N - N	-	Y	1,763	SINGLE 4,875	Y 412	N -	4,265	7,050		
1835A	Medical Ward	TELEMETRY TECHNICIAN	Filled	20,860	23,394	LTA	23,394	N - Y	936	Y	1,450	N - Y	339	N -	3,509	2,725		
1835A	Medical Ward	TELEMETRY TECHNICIAN	Filled	27,082	23,394	FTE	29,857	N - N	-	Y	1,851	N - Y	433	N -	4,479	2,284		
1835A	Medical Ward	TELEMETRY TECHNICIAN	Filled	17,160	23,394	FTE	23,394	N - N	-	Y	1,450	SINGLE 4,875	Y 339	Y 410	3,509	7,074		
1835A	Medical Ward	TELEMETRY TECHNICIAN	Filled	20,860	23,394	FTE	23,394	N - Y	936	Y	1,450	N - Y	339	Y 410	3,509	3,135		
1835A	Medical Ward	UNIT CLERK	Vacant	-	45,543	EC	45,543	N - N	-	Y	2,824	N - Y	660	N -	6,831	3,484		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	50,886	LTA	50,955	N - N	-	Y	3,159	N - Y	739	N -	7,643	3,898		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	FAMILY 15,598	Y 777	N -	10,518	19,700		
1835A	Medical Ward	STAFF NURSE	Filled	48,464	62,072	EC	62,072	N - Y	2,483	Y	3,848	COUPLE 9,993	Y 900	Y 878	9,311	18,102		
1835A	Medical Ward	STAFF NURSE I - ASN	Filled	48,635	53,620	EC	53,620	N - Y	2,145	Y	3,324	N - Y	777	N -	10,518	6,247		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	Filled	56,301	62,072	EC	62,072	N - Y	2,483	Y	3,848	COUPLE 9,993	Y 900	Y 878	12,176	18,102		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	50,886	EC	50,955	N - N	-	Y	3,159	N - Y	739	N -	7,643	3,898		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,218	50,955	EC	50,955	N - Y	2,038	Y	3,159	SINGLE 4,875	Y 739	N -	9,995	10,811		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	50,886	FTE	50,955	N - N	-	Y	3,159	N - Y	739	N -	7,643	3,898		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,218	53,620	EC	53,620	N - Y	2,145	Y	3,324	N - Y	777	N -	10,518	6,247		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,155	50,886	EC	50,886	N - N	-	Y	3,155	N - Y	738	N -	9,982	3,893		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,432	EC	53,432	N - N	-	Y	3,313	N - Y	775	N -	8,015	4,088		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,218	56,303	FTE	56,303	N - N	-	Y	3,491	SINGLE 4,875	Y 816	Y 878	8,445	10,059		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	FAMILY 15,598	Y 777	N -	10,518	19,700		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	10,518	4,102		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	53,620	EC	53,620	N - N	-	Y	3,324	N - Y	777	N -	8,043	4,102		
1835A	Medical Ward	STAFF NURSE	Filled	46,218	50,886	EC	50,886	N - N	-	Y	3,159	N - Y	739	N -	7,643	3,898		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	TBF	-	53,620	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	53,620	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,155	53,620	EC	53,620	N - N	-	Y	3,324	SINGLE 4,875	Y 777	N -	10,518	8,977		
1835A	Medical Ward	STAFF NURSE	Vacant	-	53,620	EC	46,218	N - N	-	Y	2,865	N - Y	670	N -	6,933	3,536		
1835A	Medical Ward	STAFF NURSE	Vacant	-	53,620	EC	46,218	N - N	-	Y	2,865	N - Y	670	N -	6,933	3,536		
1835A	Medical Ward	REGISTERED NURSE (SNI-ASN)	Filled	46,155	53,620	EC	53,620	N - Y	2,145	Y	3,324	COUPLE 9,993	Y 777	Y 878	10,518	17,117		
1835A	Medical Ward	STAFF NURSE	TBF	-	53,620	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	50,886	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	50,886	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	50,886	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	REGISTERED NURSE (SNI-BSN)	TBF	-	56,303	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	48,635	EC	48,635	N - N	-	Y	3,015	N - Y	705	N -	7,295	3,721		
1835A	Medical Ward	STAFF NURSE	TBF	-	48,635	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	STAFF NURSE	TBF	-	48,635	EC	48,528	N - N	-	Y	3,009	N - Y	704	N -	7,279	3,712		
1835A	Medical Ward	CERTIFIED NURSING ASSISTANT I	Filled	21,218	24,564	LTA	24,564	N - Y	983	Y	1,523	SINGLE 4,875	Y 356	N -	3,685	7,736		
1835A	Medical Ward	UNIT CLERK (restructure graduate nurse)	Filled	17,457	24,564	FTE	24,564	N - N	-	Y	1,523	N - Y	356	N -	3,685	1,879		

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190		DC 61195		SS 61196		Health Ins 61210		Mcare 61220		Life 61180		Other Differential	TOTAL Fringe
1835A	Medical Ward	GRADUATE NURSE	Filled	46,155	50,886	FTE	50,886	N	-	Y	2,035	Y	3,155	SINGLE	4,875	Y	738	Y	878	9,982	11,680
1835A	Medical Ward	UNIT CLERK (restructure graduate nurse)	Filled	18,329	24,564	FTE	24,564	N	-	N	-	Y	1,523	N	-	Y	356	N	-	3,685	1,879
1835A	Medical Ward	GRADUATE NURSE	Filled	46,218	33,983	FTE	50,955	N	-	N	-	Y	3,159	N	-	Y	739	N	-	7,643	3,898
1835A	Medical Ward	GRADUATE NURSE	Vacant	-	24,564	FTE	24,564	N	-	N	-	Y	1,523	N	-	Y	356	N	-	3,685	1,879
1835A	Medical Ward	GRADUATE NURSE	Vacant	-	24,564	FTE	24,564	N	-	N	-	Y	1,523	N	-	Y	356	N	-	3,685	1,879
1835A	Medical Ward	GRADUATE NURSE	Vacant	-	24,564	FTE	24,564	N	-	N	-	Y	1,523	N	-	Y	356	N	-	3,685	1,879
1835A	Medical Ward			1,801,292	2,908,880	67	2,920,818	-	-	-	27,169	-	181,091	-	150,382	-	42,352	-	7,517	-	408,510

MEDICAL WARD: 1835A/G2513S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	1,575
	Online subscription to hospitalist standard of care and current practice.	
62290	Licenses and Fees	1,575
	CLIA Fee for Glucometer POC at bedside.	
62500	Travel	5,000
	To budget travel for CHC Nursing coverage to Rota Health Center Nursing needs when RHC nursing staff on leave.	
62660	Repairs & Maintenance	5,250
	Repair and Maintenance of HP Laser Jet machine.	
63010	Books & Library Materials	500
	To budget for books and library materials.	
63040	Supplies - Office	3,000
	To budget for office supplies such as toner. To purchase office supplies including papers, colored papers, markers, plastic covers sheets that will be used for staff and patient education.	
63050	Supplies - Operation	15,000
	To budget for the unit to effectively carry out its medical services. To budget for specialized MS supplies and consumables such as telemetry monitoring and isolation precautions.	
63070	Medical - General Supplies	100,000
	To budget for general medical and surgical supplies used daily at MS ward.	
63120	Equipments Under \$5000	5,000
	To budget for Digital Bariatric Scales (patients >350 lbs).	
64540	Machinery, Tools & Equipment	270,000
	To budget for Medical Ward Pyxis for dispensing medications (C-Side). To budget for Portable Suction (Heavy Duty). To budget for Alaris IV System for additional modules of 8120 (PCA). To budget for Wound Vac KCI Machine. To budget for a new Welch Allyn EKG machine at Surgicalward.	
TOTAL		406,900

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1833A	NICU	NURSE UNIT MANAGER - BSN	Filled	59,116	65,175	FTE	65,175	N	-	Y	2,607	Y	4,041	N	-	Y	945	Y	878		8,470	Filled	14
1833A	NICU	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N	-	Y	2,483	Y	3,848	SINGLE	4,875	Y	900	Y	878	2,069	15,053	Vacant	4
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	46,218	59,114	EC	59,114	N	-	N	-	Y	3,665	SINGLE	4,875	Y	857	N	-	1,970	11,367	TBF	1
1833A	NICU	REGISTERED NURSE (SNIII-BSN)	Filled	51,066	59,114	EC	59,114	N	-	N	-	Y	3,665	N	-	Y	857	N	-		4,522	Total	19
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	46,218	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	N	-	1,877	13,310		
1833A	NICU	STAFF NURSE III	Filled	59,116	62,071	EC	62,071	N	-	Y	2,483	Y	3,848	SINGLE	4,875	Y	900	Y	878	2,069	15,053		
1833A	NICU	STAFF NURSE	TBF	-	53,620	EC	48,528	N	-	N	-	Y	3,009	N	-	Y	704	N	-		3,712		
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	FTE	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-		4,102		
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	46,218	53,620	EC	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-		4,102		
1833A	NICU	REGISTERED NURSE (SNI-ASN)	Filled	46,218	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878		12,311		
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	48,464	56,301	FTE	56,301	N	-	N	-	Y	3,491	FAMILY	15,598	Y	816	Y	878	1,877	22,660		
1833A	NICU	REGISTERED NURSE (SNI-BSN)	Filled	48,635	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878	1,877	14,188		
1833A	NICU	STAFF NURSE	Filled	48,635	56,301	EC	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	N	-		9,182		
1833A	NICU	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1833A	NICU	STAFF NURSE II	Moved from 1824A	53,620	59,116	EC	59,116	N	-	Y	2,365	Y	3,665	N	-	Y	857	Y	878		7,765		
1833A	NICU	REGISTERED NURSE (SNI-ASN)	Moved from 1824A	46,218	44,113	EC	44,113	N	-	N	-	Y	2,735	N	-	Y	640	N	-		3,375		
1833A	NICU	STAFF NURSE	Vacant	-	56,301	EC	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1824A	Obstetrics	STAFF NURSE	Moved from 1824A	-	-	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1824A	Obstetrics	STAFF NURSE	Moved from 1824A	-	-	FTE	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-		3,536		
1833A	NICU			705,072	965,738	19	1,032,917	-	16,693	64,041	49,722	14,977	6,143	11,739	163,314								

NICU: 1833A/G2511S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	1,684
	NANN emembership	1,683
62660	Repairs & Maintenance	1,000
	Repair and Maintenance of HP Laser Jet machine.	
62690	Personnel Training Cost	6,700
	Subscription: S.T.A.B.L.E. – Physical and Gestational Age Assessment of the Newborn, 3rd Edition – Online Slides \$129.00, S.T.A.B.L.E. – Cardiac Module Manual, 2nd edition \$64.95, Subscription: S.T.A.B.L.E. – Cardiac Module, 2nd Edition – Online Slides-\$159.00, The S.T.A.B.L.E. Program Learner Manual, 7th edition \$64.95, NPR book \$69 x2= \$138.	
63010	Books & Library Materials	1,100
	To budget for Books and Library materials.	
63040	Supplies - Office	1,100
	To budget for office supplies such as toner.	
63050	Supplies - Operation	6,000
	To budget for specialized NICU Critical Care supplies and consumables such as single patient use feeding tubes.	
63070	Medical - General Supplies	55,000
	New supplies: turtle tub and accessories, new IV accessories.	
63120	Equipments under \$5000	5,000
	Unexpected need.	
64540	Machinery, Tools & Equipment	250,000
	To outfit a secondary NICU unit.	200,000
	4 Medfusion 4000 syringe pumps(\$5000+), GE phototherapy no price online, GE biliblanket(\$5000+).	20,000
	Stryker bassinets(\$2000-5000 x10 each), breast feeding chair,privacy screen.	20,000
	Accuvein finder(\$10000),	10,000
64560	Office Equipment	3,000
	To budget for office equipment such as a shredder.	
64570	Office Furniture & Fixtures	5,000
	Office cabinet, office table, chairs.	
	TOTAL	335,584



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative Hemodialysis: 1831A/G2005S

The need for dialysis treatments in the CNMI continues to grow year after year. Not only are we, CHCC Dialysis Center, responsible for ensuring those services remain available but also to ensure that we continue to maintain and improve our services. The patients of the Dialysis Center need continuous support from the staff of CHCC and their families. We are requesting this budget in order for us to fulfill these needs.

In order to properly and effectively run the Dialysis Center, we need to be able to run all the required blood tests needed to evaluate the need and progress of dialysis. The CHCC lab is not able to provide these services for us due to their limited capabilities, in which we are required to entrust this service to Spectra Laboratories who is currently under contract with CHCC. As our patient population grows, the cost of running these required labs grows as well. In addition to this, we are also in contract with Marianas Water Works who is responsible to ensure our water systems are running properly, which is also required for a dialysis facility to function properly. We are contracted with Gaia Software which provides a specific EHR for dialysis operations ensuring the required and appropriate documentation is on-going together with their third-party billing company, Drason, which ensures we are billing properly and collecting as much as possible from the treatments and services we provide to the patients. The cost for this EHR grows as our population grows and the cost for this third-party biller commission grows as we collect more and more from insurances and/or patients.

We are also requesting to continue to provide the staff access to resources and tools to better provide and assist our patients by memberships with Renal Healthcare Association, Kidney Disease Quality of Life which is needed to provide specific and required patient assessments, and the National Kidney Foundation which has continue to be extremely helpful for patient education, staff training and tools to improve services.

Our request for a budget to cover the required survey for ESRD facilities, the (ICH) CAHPS survey, required by CMS which grows in cost as our patient population grows. The cost for this survey is based on the amount of patients qualified to be surveyed.

Our request for travel budget is to provide staff with the opportunity to network and learn from other professionals in the renal community that can help improve our services and grow the potential of the Dialysis Center overall. These trainings/conferences that staff attend provide useful information, tools, resources, and networking that is crucial to a successful operation and growth.

Our budget request for maintenance is to ensure that the machines and systems needed for dialysis such as the dialysis machines and reverse osmosis systems are supported and functioning properly. It

will be detrimental to the patients and their health if the hemodialysis machines or the reverse osmosis systems fail to operate properly.

The budget request for office and operational supplies are to ensure the staff have what they need to complete their everyday tasks and responsibilities as well as ensuring that the clinic provides a clean and functional space for both patients and staff. Dialysis is a treatment that patients have to undergo multiple times a week. The Dialysis Center runs on 3-4 shifts per day from Monday – Saturday making operational hours run from 5:00am – 9:00pm or 12:00am. As you can imagine, the condition of the treatment chairs that are used all throughout the day, 6 days a week, can easily and quickly become problematic requiring maintenance, parts replacement, and/or replacement all together. This is crucial to ensure that patients are properly stationed throughout the 3.5-4 hours every day and most importantly, to ensure their safety during their treatment.

The budget request for general medical supplies is to ensure we have the specific medical supplies needed in order to provide the service for both hemodialysis and peritoneal dialysis patients. Both modalities require specific supplies needed for each and every treatment provided. Currently we have around 175 hemodialysis patients receiving 3-4 treatments during the week and around 12 peritoneal dialysis patients conducting self-treatments about 5-7 times a day or an on-going treatment throughout the night during their sleep. The amount needed of these supplies can be overwhelming but are required to ensure successful treatment. The request of a renal doppler ultrasound was made by our Medical Director and nephrologist to provide a more efficient and effective way for staff to properly assess blood flow in patient arteries which provide for better diagnostic, prognostic, and therapeutic assessments.

Our budget request for computer systems, office equipment and office furniture is again to ensure that staff have what is needed to complete their everyday tasks and to ensure safety and comfort for both dialysis patients and staff in the Dialysis Clinic.

																2025 Budget Request				
BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe					
1831A	Hemodialysis	REGISTERED DIETITIAN (RENAL)	Filled	101,905	107,001	EC	107,001	N - Y	4,280	Y	6,634	N - Y	1,552	N -	12,466					
1831A	Hemodialysis	RENAL SOCIAL WORKER	Filled	67,253	70,615	EC	70,615	N - Y	2,825	Y	4,378	COUPLE 9,993	Y 1,024	Y 878	19,097					
1831A	Hemodialysis	RENAL SOCIAL WORKER	Vacant	-	67,253	EC	67,253	N - N	-	Y	4,170	N - Y	975	N -	5,145					
1831A	Hemodialysis	DIRECTOR OF DIALYSIS CENTER	Filled	70,656	85,175	FTE	95,175	N - Y	3,807	Y	5,901	FAMILY 15,598	Y 1,380	N -	26,686					
1831A	Hemodialysis	NURSE UNIT MANAGER - BSN	Filled	62,071	65,175	EC	65,175	N - Y	2,607	Y	4,041	COUPLE 9,993	Y 945	Y 878	18,463					
1831A	Hemodialysis	CERTIFIED NURSING ASSISTANT III	Filled	32,918	34,564	FTE	34,564	N - Y	1,383	Y	2,143	N - Y	501	Y 605	4,631					
1831A	Hemodialysis	CLINICAL ASSISTANT	Filled	33,983	51,066	FTE	51,066	N - Y	2,043	Y	3,166	SINGLE 4,875	Y 740	Y 878	11,701					
1831A	Hemodialysis	HEMODIALYSIS TECH INTERN	Vacant	-	29,857	FTE	29,857	N - N	-	Y	1,851	N - Y	433	N -	2,284					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	42,012	44,112	FTE	44,112	N - Y	1,765	Y	2,735	N - Y	640	Y 770	5,909					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	38,106	42,012	EC	42,012	N - Y	1,680	Y	2,605	N - Y	609	N -	4,894					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	34,563	42,012	EC	42,012	N - N	-	Y	2,605	N - Y	609	N -	3,214					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	30,056	42,011	FTE	42,011	N - Y	1,680	Y	2,605	FAMILY 15,598	Y 609	Y 741	21,234					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	25,792	36,292	EC	36,292	N - Y	1,452	Y	2,250	N - Y	526	Y 634	4,862					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN I	Filled	30,056	36,292	EC	36,292	N - Y	1,452	Y	2,250	FAMILY 15,598	Y 526	Y 634	20,460					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN II	Filled	42,012	44,112	FTE	44,112	N - Y	1,765	Y	2,735	SINGLE 4,875	Y 640	Y 770	10,784					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	44,113	46,318	EC	46,318	N - Y	1,853	Y	2,872	N - Y	672	Y 809	6,205					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Moved to 1820A	-	46,318	-	-	N - N	-	Y	-	N - Y	-	N -	-					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	44,113	46,318	EC	46,318	N - Y	1,853	Y	2,872	COUPLE 9,993	Y 672	Y 809	16,198					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	42,012	44,112	FTE	44,112	N - Y	1,765	Y	2,735	COUPLE 9,993	Y 640	Y 770	15,902					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	38,106	53,620	EC	53,620	N - Y	2,145	Y	3,324	COUPLE 9,993	Y 777	N -	16,240					
1831A	Hemodialysis	STAFF NURSE - CHARGE RN	Filled	50,885	50,887	EC	50,885	N - Y	2,137	Y	3,313	COUPLE 9,993	Y 775	Y 878	1,781	18,876				
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN III	Filled	38,106	40,012	EC	40,012	N - Y	1,600	Y	2,481	N - Y	580	Y 702	5,363					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN (prior hemodialysis tech)	Filled	38,106	40,012	EC	40,012	N - N	-	Y	2,481	N - Y	580	N -	3,061					
1831A	Hemodialysis	LICENSED PRACTICAL NURSE I	Vacant	-	40,011	FTE	40,011	N - N	-	Y	2,481	N - Y	580	N -	3,061					
1831A	Hemodialysis	LICENSED PRACTICAL NURSE IV	Filled	44,121	46,327	EC	46,327	N - Y	1,853	Y	2,872	SINGLE 4,875	Y 672	N -	10,272					
1831A	Hemodialysis	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	FTE	46,323	N - Y	1,853	Y	2,872	SINGLE 4,875	Y 672	Y 809	11,081					
1831A	Hemodialysis	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	EC	46,323	N - Y	1,853	Y	2,872	N - Y	672	Y 809	6,206					
1831A	Hemodialysis	PATIENT ACCESS REGISTRAR II	Filled	-	22,050	EC	22,050	N - Y	882	Y	1,367	N - Y	320	N -	2,569					
1831A	Hemodialysis	PATIENT ACCESS SPECIALIST	Vacant	-	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	PATIENT ACCESS SPECIALIST	Filled	25,792	36,292	EC	36,292	N - Y	1,452	Y	2,250	SINGLE 4,875	Y 526	N -	9,103					
1831A	Hemodialysis	PATIENT ACCESS SPECIALIST	Vacant	-	23,395	EC	23,395	N - N	-	Y	1,450	N - Y	339	N -	1,790					
1831A	Hemodialysis	CERTIFIED NURSING ASSISTANT	Vacant	-	40,000	EC	40,000	N - N	-	Y	2,480	N - Y	580	N -	3,060					
1831A	Hemodialysis	REGISTERED DIETITIAN (RENAL)	Filled	75,448	79,220	EC	79,220	N - Y	3,169	Y	4,912	FAMILY 15,598	Y 1,149	N -	24,828					
1831A	Hemodialysis	STAFF NURSE - CHARGE RN	Filled	46,218	51,066	EC	51,066	N - Y	2,043	Y	3,166	N - Y	740	N -	1,702	7,651				
1831A	Hemodialysis	STAFF NURSE	Filled	46,218	51,066	FTE	51,066	N - N	-	Y	3,166	COUPLE 9,993	Y 740	N -	13,899					
1831A	Hemodialysis	STAFF NURSE	Filled	46,218	51,066	FTE	51,066	N - N	-	Y	3,166	COUPLE 9,993	Y 740	N -	13,899					
1831A	Hemodialysis	STAFF NURSE	Filled	46,218	131,040	EC	51,066	N - Y	2,043	Y	3,166	SINGLE 4,875	Y 740	Y 878	11,701					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN	Vacant	-	51,066	EC	51,066	N - N	-	Y	3,166	N - Y	740	N -	3,907					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN	Vacant	-	51,066	EC	51,066	N - N	-	Y	3,166	N - Y	740	N -	3,907					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN	Vacant	-	51,066	EC	51,066	N - N	-	Y	3,166	N - Y	740	N -	3,907					
1831A	Hemodialysis	STAFF NURSE - CHARGE RN	Filled	51,068	53,622	FTE	53,622	N - N	-	Y	3,325	N - Y	778	N -	1,787	5,889				
1831A	Hemodialysis	STAFF NURSE	Vacant	-	44,112	FTE	46,218	N - N	-	Y	2,865	N - Y	670	N -	3,536					
1831A	Hemodialysis	STAFF NURSE II	Filled	56,299	59,114	EC	59,114	N - Y	2,365	Y	3,665	N - Y	857	Y 878	7,764					
1831A	Hemodialysis	STAFF NURSE II	Filled	53,620	56,301	EC	56,301	N - Y	2,252	Y	3,491	FAMILY 15,598	Y 816	Y 878	1,877	24,912				
1831A	Hemodialysis	STAFF NURSE - CHARGE RN	Vacant	-	56,301	EC	56,301	N - N	-	Y	3,491	N - Y	816	N -	4,307					
1831A	Hemodialysis	STAFF NURSE II	Filled	56,301	59,117	EC	59,117	N - Y	2,365	Y	3,665	FAMILY 15,598	Y 857	Y 878	23,363					
1831A	Hemodialysis	STAFF NURSE II	Filled	56,301	36,292	EC	36,292	N - Y	1,452	Y	2,250	SINGLE 4,875	Y 526	Y 634	9,736					
1831A	Hemodialysis	STAFF NURSE - CHARGE RN	Filled	46,218	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	1,210	3,986				
1831A	Hemodialysis	STAFF NURSE II	Filled	48,464	50,887	EC	50,887	N - N	-	Y	3,155	N - Y	738	N -	1,696	5,589				
1831A	Hemodialysis	STAFF NURSE II	Filled	48,635	51,066	FTE	51,066	N - Y	2,043	Y	3,166	N - Y	740	N -	5,949					
1831A	Hemodialysis	STAFF NURSE	Filled	46,218	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	STAFF NURSE	Filled	46,218	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	HEMODIALYSIS TECH INTERN	Vacant	-	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN (prior intern)	TBF	-	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN (prior intern)	TBF	-	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	HEMODIALYSIS TECHNICIAN (prior intern)	Vacant	-	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis	STAFF NURSE - ASN	Filled	46,218	36,292	EC	36,292	N - N	-	Y	2,250	N - Y	526	N -	2,776					
1831A	Hemodialysis			1,880,846	2,775,964	56	2,664,320	-	63,712	165,188	207,657	38,633	16,517	10,053	501,759					

Filled	41
Vacant	13
TBF	2
Total	56

HEMODIALYSIS: 1831A/G2005S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	412,300
	Dedicated Reference Lab for Hemo patients through Spectra Laboratory current Contractor - increase due to growing patient census.	171,000
	Marianas Water Works	10,000
	Drason Monthly Fee	6,300
	Drason Commission	210,000
	Commonwealth Office of Transit Authority	15,000
62260	Dues & Subscription	1,500
	Online subscription to National Renal Administrators Association and Kidney Disease Quality of Life Complete.	1,500
62290	Licenses and Fees	35,000
	Dedicated to Research & Marketing Strategies vendor to conduct CMS requirement for an In-Center Hemodialysis (ICH) CAHPS Survey Admin fee.	6,000
	Gaia Dialysis E H R	29,000
62300	Printing & Photocopying	525
	To budget for Patient survey materials of HEMO inservices and protocol signs.	
62500	Travel	17,500
	Renal Nurse to attend annual meeting for American Nephrology Nurses Association (ANNA) National Symposium to expand evidence based practice and enhance role performance.	3,500
	Registered Dietitian, Renal Head Nurse and Social Worker to attend National Kidney Foundation meeting.	10,500
	Management to attend National Renal Administrators Association Meeting.	3,500
62660	Repairs & Maintenance	85,050
	Repair and Maintenance of Copier and Laser Jet machine.	1,050
	Repair and Maintenance for dialysis machines and dialysis RO system.	84,000
63010	Books & Library Materials	525
	To budget for Books and Library materials	
63040	Supplies - Office	3,150
	To purchase office supplies including toners, papers, colored papers, markers, plastic covers sheets, pens, etc that will be used for staff and patient education. Also, supplies used in maintaining health information documents/medical records - e.g. sheet protectors and binders.	

63050	Supplies - Operation	45,500
	To budget for the unit to effectively carry out its services to both Peritoneal and Hemodialysis patients.	5,250
	To budget for Infection Control supplies for entire HEMO unit; items include batteries for 16 towel dispensers in the dialysis unit. Proper operation of these dispensers will ensure facility meets infection control guidelines mandated by CMS.	5,250
	To budget for hemodialysis chairs to replace old ones that continue to cause problems and need maintenance.	35,000
63070	Medical - General Supplies	3,150,000
	To fund the hemodialysis and peritoneal dialysis contracts for supplies and consumables.	
64540	Machinery, Tools & Equipment	18,000
	Renal Doppler Ultrasound.	6,000
	Vital Signs machines and other medical equipment.	12,000
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64560	Office Equipment	3,000
	To budget for Office equipment such as shredder for HEMO to meet HIPAA compliance, emergency supplies cart, TV for consult room, projector.	
64570	Office Furniture	5,000
	Replacement for office chairs and lobby furniture needs.	
	TOTAL	3,777,050



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



NARRATIVE for Proposed Budget FY 2025 Laboratory Department (1840A/G3002S)

Overview

The Commonwealth Healthcare Corporation's Laboratory Department plays a critical role in detection, diagnosis, and treatment of diseases. The Laboratory Department is equipped with a multitude of analyzers and other equipment that aid in providing a wide range of testing capabilities to help providers and patients make the best-informed decisions on how to manage care. The Laboratory is staffed with a certified pathologist, certified clinical laboratory scientists, certified phlebotomists, and laboratory assistants to provide 24/7 services for the CHCC's patients.

Budgetary Inclusions for FY 2025

Personnel

Under CMS CoP §482.27 Condition of Participation: Laboratory Services, the hospital must maintain, or have available, adequate laboratory services to meet the needs of patients and ensure that all laboratory services provided to its patients are performed in a certified facility 24 hours a day. In order to meet this standard and continue to provide laboratory testing for both inpatients and outpatients, the Laboratory Department's personnel needs are:

- 1 – Pathologist
- 16 – Clinical Laboratory Scientists
- 2 – Clinical Laboratory Technicians
- 3 – Microbiologist
- 3 – Laboratory Assistants
- 12 – Phlebotomist
- 1 – Laboratory Safety Officer
- 1 – Laboratory Manager

The Laboratory Department current has six (6) vacancies remaining. The vacancies are one laboratory biosafety officer, two laboratory assistants, one microbiologist, and two phlebotomists. Historically, the Laboratory Department experiences high turnover and has operated understaffed. The Clinical Laboratory Scientist and Microbiologist positions are significantly hard to fill positions with US citizens. The department would like to maintain the staffing pattern to support the reduction of overtime maintaining 24/7 laboratory coverage, allow staff to avail leave benefits, and to continue to provide timely services as we continue to expand the testing capacity of the laboratory through modernization. It is also important to

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maintain the number of FTEs for the clinical laboratory scientists considering only 5 staff are of US citizenship or hold a green card and not subjected to the USCIS CW-1 touch back protocol. Without adequate coverage during periods of touchback, the laboratory's ability to render timely and accurate services may be affected.

Patient Care

All funding support will aid the department's overall arching responsibility to provide timely and accurate patient laboratory testing services 24/7.

Additional Equipment, Tools, Machinery

The Laboratory Department aims to continuously expand testing capabilities to provide quality healthcare to the CNMI and request for a \$525K budget identical to FY23. This budget will allow the opportunity to purchase new analyzers that will expand the scope of testing, which will reduce the burden of relying on costly reference laboratory services through third parties like DLS and become more self-sustainable. It will allow the CHCC to capture revenue and provide laboratory results to providers and patients with a better turnaround time.

Operational and General and Office Supplies

For FY23 the Laboratory Department expended \$1,835,630.54 under Medical- Lab Supplies, \$575,630.54 over the \$1,260,000.00 revised budget. The department would like to request a 10% budget increase from FY 2023's expenditures for a total of \$2,019,193.59 to account for inflation, expansion of testing capabilities, and capture the department's true operating cost in terms of medical lab supplies. These are necessary supplies that are used either directly or indirectly in laboratory testing. A lack ability to purchase these supplies can lead to cease or delay in testing resulting in adverse outcomes in patient health and safety.

Staff Development, Training, and Travel Expenses

The Laboratory Department request for a \$20,000 budget in professional training costs to support staff development, training, or travel expenses for training. This can be applied to online paid training programs or certifications related to laboratory services or to fund an off-island representative to conduct training and certifications on site such as genetic sequencing and drug testing through higher levels of complexity.

Professional Services, Licenses, Repairs and Maintenance, and All Others

The Laboratory Department recommends maintaining the budget amount of \$2,156,700 for Professional services to cover all existing contracts such as the American Red Cross, Siemens, Cepheid, MedPharm, and Topline contracts. Licenses and fees budgeted amount are appropriate to maintain licenses for Microsoft office and the Laboratory Department's CLIA certification.

All other equipment, technology, machinery, and fixtures not covered under the CHCC's contract with PBSI are still subjected to repair or maintenance, therefore the current budget is applicable. All other categories are appropriate unless an increase is deemed necessary.

Conclusion

The proposed budget for the Laboratory Department for FY 2025 will aid the department's overall arching responsibility to provide timely and accurate laboratory testing services that will support patient care and treatment. Each item and aspect of the budget is important. A removal of one or another will affect the ability to deliver quality healthcare and overall put our patients at risk.

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2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1840A	Laboratory - Saipan	DIRECTOR, LAB. SERV./PATHOLOGY	Filled	260,000	260,000	EC	260,000	N	-	Y	10,400	Y	10,453	SINGLE	4,875	Y	3,770	Y	878		30,375	Filled	32
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	TBF	-	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307	Vacant	6
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878		12,311	TBF	1
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	FAMILY	15,598	Y	816	N	-		22,158	Total	39
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	N	-	Y	3,491	FAMILY	15,598	Y	816	N	-		19,905		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST (Restructure CLIN	Filled	49,026	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	51,478	56,301	FTE	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	Y	878		10,059		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878		12,311		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	49,026	56,301	FTE	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	49,026	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	COUPLE	9,993	Y	816	N	-		16,552		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	49,026	56,301	EC	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	Y	878		10,059		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	49,026	56,301	EC	56,301	N	-	Y	2,252	Y	3,491	N	-	Y	816	N	-		6,559		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST /TECHNICIAN	Filled	49,026	56,301	EC	56,301	N	-	N	-	Y	3,491	N	-	Y	816	N	-		4,307		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	N	-	Y	3,491	SINGLE	4,875	Y	816	N	-		9,182		
1840A	Laboratory - Saipan	LAB MANAGER	Filled	89,251	89,249	EC	93,713	N	-	Y	3,749	Y	5,810	SINGLE	4,875	Y	1,359	Y	878		16,670		
1840A	Laboratory - Saipan	LAB SAFETY OFFICER	Vacant	-	38,683	FTE	40,617	N	-	N	-	Y	2,518	N	-	Y	589	N	-		3,107		
1840A	Laboratory - Saipan	LABORATORY ASSISTANT	Filled	33,983	36,382	FTE	36,382	N	-	N	-	Y	2,256	N	-	Y	528	N	-		2,783		
1840A	Laboratory - Saipan	LABORATORY ASSISTANT	Vacant	-	36,382	FTE	36,382	N	-	N	-	Y	2,256	N	-	Y	528	N	-		2,783		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878		12,311		
1840A	Laboratory - Saipan	CLINICAL LABORATORY SCIENTIST	Filled	49,026	56,301	FTE	56,301	N	-	Y	2,252	Y	3,491	SINGLE	4,875	Y	816	Y	878		12,311		
1840A	Laboratory - Saipan	MICROBIOLOGIST	Filled	81,035	81,035	EC	81,035	N	-	N	-	Y	5,024	COUPLE	9,993	Y	1,175	N	-		16,192		
1840A	Laboratory - Saipan	MICROBIOLOGIST	Filled	77,501	81,034	EC	81,376	N	-	Y	3,255	Y	5,045	N	-	Y	1,180	Y	878		10,358		
1840A	Laboratory - Saipan	MICROBIOLOGIST	Vacant	-	73,500	FTE	73,500	N	-	N	-	Y	4,557	N	-	Y	1,066	N	-		5,623		
1840A	Laboratory - Saipan	LEAD PHLEBOTOMIST	Filled	42,012	44,112	FTE	44,112	N	-	N	-	Y	2,735	COUPLE	9,993	Y	640	Y	770		14,138		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	34,565	36,294	FTE	36,294	N	-	Y	1,452	Y	2,250	N	-	Y	526	Y	634		4,862		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	FTE	25,792	N	-	Y	1,032	Y	1,599	N	-	Y	374	N	-		3,005		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	27,082	28,436	EC	28,436	N	-	Y	1,137	Y	1,763	N	-	Y	412	Y	497		3,810		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	FTE	25,792	N	-	N	-	Y	1,599	SINGLE	4,875	Y	374	Y	449		7,296		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Vacant	-	25,792	FTE	25,792	N	-	N	-	Y	1,599	N	-	Y	374	N	-		1,973		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	EC	25,792	N	-	Y	1,032	Y	1,599	SINGLE	4,875	Y	374	Y	449		8,328		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	FTE	25,792	N	-	Y	1,032	Y	1,599	N	-	Y	374	Y	449		3,453		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	FTE	25,792	N	-	Y	1,032	Y	1,599	N	-	Y	374	N	-		3,005		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	24,563	25,792	FTE	25,792	N	-	Y	1,032	Y	1,599	N	-	Y	374	N	-		3,005		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Vacant	-	24,148	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-		1,847		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Filled	22,999	24,148	FTE	24,148	N	-	N	-	Y	1,497	COUPLE	9,993	Y	350	Y	419		12,259		
1840A	Laboratory - Saipan	PHLEBOTOMIST	Vacant	-	-	FTE	36,382	N	-	N	-	Y	2,256	N	-	Y	528	N	-		2,783		
1840A	Laboratory - Saipan			1,651,691	2,047,366	39	2,090,487	-	40,915	123,943	124,790	30,312	11,564		331,525								

LABORATORY SERVICES: 1840A/G3002S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	2,156,700.00
	Reference Lab Contract - DLS: Budget for Send-out testing for Lab tests CHC Lab cannot perform to Reference Lab - DLS Hawaii. Siemens Health Diagnostic Chemistry reagents, maintenance and supplies contract. Siemens Health Coagulation maintenance and supplies contract. MedPharm Vitek 2 Maintenance Contract JC Marketing Bactec Maintenance Contract. Cepheid GeneXpert Service Siemens Hematology reagents and service contract American Red Cross Blood Products Oregon Health Newborn Screening	
62290	Licenses and Fees	21,000
	CLIA CMS inspection and certificate fee	
62660	Repair & Maintenance	52,500
	Repairs to Chemistry Analyzer, Hematology, Vitek, GeneXpert, Coagulation analyzer, Blood Bank Machines, Bactec, Cannon Copier.	
62690	Personnel Training Costs	20,000
	To support staff development, training, and certifications such as genetic sequencing and drug testing. To include travel expenses for training.	
63040	Supplies - Office	1,575
	To budget for specimen bar codes and labels	
63050	Supplies - Operation	5,250
	To budget for Lab operation supplies such as toners, lab coats, specimen cups and etc.	
63070	Medical - General Supplies	26,250
	To budget for general medical supplies for patients visiting lab To budget for specialized Lab supplies and consumables such as: test tubes, test kits, reagents and microbiology Algar plates GeneXpert supplies for testing	
63080	Medical - Lab Supplies	2,019,194
	Cost of supplies due to expansion of testing capabilities that are necessary. Total requested is 10% from FY 2023 actuals.	

64540	Machinery, Tools & Equipment	525,000
	To purchase new analyzers.	
	TOTAL	4,827,469



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



NARRATIVE for Proposed Budget FY 2025 Radiology Department (1841A/G3003S)

Overview

The Commonwealth Healthcare Corporation's Radiology Department provides care to inpatient and outpatient settings. The Radiology Department is a vital part of the CHCC healthcare team that aims to provide high-quality imaging services to aid in the diagnosis and treatment of various medical conditions. The primary goal is to offer accurate and timely imaging interpretations to support patient care.

The CHCC-Radiology department provides diagnostic imaging services to assist in the detection and diagnosis of injuries, diseases, and other medical conditions. Radiologists interpret images and provide reports to referring physicians to aid in patient management.

The department typically consists of a team of radiologists (onsite and teleradiologist), radiologic technologists, and administrative staff. Radiologists are medical doctors specialized in interpreting medical images and performing interventional procedures, while radiologic technologists perform imaging procedures such as X-rays, CT scans, ultrasounds, and BMD (Bone mineral density).

Radiology departments strive to create a positive patient experience by ensuring comfort, safety, and clear communication throughout the imaging process. This includes providing information about procedures, addressing patient concerns, and minimizing wait times.

Personnel and Budget

The addition of two (2) Radiologic Technologists and an Interventional Nurse to the Radiology department is crucial for enhancing patient care, improving workflow efficiency, and meeting the increasing demand for imaging services. These positions will enable us to provide timely and accurate diagnostic imaging and interventional procedures, ultimately benefiting patient outcomes and satisfaction. By investing in

additional staffing, we aim to optimize the operations of the Radiology department and ensure the highest standards of care for our patients.

For Work Environment

Machinery and Equipment

The acquisition of an additional backup portable X-ray machine and C-arm is essential for ensuring uninterrupted imaging services and maintaining workflow efficiency within the Radiology department. Having a backup machine mitigates the risk of downtime due to equipment failure or maintenance issues, thus minimizing disruptions to patient care delivery. Additionally, it provides redundancy in case the primary machine is in use or undergoing maintenance. This investment will enhance our department's readiness to handle patient needs effectively and maintain high standards of care.

Professional Services

By investing in these professional services: **Apollo Teleradiology, Gamma Medical Physicist and Rady's Children Hospital, interprets pediatric echo studies.** We ensure that we have the necessary expertise to accurately interpret images, perform procedures, and deliver timely diagnoses, enhance the department's capabilities and expertise in gamma radiation applications for both diagnostic imaging and therapy. Ensuring safety in the use of gamma radiation. By budgeting for these Radiology services, we can leverage the knowledge and experience to optimize patient care and outcomes. Allocate percentage on unforeseen expenses or changes in service fees or rates.

Licenses and Fees

Regulatory and accreditation fees are required for compliance with industry standards and regulatory requirements, ensuring the safety and quality of our services. A proposed budget for licenses and fees in the Radiology department for the following: **FDA(MQSA) Radiology Equipment Registration Fee, ACR Accreditation Renewal Fee and Radiation dose monitoring badges subscription**, will ensure that we have the necessary resources to maintain compliance, support professional development, and deliver high-quality imaging services to our patients. Providing quality assurance and radiation safety in minimizing risk to staff.

Operational and General and Office Supplies

The Radiology department maintains a certain par level of supplies whether for operational, general or office use. These are mainly based on patient needs and day-to-day consumption. Most of our regular medical supplies are requested from MSO while

some supplies are in special order from different vendors and others are from administrative office. The proposed budget for medical supplies especially for interventional and special procedures in the Radiology department, is essential to ensure the availability of necessary materials for performing a wide range of diagnostic and therapeutic interventions. These supplies are critical for conducting procedures safely, efficiently, and effectively, ultimately leading to improved patient outcomes and satisfaction. The lack of one resource or another affects the delivery of care to patients.

Staff Development

Investing in the continuing education of Radiology staff aside from the required annual in-service provided by CHCC, is crucial for maintaining competency, staying updated on advancements in the field, and delivering high-quality patient care. By providing opportunities for professional development, our staff can enhance their skills, expand their knowledge base, and remain at the forefront of innovative practices in Radiology. This budget proposal ensures that our Radiology department remains committed to lifelong learning and excellence in patient care. Continuing education aligns with the strategic objectives of the Radiology department and supports our commitment to continuous improvement and professional growth.

Repairs and Maintenance

All Radiology equipment, machinery, fixtures especially those for medical use are subject to repair and preventive maintenance, hence the budget for such.

Conclusion

In conclusion, the proposed budget allocations for personnel, machinery and equipment, professional services, licenses and fees, operational and general office supplies, staff development, and repairs and maintenance in the Radiology department are essential investments aimed at enhancing patient care, improving workflow efficiency, and ensuring compliance with industry standards. By strategically allocating resources to address staffing needs, acquire necessary equipment, engage professional services, maintain regulatory compliance, and support staff development, we can optimize departmental operations and deliver high-quality imaging services to our patients. These investments reflect our commitment to excellence in patient care, continuous improvement, and professional growth, ultimately contributing to the overall mission of the Commonwealth Healthcare Corporation's Radiology Department.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1841A	Radiology	MANAGER, RADIOLOGY SERVICES	Filled	65,175	71,855	EC	71,855	N	-	N	-	Y	4,455	FAMILY	15,598	Y	1,042	Y	878		21,973	Filled	15
1841A	Radiology	INTERVENTIONAL RADIOLOGIC TECHNICIAN (restru	Filled	58,128	61,034	EC	61,034	N	-	N	-	Y	3,784	SINGLE	4,875	Y	885	N	-		9,544	Vacant	2
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (prior radiology te	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	SINGLE	4,875	Y	783	Y	878		12,044	TBF	1
1841A	Radiology	MAMMOGRAPHY TECHNOLOGIST	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	SINGLE	4,875	Y	783	Y	878		12,044	Total	18
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (prior radiology te	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	N	-	Y	783	Y	878		7,169		
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (prior radiology te	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	COUPLE	9,993	Y	783	Y	878		17,162		
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (prior radiology te	Filled	46,654	51,436	EC	51,436	N	-	N	-	Y	3,189	N	-	Y	746	N	-		3,935		
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (prior mammogra	TBF	-	54,008	EC	54,008	N	-	N	-	Y	3,349	N	-	Y	783	N	-		4,132		
1841A	Radiology	RADIOLOGY & XRAY TECHNICIAN (restructure radio	Filled	46,654	51,436	EC	51,436	N	-	N	-	Y	3,189	N	-	Y	746	Y	878		4,812		
1841A	Radiology	ULTRASOUND TECHNOLOGIST	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	COUPLE	9,993	Y	783	Y	878		17,162		
1841A	Radiology	ULTRASOUND TECHNOLOGIST	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	SINGLE	4,875	Y	783	N	-		11,167		
1841A	Radiology	ULTRASOUND TECHNOLOGIST	Filled	48,988	54,008	EC	54,008	N	-	Y	2,160	Y	3,349	SINGLE	4,875	Y	783	Y	878		12,044		
1841A	Radiology	ULTRASOUND TECHNOLOGIST	Filled	46,654	51,436	EC	51,436	N	-	N	-	Y	3,189	N	-	Y	746	N	-		3,935		
1841A	Radiology	RADIOLOGY & X-RAY TECHNICIAN	Filled	48,978	54,008	EC	54,008	N	-	N	-	Y	3,349	N	-	Y	783	N	-		4,132		
1841A	Radiology	RADIOLOGY & X-RAY TECHNICIAN	Filled	46,654	51,436	EC	51,436	N	-	Y	2,057	Y	3,189	SINGLE	4,875	Y	746	N	-		10,867		
1841A	Radiology	CLINICAL ATTENDANT	Vacant	-	17,457	EC	17,457	N	-	N	-	Y	1,082	N	-	Y	253	N	-		1,335		
1841A	Radiology	RADIOLOGY & X-RAY TECHNICIAN	Filled	46,654	51,436	EC	51,436	N	-	N	-	Y	3,189	N	-	Y	746	Y	878		4,812		
1841A	Radiology	INTERVENTIONAL RADIOLOGY NURSE	Vacant	-	-	FTE	51,436	N	-	N	-	Y	3,189	N	-	Y	746	N	-		3,935		
1841A	Radiology			748,469	893,603	18	945,040	-	17,180	58,592	64,833	13,703	7,898								162,205		

RADIOLOGY: 1841A/G3003S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	850,000
	Budget for Contract with Gamma Corporation Services. These contracts are continuous & subject for renewal annually. 2-Year Contract @\$32,000. \$16,000/yr with \$8,000 biannual payments. Budget for Contract with GRC Services. These contracts are continuous and subject for renewal annually. #610286-OC, Apollo Teleradiology Interpretation Services. Professional Services, integration and annula subscription for PACS System. Budget for Radius Connect Imaging for CHCC Providers to view stored radiologic images.	
62290	Licenses and Fees	8,000
	Fee for American College of Radiology (ACR) Mammography Accreditation & FDA-MQSA recertification to meet CMS COP for providing Mammography services.	
62660	Repair & Maintenance	75,000
	DRX and DRF X-ray PM. Repairs & maintenance of Cannon Image Runner Copier machine. Annual Preventive Maintenance & Repairs for DEXA and Hologic Mamo.	
63040	Supplies - Office	1,575
	To budget for RAD operation supplies such diagnostic test gels and toners.	
63050	Supplies - Operation	2,625
63070	Medical-General Supplies	80,000
	To budget for General Medical Supplies such as IR Kits for specialize interventional radiology exams & biopsies. To budget for refurbished ultrasound system.	
64540	Machinery, Tools & Equipment	4,000
	Portable X-Ray C-Arm	
TOTAL		1,021,200



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950

Inpatient Pharmacy



NARRATIVE FOR PROPOSED BUDGET FY 2025

Inpatient Pharmacy (1842A/G3004S)

Overview

The CHCC Inpatient Pharmacy department procures and maintains pharmaceuticals and supplies for all units in the Inpatient area, Emergency Room, Operating Room, Hemodialysis, Oncology, Clinics such as Family Care Clinic, Children's clinic, and Women's clinic; Public Health programs such Family Planning, Tuberculosis, HIV/STD program, Immunization, and NCD programs; and for THC and RHC's emergency rooms. It also supplies Specialty/Oncology medications for Outpatient Pharmacy.

The pharmacists prospectively verify and review all medication orders before preparation, compounding, and distribution of medication to the respective units. The department maintains, prepares, and/or compounds the medications to its highest standard by conforming to all appropriate Federal and State/Local laws involved in Medication Management.

The CHCC Inpatient Pharmacy serves as an integral resource of drug information to all staff. It provides Clinical services as part of the Antibiotic Stewardship program. The following are some of the initiatives in this program: Antimicrobial monitoring, PK monitoring and Dosing, Renal dosing, Microbiological Report Review for Drug/bug mismatch, de-escalation and streamlining, IV to PO conversion, and Microbiological Chart Report Review.

The CHCC Inpatient Pharmacy also serves as Informaticist by implementing and maintaining various technological advancements in the area of medication management such as BCMA, CV Drug File, Pyxis ES, DoseEdge, PakEdge, Alaris infusion pumps, CADD Ambulatory pumps, Senti7 and the latest addition- RapidPak.

Additionally, CHCC Inpatient Pharmacy spearheads the Pharmacy and Therapeutics Committee with the Chairman and its members. It is also involved in different committees within the Corporation such as Quality, Infection Control including Antibiotic Stewardship Program as a subcommittee, Discharge Planning, Code Blue, Utilization and Review, Care Transition, PDMP, and most recently the Data Modernization Advisory and Steering Committee.

The Pharmacy also maintains and manages Public Health's Strategic National Stockpile (SNS) and participates in Epidemiology and Laboratory Capacity (ELC) and Public Health Emergency and Preparedness program (PHEPP) initiatives such as trainings that are geared toward readiness to respond to any public health emergencies.

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Telephone: (670) 236-8335 FAX: (670) 236-8606

Budgetary Inclusions for FY 2025

Personnel

The greatest resource needed in the Pharmacy is its staff. All of the above tasks are done only when there is enough staff to consistently perform and deliver the services needed to achieve the goal of providing quality care within the hospital.

The CHCC Inpatient pharmacy needs to fill the vacant positions to at least perform the current tasks and services. Current positions to fill are 1 staff pharmacist, 1 intern, 2 pharmacy technicians, 1 pharmacy apprentice, and 1 logistic technician.

Pharmaceutical Inventory

An equally important resource in the pharmacy and to the whole hospital is the budget for pharmaceuticals. No department can function without the necessary pharmaceuticals to treat the patient. Therefore, the budget of an average of 1.2M per month must be maintained to provide cost-effective and quality pharmaceutical care at CHCC.

Additional Equipment, Tools, and Machinery

The availability of Pyxis in ER, OR1, OR2, and ICU has contributed to an improved use of medication in those areas. Pharmacy can refill needed medications in a more efficient and timely manner. It also prevents any pilferage as the access is accounted for. Wastage and proper disposal are properly documented. Additionally, one benefit of the use of Pyxis is patient safety. The pharmacy can identify medication errors or near-miss incidents and use these to provide education and guidance to prevent the recurrence. Therefore, it would be of great benefit if all inpatient areas would have access to a Pyxis.

Operational, General, and Office Supplies

The pharmacy maintains a PAR level of supplies used for the different medication processes like IV labels, crashcart locks, evacuated bottles, and compounding supplies. These are ordered via PO directly to suppliers. We also maintain office supplies that are usually requested from MSO, Admin office, and/or other programs. Nursing supplies such as glucometer and supplies are ordered via PO directly to the manufacturer. The lack of any of these affects the delivery of pharmaceutical care to patients.

Staff Development

The staff development is done internally in the pharmacy or externally via online CEs that are required for license renewals. We also request specific certification programs like the Antibiotic Stewardship certificate and USP 797/800 Compounding certificate programs. These CEs and certifications provide updated guidelines for the delivery of pharmacy services.

Testing, Recertification, and Maintenance

To maintain certification and proper functionality of all our devices and machines, testing, recertification, and maintenance must be up to date. Thus, these too must be funded.

Conclusion

The proposed budget for FY2025 is needed for the CHCC Inpatient Pharmacy department to fulfill the goal of providing quality pharmaceutical care to all patient care areas and that will contribute to a better CNMI. The consistent delivery of all programs and services in the pharmacy complies with the CMS Condition of Participation, thus deviation from any of it would result in non-compliance.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1842A	Pharmacy-Saipan	MANAGER, IN-PATIENT PHARMACY	Filled	145,860	153,153	EC	153,153	N - Y	6,126	Y	9,495	FAMILY 15,598	Y 2,221	Y 878	34,318
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Filled	133,130	139,787	EC	139,787	N - Y	5,591	Y	8,667	SINGLE 4,875	Y 2,027	N -	21,160
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Filled	115,088	126,786	EC	126,786	N - N	-	Y	7,861	N -	Y 1,838	N -	9,699
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Filled	111,176	126,500	EC	128,700	N - Y	5,148	Y	7,979	N -	Y 1,866	N -	14,994
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Filled	48,635	51,066	EC	51,066	N - N	-	Y	3,166	COUPLE 9,993	Y 740	Y 878	14,777
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Filled	42,012	44,112	EC	44,112	N - Y	1,765	Y	2,735	COUPLE 9,993	Y 640	N -	15,132
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Filled	42,012	44,112	EC	44,112	N - Y	1,765	Y	2,735	FAMILY 15,598	Y 640	Y 770	21,508
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Filled	42,012	44,112	EC	44,112	N - Y	1,765	Y	2,735	COUPLE 9,993	Y 640	Y 770	15,902
1842A	Pharmacy-Saipan	LOGISTIC TECHNICIAN (prior pharmacy assistant)	Filled	24,149	25,356	EC	25,356	N - N	-	Y	1,572	COUPLE 9,993	Y 368	N -	11,933
1842A	Pharmacy-Saipan	PHARMACY ASSISTANT	Filled	22,999	24,148	EC	24,148	N - N	-	Y	1,497	COUPLE 9,993	Y 350	N -	11,840
1842A	Pharmacy-Saipan	PHARMACY ASSISTANT	Vacant	-	24,148	EC	24,148	N - N	-	Y	1,497	N -	Y 350	N -	1,847
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Filled	33,284	34,948	EC	36,696	N - Y	1,468	Y	2,275	SINGLE 4,875	Y 532	Y 614	9,764
1842A	Pharmacy-Saipan	PHARMACIST INTERN	Vacant	-	51,853	EC	51,853	N - N	-	Y	3,215	N -	Y 752	N -	3,967
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Filled	114,999	120,749	EC	120,749	N - N	-	Y	7,486	SINGLE 4,875	Y 1,751	Y 878	14,990
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Filled	120,750	126,788	EC	126,788	N - Y	5,072	Y	7,861	SINGLE 4,875	Y 1,838	N -	19,646
1842A	Pharmacy-Saipan	PHARMACY ASSISTANT (restructure pharmacy techn	Filled	22,999	28,226	EC	28,226	N - Y	1,129	Y	1,750	COUPLE 9,993	Y 409	Y 497	13,778
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN I	Vacant	-	28,226	EC	28,226	N - N	-	Y	1,750	N -	Y 409	N -	2,159
1842A	Pharmacy-Saipan	PHARMACY ASSISTANT	Filled	21,902	28,226	EC	28,226	N - N	-	Y	1,750	N -	Y 409	N -	2,159
1842A	Pharmacy-Saipan	STAFF PHARMACIST	Vacant	-	115,000	EC	115,000	N - N	-	Y	7,130	N -	Y 1,668	N -	8,798
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN APPRENTICE (restructure	Vacant	-	28,226	EC	28,226	N - N	-	Y	1,750	N -	Y 409	N -	2,159
1842A	Pharmacy-Saipan	PHARMACY TECHNICIAN II	Vacant	-	36,292	EC	36,292	N - N	-	Y	2,250	N -	Y 526	N -	2,776
1842A	Pharmacy-Saipan			1,041,007	1,401,816	21	1,405,764	-	29,827	87,157	110,653	20,384	5,285		253,306

Filled	15
Vacant	6
Total	21

INPATIENT PHARMACY: 1842A/G3004S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	24,000
	To Budget for Energy Plus, Inc. every 6 months and Annual Maintenance of IV Hood, CHEMO Room and Laminar Flow Hood for IV meds mixing and chemotherapy compounding.	
62260	Dues & Subscription	3,150
	Membership dues for American Society of Health Systems Pharmacist (ASHP) - To stay current and up to date to Pharmacy standards and best practices. Lexicomp pharmacy desk reference online and mobile access.	
	Membership to Infectious Diseases of Society of America (IDSA).	
62290	Licenses and fees	18,900
	DoseEdge - IV Work flow SENTRI 7	
62500	Travel	6,300
	To budget for Pharmacy Manager/pharmacist to attend the National Conference for ACCP.	
62660	Repair & Maintenance	-
	Budget to repair and maintain devices and machines.	
62690	Personnel Training Cost	3,150
	To provide required training for Pharmacist on Antibiotic Stewardship.	
63010	Books & Library Materials	1,050
	Budget for Reference desk materials for Pharmacists and Pharm Techs - To purchase updated Pharmacy Reference Desk and other standard reference books: Handbook of Injectable Drugs, Neofax, Pediatric Dosage Handbook, Infectious Diseases Handbook, Adult Handbook.	
63040	Supplies - Office	2,100
	To budget for unit's office supplies such as toners.	
63050	Supplies - Operations	5,250
	To budget for Miscellaneous pharmaceutical compounding equipment- Unit-dose prepacking machine.	
	To budget for specialized Pharm supplies and consumables such as aprons for compounding/mixing IV and chemo meds.	
63070	Medical-General Supplies	50,000
	To budget for general medical supplies to meet dispensing of medications to patients.	

64540	Machinery, Tools & Equipment	50,000
	Pyxis Enterprise Machine	
	TOTAL	163,900

63090	Medical-Pharmaceutical Supplies	6,000,000
	Budget for Pharmaceuticals and supplies for the whole corporation ordered through Mc Kesson.	
1817A		6,000,000



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



NARRATIVE for Proposed Budget FY 2025 (Outpatient Pharmacy) (1908A/G5001S)

Overview

The Outpatient Pharmacy is engaged in several services that contribute significantly to patient care and pharmacy operations not only to Saipan but also to Rota and Tinian. Our work involves daily interactions with patients and customers, demanding a high level of patience, understanding and compassion. Pharmacists and staff must navigate diverse healthcare needs, answer inquiries, and ensure accurate medication dispensing while maintaining empathy towards individuals facing health challenges.

In addition to our responsibilities within the Outpatient Pharmacy, we are actively providing Telepharmacy services to Rota and Tinian, which demand continuous attention and support due to their remote locations and unique needs. Our involvement in vaccinations is crucial, particularly in the current healthcare landscape. Administering vaccines requires careful planning, coordination and patient education. In addition, we also receive frequent phone calls from providers requiring consultation and prescription-related discussions. These conversations are vital for accurate patient care. Moreover, handling prescription transfers not only within Saipan but also to and from mainland USA, involves a series of steps to ensure patient safety, accuracy, and timely service. Our engagement in clinical programs adds an extra layer of responsibilities, requiring us to closely monitor patient outcomes, perform medication reviews, and participate in healthcare initiatives.

With the opening of our Drive-Thru Pharmacy service recently, we offered an enhanced customer experience by offering more accessible, efficient and convenient way to receive medications and pharmacy services.

Budgetary Inclusions for FY 2025

Personnel

The Outpatient Pharmacy at the moment has 1 Pharmacy Manager/Pharmacist-in-charge, 4 Staff Pharmacists, 4 Pharmacy Technicians, 5 Pharmacy Assistants (2 waiting for Pharmacy Tech licenses, 1 Working on taking the exam and 1 Pharmacy Technician Apprentice), and 4 Pharmacy Billers (1 Pharmacy Billing Specialist). These current staffing resources are fully dedicated to the demands of our outpatient pharmacy operation and is challenged when a staff or his/her family member gets sick, a staff goes on annual leave, and when additional responsibilities further limit our flexibility.

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The Outpatient Pharmacy will greatly benefit when the vacancies are filled like, Telepharmacist/Staff Pharmacist, 1 Pharmacy Assistant, 1 Pharmacy Biller in RHC and the Pharmacy Assistants become full pledged Pharmacy Technicians. These staffing allocations ensure the efficiency and quality of our outpatient pharmacy operations.

On the issue of salary, the Outpatient Pharmacists and staff felt that having a higher rate could be justified with the broader scope of responsibilities and diverse range of tasks, including customer service, managing inventory, and collaborating with healthcare providers. This multifaceted role might warrant a higher compensation compared to those who focus more on clinical aspects within a controlled environment.

Medication Procurement

This segment covers the cost of acquiring medications from our supplier, McKesson. Specific medications are needed for our outpatient pharmacy, based on patient demand and medical trends to meet various insurance providers formulary. With the increasing cost of medications, we need to allocate funds for seasonal variations in medication demand and price fluctuations including the high shipping fees.

Technology Upgrades

The Outpatient Pharmacy for the past years have invested on technology to enhance operational efficiency and patient experience and will continue to do so. These involves upgrading our pharmacy billing system to improve medication payment collection thru a software, utilized prior to transactions, ensures the submission of accurate claims and guarantees that payers adjudicate with the updated AWP (Average Wholesale price), thereby maximizing reimbursement. Upgrades in the pharmacy management system to include more clinical programs monitoring is also recommended.

Regulatory Compliance

A portion of the budget is allocated to ensure compliance with healthcare regulations and standards. This includes licensing, accreditations fees, recertification costs, and necessary trainings to keep the pharmacy in line with industry requirements.

Operational Expenses and Office Supplies

The Outpatient Pharmacy requires costs for utilities, maintenance, renovations and upgrades needed to create a conducive environment for both staff and patients. Moreover, the day-to-day operation entails the use of office supplies like prescription labels, thermal papers, Medicaid forms, and bond papers among others. And to comply with the regulations of HIPAA (Health Insurance Portability and Accountability Act), we needed a durable paper shredder to dispose documents with confidential information. In addition, due to the high volume of print outs needed every day, a reliable printer is required to meet the demands of our pharmacy.

Quality Assurance

Funds are set aside for quality control measures, such as regular audits including internal and external assessments, quality improvement initiatives, and staff training programs and annual conferences, to maintain and improve overall quality of pharmaceutical services. Our pharmacy, being a Health Mart member, has access to numerous Continuing Education courses that are free and is included with the package.

Emergency Contingency

A small reserve may be allocated for unexpected situations or emergencies such as sudden increases in demand, equipment failures, or unexpected regulatory changes to ensure that outpatient pharmacy can adapt to unforeseen challenges without compromising patient care.

Conclusion

The proposed budget for the Outpatient Pharmacy includes allocations for staffing, medication procurement, operational expenses, and technology upgrades to enhance efficiency. It aims to balance cost-effectiveness with quality patient care, ensuring a sustainable and well-equipped pharmacy service.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe					
1908A	Outpatient Pharmacy - Saipan	OUTPATIENT PHARMACY MANAGER	Filled	145,860	153,153	FTE	153,153	N	-	Y	6,126	Y	9,495	FAMILY	15,598	Y	2,221	N	-	33,441
1908A	Outpatient Pharmacy - Saipan	STAFF PHARMACIST	Filled	133,137	139,793	FTE	139,793	N	-	Y	5,592	Y	8,667	FAMILY	15,598	Y	2,027	Y	878	32,762
1908A	Outpatient Pharmacy - Saipan	STAFF PHARMACIST	Filled	133,126	139,783	FTE	139,783	N	-	Y	5,591	Y	8,667	SINGLE	4,875	Y	2,027	N	-	21,159
1908A	Outpatient Pharmacy - Saipan	STAFF PHARMACIST	Filled	126,786	133,126	FTE	139,783	N	-	Y	5,591	Y	8,667	SINGLE	4,875	Y	2,027	N	-	21,159
1908A	Outpatient Pharmacy - Saipan	STAFF PHARMACIST	Filled	114,999	120,749	FTE	120,749	N	-	Y	4,830	Y	7,486	COUPLE	9,993	Y	1,751	N	-	24,060
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN IV (prior pharmacy techn	Filled	44,113	44,112	FTE	46,318	N	-	N	-	Y	2,872	FAMILY	15,598	Y	672	N	-	19,142
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	Filled	33,284	34,948	FTE	34,948	N	-	Y	1,398	Y	2,167	COUPLE	9,993	Y	507	N	-	14,064
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	Filled	33,284	34,948	FTE	34,948	N	-	Y	1,398	Y	2,167	SINGLE	4,875	Y	507	Y	614	9,560
1908A	Outpatient Pharmacy - Saipan	BILLING SPECIALIST (THC/RHC)	Filled	30,000	40,012	FTE	40,012	N	-	Y	1,600	Y	2,481	SINGLE	4,875	Y	580	N	-	9,536
1908A	Outpatient Pharmacy - Saipan	PHARMACY BILLER	Filled	20,860	25,791	FTE	32,365	N	-	N	-	Y	2,007	N	-	Y	469	N	-	2,476
1908A	Outpatient Pharmacy - Saipan	PHARMACY BILLER (RHC)	Vacant	-	24,561	FTE	24,561	N	-	N	-	Y	1,523	N	-	Y	356	N	-	1,879
1908A	Outpatient Pharmacy - Saipan	PHARMACY BILLER	Filled	22,999	24,148	FTE	24,148	N	-	Y	966	Y	1,497	COUPLE	9,993	Y	350	Y	419	13,225
1908A	Outpatient Pharmacy - Saipan	PHARMACY BILLER (THC)	Filled	23,392	40,012	FTE	40,012	N	-	N	-	Y	2,481	N	-	Y	580	N	-	3,061
1908A	Outpatient Pharmacy - Saipan	PHARMACY BILLER (restructure pharmacy assistant)	Filled	19,866	24,148	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	1,847
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN APPRENTICE (prior fte pha	Filled	22,999	24,148	FTE	24,148	N	-	Y	966	Y	1,497	SINGLE	4,875	Y	350	Y	419	8,107
1908A	Outpatient Pharmacy - Saipan	PHARMACY ASSISTANT	Filled	21,902	22,998	FTE	22,998	N	-	Y	920	Y	1,426	N	-	Y	333	N	-	2,679
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN APPRENTICE (prior fte pha	Filled	21,220	22,281	FTE	22,281	N	-	Y	891	Y	1,381	SINGLE	4,875	Y	323	N	-	7,471
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN APPRENTICE (prior fte pha	Filled	21,220	22,281	FTE	22,281	N	-	Y	891	Y	1,381	SINGLE	4,875	Y	323	Y	390	7,861
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN APPRENTICE (prior fte pha	Filled	21,218	22,281	FTE	22,281	N	-	N	-	Y	1,381	N	-	Y	323	N	-	1,704
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECH APPRENTICE (prior pharmacy ass	Vacant	-	20,859	FTE	20,859	N	-	N	-	Y	1,293	N	-	Y	302	N	-	1,596
1908A	Outpatient Pharmacy - Saipan	PHARMACY INTERN	Vacant	-	48,635	FTE	48,635	N	-	N	-	Y	3,015	N	-	Y	705	N	-	3,721
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	Filled	30,824	33,284	FTE	33,284	N	-	Y	1,331	Y	2,064	SINGLE	4,875	Y	483	N	-	8,752
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	TBF	-	33,284	FTE	33,284	N	-	N	-	Y	2,064	N	-	Y	483	N	-	2,546
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	TBF	-	33,284	FTE	33,284	N	-	N	-	Y	2,064	N	-	Y	483	N	-	2,546
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN I	TBF	-	33,284	FTE	33,284	N	-	N	-	Y	2,064	N	-	Y	483	N	-	2,546
1908A	Outpatient Pharmacy - Saipan	TELE PHARMACIST	Vacant	-	120,120	FTE	120,120	N	-	N	-	Y	7,447	N	-	Y	1,742	N	-	9,189
1908A	Outpatient Pharmacy - Saipan	PHARMACY TECHNICIAN (prior DME technician)	TBF	-	21,218	FTE	21,218	N	-	N	-	Y	1,316	N	-	Y	308	N	-	1,623
1908A	Outpatient Pharmacy - Saipan			1,021,089	1,437,243	27	1,452,680	-	38,092	90,066	115,772	21,064	2,720		267,714					

Filled	19
Vacant	4
TBF	4
Total	27

OUTPATIENT PHARMACY: 1908A/G5001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues and Subscriptions	76,000.00
62290	Licenses and Fees	50,000.00
	Licensing, accreditation, and recredentialing costs to remain in compliance with healthcare regulations and standards.	
63050	Supplies-Operations	15,000.00
	To budget for supplies used in day-to-day operations such as prescription labels, thermal papers, medicaid forms, etc.	
	TOTAL	141,000.00



Commonwealth Healthcare Corporation

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NARRATIVE for Proposed Budget FY 2025 Respiratory Care Department (1843A/G3005S)

Overview

The Commonwealth Healthcare Corporation's Respiratory Care Department is a critical care unit which caters to patients of all ages across the lifespan needing emergency respiratory care, support, and services. The Respiratory Department is comprised of a team of Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) credentialed by the National Board for Respiratory Care (NBRC) that are equipped with a variety of functional respiratory equipment that can respond to a host of patients experiencing respiratory distress. Our respiratory therapist work in all areas in the hospital, including ER, medical and surgical units, adult and neonatal ICU, pediatrics, labor and delivery, and provide patient transport services off island when staffing permits. In addition, respiratory therapist provides continuing education through in-service sessions to other clinicians at CHCC and to patients at the bedside.

Currently staffed with six (6) Registered Respiratory Therapist and one (1) Respiratory Technician, the department provides services and support 24/7. All staff are BLS, ACLS, PALS, and NRP certified by the American Heart Association and the American Academy of Pediatrics.

Budgetary Inclusions for FY 2025

Personnel

Historically, the Respiratory Care Department experiences high turnover and has operated more often than not understaffed. This has been scrutinized under CMS CoP §482.57 Condition of Participation: Respiratory Services whereby the hospital must meet the needs of the patients in accordance with acceptable standards of practice. §482.57(a) Standard: Organization and Staffing The organization of the respiratory care services must be appropriate to the scope and complexity of the services offered. §482.57(a)(2) - There must be adequate numbers of respiratory therapists, respiratory therapy technicians, and other personnel who meet the qualifications specified by the medical staff, consistent with State law.

In order to meet this standard and continue to provide lifesaving respiratory emergency care support, outpatient testing services, provide continuing education through in-service, and emergency transport services, the Respiratory Care Department's personnel needs are:

- 7 – Registered Respiratory Therapist (RRT)
- 2 – Locum Registered Respiratory Therapist
- 2 – Respiratory Technicians

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- 1 – Respiratory Manager

The Respiratory Care Department currently has 3 vacancies remaining (1 Respiratory Technician and 2 Locum RRTs). The department would like to maintain the staffing pattern to support the reduction of overtime to maintain 24/7 respiratory care coverage, allow staff to avail leave benefits, support emergency transport services, and to continue to provide outpatient respiratory care services.

Patient Care

All funding support will aid the department's overall arching responsibility to provide quality lifesaving respiratory care.

Additional Equipment, Tools, Machinery

The Respiratory Care Department would like to replace outdated ventilator systems that have exceeded their recommended lifespans and service capabilities to more modern technology that is sustainable, innovative, and comprehensive enough to provide quality lifesaving respiratory care. The department would like an increase from a \$50K to a \$250K budget to purchase the following equipment with a warranty for parts and labor:

- 4 – Puritan Bennet 980 Ventilator Series or equivalent
- 4 – Fisher and Paykel 850 Humidifier Base & Starter Kit or equivalent

Operational and General and Office Supplies

For FY2023 the Respiratory Care Department expended \$182,514.52 under Medical-General Supplies, \$51,264.52 over the \$131,250 revised budget. The department would like to request a 3% budget increase from FY 2023's expenditures for a total of \$187,989.96 to account for inflation and capture the department's true operating cost in terms of general medical supplies. These are necessary supplies that are used either directly or indirectly in patient care procedures. A lack of ability to purchase these supplies can lead to adverse outcomes in patient health and safety.

Staff Development

The Respiratory Care Department currently has one RRT with credentials as an instructor for BLS, ACLS, PALS, and NRP. The department would like to maintain the budget of \$5000 to allow other staff to obtain an instructor license and serve the corporation by providing certifications inhouse.

Professional Services, Licenses, Repairs and Maintenance, and All Others

The Respiratory Care Department would like to include in the Professional Services budget section the newly acquired Siemen's RP500e Blood Gas Analyzers Contract, which includes warranty and services and Top Line Cleaning Services. Licenses and fees budgeted amount are appropriate to maintain licenses for Microsoft office and the Respiratory Department's CLIA certification.

All other equipment, technology, machinery, and fixtures not covered under the CHCC's contract with PBSI are still subjected to repair or maintenance, therefore the current budget is applicable. All other categories are appropriate unless an increase is deemed necessary.

Conclusion

The proposed budget for the Respiratory Department for FY 2025 will aid the department's overall arching responsibility to provide quality lifesaving respiratory care. Each item and aspect of the budget is important. The removal of one or another will affect the ability to deliver quality healthcare and overall put our patients at risk.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190			DC 61195		SS 61196		Health Ins 61210		Mcare 61220		Life 61180		Other Differential	TOTAL Fringe		
1843A	Respiratory Therapy Saipan	MGR, RESPIRATORY CARE SERVICES	Filled	75,001	78,751	EC	78,751	N	-	Y	3,150	Y	4,883	FAMILY	15,598	Y	1,142	N	-	-	-	24,773	Filled	7
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	Filled	75,001	78,751	EC	78,751	N	-	N	-	Y	4,883	COUPLE	9,993	Y	1,142	N	-	-	-	16,017	Vacant	3
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	TBF	-	78,751	EC	78,751	N	-	N	-	Y	4,883	N	-	Y	1,142	N	-	-	-	6,024	TBF	1
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST - LOCOM	Vacant	-	-	LTE	-	N	-	N	-	Y	-	N	-	Y	-	N	-	-	-	-	Total	11
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST - LOCOM	Vacant	-	-	LTE	-	N	-	N	-	Y	-	N	-	Y	-	N	-	-	-	-		
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	Filled	75,001	78,751	EC	78,751	N	-	Y	3,150	Y	4,883	SINGLE	4,875	Y	1,142	N	-	-	-	14,049		
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	Filled	75,001	78,751	EC	78,751	N	-	N	-	Y	4,883	N	-	Y	1,142	N	-	-	-	6,024		
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	Filled	75,001	78,751	EC	78,751	N	-	N	-	Y	4,883	N	-	Y	1,142	N	-	-	-	6,024		
1843A	Respiratory Therapy Saipan	RESPIRATORY THERAPIST	Filled	90,000	78,751	EC	78,751	N	-	N	-	Y	4,883	N	-	Y	1,142	N	-	-	-	6,024		
1843A	Respiratory Therapy Saipan	RESPIRATORY TECHNICIAN	Filled	30,824	32,365	EC	-	N	-	N	-	Y	-	N	-	Y	-	N	-	-	-	-		
1843A	Respiratory Therapy Saipan	RESPIRATORY TECHNICIAN	Vacant	-	32,365	EC	-	N	-	N	-	Y	-	N	-	Y	-	N	-	-	-	-		
1843A	Respiratory Therapy Saipan			495,826	615,984	11	551,255	-	-	-	6,300	-	34,178	-	30,466	-	7,993	-	-	-	-	78,937		

RESPIRATORY THERAPY: 1843A/G3005S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	69,300
	ABG Opti Interface to EHR To budget contract with PAC/RIM Medical Technology for Blood Gas test kits and reagents. Sanford USD Medical Center Instructors Training - BLS/ACLS. Siemen's RP500e Blood Gas Analyzers Contract (warranty and services). Topline cleaning services.	
62290	Licenses and Fees	2,625
	Respiratory department CLIA certification.	
62660	Repairs & Maintenance	1,050
	To budget for repair and maintenance of Printers.	
62690	Personnel Training Cost	5,000
	For RT staff to obtain instructor license (BLS, ACLS, PALS, and NRP).	
63040	Supplies - Office	1,050
	To budget for unit's office supplies such as toner.	
63050	Supplies - Operation	2,625
	Budget for Outpatient Testing supplies.	
63070	Medical-General Supplies	187,990
	To budget for general medical supplies. Amount requested is 3% increase of FY 2023 actuals.	
64540	Machinery, Tools & Equipment	250,000
	Replace outdated ventilators (equipment and warranty for parts and labor). Puritan Bennet 980 Ventilator Series or equivalent. Fisher and Paykel 850 Humidifier Base & Starter Kit or equivalent.	
64560	Office Equipment	2,100
	To budget office equipment such as back up battery supply to keep RT equipment safe and shredder to meet HIPAA compliance of PHI.	
	TOTAL	521,740



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NARRATIVE for Proposed Budget FY 2025 Physical Therapy Department (1844A/G3006S)

Overview

The Commonwealth Healthcare Corporation's Physical Therapy Department (CHCC-PT) provides care to inpatient and outpatient settings. The Physical Therapy (PT) is a vital part of the CHCC healthcare team that promotes the individual's health. The CHCC PT provides comprehensive programs and applicable physical therapy standards of practice.

The CHCC-PT evaluates, assesses, develops, implements, and establishes personalized and individualized treatment care plans. Treatment plans encompass different modalities like therapeutic exercises, therapeutic activities, neuromuscular re-education, manual therapy, traction therapy mechanical and manual, heat and cold therapy, electrotherapy, ultrasound therapy, strapping, prosthetic and orthotic training, gait training and self-care/management training etc. The established plans of care have a purpose of achieving and meeting one or more generally accepted and recognized goals: to improve function, minimize loss of function, or decrease risk of injury and disease.

"Physical Therapists (PTs) are highly-educated, licensed health care professionals who can help patients reduce pain and improve or restore mobility – in many cases without expensive surgery and often reducing the need for long-term use of prescription medications and their side effects.

The Physical Therapist can teach patients how to prevent or manage their condition so that they will achieve long-term health benefits. PTs examine each individual and develop a plan, using treatment techniques to promote the ability to move, reduce pain, restore function, and prevent disability. In addition, PTs work with individuals to prevent the loss of mobility before it occurs by developing fitness-and wellness-oriented programs for healthier and more active lifestyles." Excerpts from: "Who are Physical Therapists?" By the American Physical Therapy Association

Personnel and Budget

42 CFR PART 482.56 CONDITION OF PARTICIPATION (COP) FOR REHABILITATION SERVICES: The services must be organized and staffed to ensure the health and safety of patients. COP 482.56(a) (2) Standard: Organization and staffing. Must be provided by a qualified physical therapist and physical therapist assistant.

The Physical Therapy (PT) Department provides Inpatient and Outpatient services. The CHCC-PT is currently staffed with seven health care professionals (four Registered Physical Therapist including the Manager, and three Physical Therapy Technicians).

In order to ensure our compliance with the CMS COP stated above, the CHCC-PT has two FTE PT staff position vacancies to fill in order to cover the extended clinic hours and weekend schedule for Out-patient and In-patient services.

- The PT Department has two Physical Therapists. These two PT staff continue and will continue to be assets to the PT department. Both have expressed their commitments and dedications to their respective jobs with the hospital.
- Salary Adjustments for Staff Physical Therapists and Physical Therapy Technicians. This is recommended to increase the enthusiasm of the staff given there has been a significant increase in the workload as patients availing the services continue to rise.
- The Physical Therapist position is considered as a “hard-to-fill” position thus the department has been experiencing difficulties in recruiting and hiring new staff, owing to qualifications and experience needed to be able to effectively function in the department.

For Patients

- To budget for application fees of Trainings and Seminars for continuing education and to keep abreast with the latest PT technology, in order to provide latest treatments, techniques and approaches to the community of the CNMI. To finance the costs for hiring Certified Trainers/Instructors who can provide in-service training and certifications to the Physical Therapy staff.
- The patient will benefit from Speech Therapist (ST). The ST is a health care professional who diagnose and treats communication and swallowing problems.

For Work Environment

Additional Equipment, Tools, Machinery

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Acquisition of additional medical equipment. The PT Department has acquired new medical equipment but will still require additional equipment such as Treadmill with harness & handrails system, the Safe Walker with Suspension and Shockwave Therapy. This is recommended to finance the advancement and upgrading of the Physical Therapy modalities to ensure patients' safety and to provide better therapy services in accordance with the treatment program.

Expansion of the rehabilitation workspace. The PT Department requires an expansion in order to accommodate the storage of its related PT monthly reports for CMS compliance purposes and for storage of other Durable Medical Equipment (DME) like wheelchairs.

Presently, the Outpatient services has limited space for the rehabilitation exercises because the wheelchairs occupy some of the workspace in the department. The restroom within the department, dedicated for the PT staff's use, is being utilized and continues to be utilized for storage of several the medical equipment like Walkers, Canes, and Crutches.

Operational and General and Office Supplies

These are mainly based on patient needs and day-to-day operation. To finance the advancement and upgrading of the Physical Therapy modalities to ensure patient's safety and provide better service. To provide the necessary supplies to carry out its operation on outpatient services such as terry covers, hot packs, Thera putty, TheraBand's and electrodes. Such materials are essential to maintain standard of care, restore strength, alleviate pain and infection control standard.

To procure supplies of folders, pens, markers, binders, clipboards, papers/notepads, labels, and other office supplies.

Staff Development

There were Continuing Education (CE) courses offered other than the required annual in-service. However, the courses being offered by the hospital's CE department do not usually cater to courses leaning towards Physical Therapy. Therefore, to enhance staff development, it is recommended that the department should have a budget specific for Physical Therapy. To pay for application fees of trainings and seminars for continuing education in order to provide updated treatments, techniques, and approaches to the community of the CNMI. To finance the costs of [engaging](#) certified trainers/instructors who can provide in-service training and certifications to the Physical Therapy staff. These include getting individual membership to accredited professional organization where the staff can gain access to wide learning resource material online; participate in annual conferences pertaining to Physical Therapy. To provide annual member subscription of American Physical Therapy Association (APTA) for the Physical Therapy staff. APTA membership provides opportunities for engagement and professional growth while supporting our pursuit of the profession's transformative vision.

Repairs and Maintenance

All equipment, machinery, fixtures especially those for medical use are subject to repair and preventive maintenance, hence the budget for such.

For the CHCC and/or CNMI community

The CHCC and the CNMI community will significantly benefit from a complete rehabilitation therapy center, which will comprise the team of Physical Therapy, Occupational Therapy, and Speech-language Pathology professionals. To have a collaborate approach and help to address impairments in patients' ability to move, speak, eat, walk, dress themselves independently, and participate in their normal daily life activities. The rehabilitation therapy team will work and collaborate together to provide care to patients whose lives have been affected by disease, injury, or disability.

Physical Therapy Department 2022-2023 Monthly Statistics

Month	Out-patient	In-patient	Total
October 2022	124	179	303
November 2022	96	195	291
December 2022	84	164	248
January	78	99	177
February	125	109	234
March	145	152	297
April	122	173	295
May	116	127	243
June	122	172	294
July	135	179	314
August	116	149	265
September	127	141	268

Conclusion

As a Physical Therapy Manager/staff, the CHCC-PT department will continue to ensure our compliance with 42 CFR PART 482.56 CONDITION OF PARTICIPATION (COP) FOR REHABILITATION SERVICES.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1844A	Physical Therapy-Saipan	MANAGER, PHYSICAL THERAPIST	Filled	90,174	93,846	EC	93,846	N	-	Y	3,754	Y	5,818	N	-	Y	1,361	N	-	10,933	Filled	8
1844A	Physical Therapy-Saipan	PHYSICAL THERAPIST, DPT	Filled	89,378	93,846	EC	93,846	N	-	N	-	Y	5,818	FAMILY	15,598	Y	1,361	Y	878	23,655	Vacant	2
1844A	Physical Therapy-Saipan	STAFF PHYSICAL THERAPIST (prior fte PHYSICAL TH	Filled	60,000	79,733	EC	89,440	N	-	Y	3,578	Y	5,545	FAMILY	15,598	Y	1,297	Y	878	26,896	TBF	-
1844A	Physical Therapy-Saipan	PHYSICAL THERAPY TECHNICIAN II (prior fte pt tech	Filled	32,365	31,351	FTE	33,983	N	-	N	-	Y	2,107	N	-	Y	493	N	-	2,600	Total	10
1844A	Physical Therapy-Saipan	STAFF PHYSICAL THERAPIST	Filled	62,999	79,733	EC	89,440	N	-	N	-	Y	5,545	SINGLE	4,875	Y	1,297	N	-	11,717		
1844A	Physical Therapy-Saipan	PHYSICAL THERAPIST TECHNICIAN I (prior fte II)	Filled	24,563	25,791	FTE	25,791	N	-	Y	1,032	Y	1,599	N	-	Y	374	Y	449	3,453		
1844A	Physical Therapy-Saipan	STAFF PHYSICAL THERAPIST	Vacant	-	79,733	FTE	89,440	N	-	N	-	Y	5,545	N	-	Y	1,297	N	-	6,842		
1844A	Physical Therapy-Saipan	STAFF PHYSICAL THERAPIST	Vacant	-	79,733	FTE	89,440	N	-	N	-	Y	5,545	N	-	Y	1,297	N	-	6,842		
1844A	Physical Therapy-Saipan	PHYSICAL THERAPY TECHNICIAN I (prior fte pt tech	Filled	22,999	24,148	FTE	24,148	N	-	Y	966	Y	1,497	SINGLE	4,875	Y	350	Y	419	8,107		
1844A	Physical Therapy-Saipan	OCCUPATIONAL THERAPIST	Filled	114,400	120,120	LTE	120,120	N	-	N	-	Y	7,447	N	-	Y	1,742	N	-	9,189		
1844A	Physical Therapy-Saipan			496,877	708,037	10	749,495	-	9,329	46,469	40,946	10,868	2,623							110,235		

PHYSICAL THERAPY: 1844A/G3006S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues and Subscription	2,489
	Online subscription to American Physical Therapy Association (APTA).	
62660	Repairs & Maintenance	2,100
	To budget for repair and maintenance of equipment, machinery, or fixtures.	
62690	Personnel Training Cost	5,250
	To provide required training, to pay for application fees and seminars.	
63040	Supplies - Office	2,100
	To budget supplies of binders, clipboards, folders, pens, binder dividers and ink cartridges for Home Exercises Program (HEP) provided to the patients.	
63050	Supplies - Operations	3,150
	To budget for unit to carry out its operations on outpatient services such as terry cover, hot packs, theraputty, therabands and electrodes.	
63070	Medical-General Supplies	30,000
	To budget for advanced Physical Therapy Therapeutic modalities and rehabilitation equipment.	
63120	Equipments Under \$5000	10,500
	To budget for small Rehab equipments during an emergency disaster.	
64540	Machinery, Tools, & Equipment	75,000
	Treadmill, Harness, Handrails and Safe Walkers with suspensions.	
	Shockwave.	
	Gait Training (Stairs)	
	TOTAL	130,589



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1845A (G1007S)

Department Name: Medical Social Services

Overview:

Medical Social Services (MSS) plays a vital role in supporting vulnerable at-risk patients with challenges they face while being seen in the out-patient clinics, admitted in the in-patient wards and Emergency Room. MSS assesses patients needs and educates them and their families on services offered in the community that are appropriate for their situation. Provides individuals, families and groups with psychosocial support needed to cope with chronic, acute and terminal illness. Provides services and support to victims of child abuse, sexual abuse, domestic violence and other types of victimization.

Budget Proposal and Justification:

Personnel: Total: \$334,275

Currently, MSS has four positions that are currently filled and one vacant FTE which has been vacant since 2023. The 2023 vacant FTE has been announced and we anticipate this position will be filled in 2024. These five FTEs play a vital role in the operations of not just MSS but the entirety of the hospital. With our patient population growing and CHCC's services expanding the psychosocial needs of patients will only increase. For instance, in 2022 MSS addressed the needs of 1,854 patients and in 2023 it was 2,057 patients. This is an increase of 203 patients within a span of year which is a dramatic increase for a staff of four.

New FTE 2025:

Medical Social Worker \$42,012 (this amount is included in the above amount)

With the anticipated increased psychosocial needs in FY2025 we are requesting for an additional FTE., With this FTE we will be able to address the influx of patients that is projected and to continue to provide quality support services.

All Others:

62250: Communications: Total: \$2,500

To purchase and maintain two cellphones for the On-Call social worker and Back-Up social worker in order to respond to crisis and patient's needs. This also provides CHCC with the ability to contact a social worker after hours for urgent situations such as trauma, sexual assault, child abuse, domestic violence and urgent Health Network Program (HNP) referrals.

62260: Dues and Subscription: Total: \$500

Online subscription and membership to National Association of Social workers in order to be informed on social work best practices and recent studies.

62660: Repairs & Maintenance: Total: \$1,000

For maintenance and repair of equipment in Medical Social Services such as printer, computer and phones.

63040: Supplies-Office: Total: \$1,000

For office supplies such as toners, computers and phones. Toners are essential for the operations of MSS in order to print educational materials and applications for patients. Computers are needed for day-to-day operations and to document in patient charts. Communication with providers and community partners is essentials hence the need for phones.

63050: Supplies-Operations Total: \$1,000

To maintain Patient Health Information (PHI) and Medicare Cost Report such as sheet protectors, binders and papers. In order to adequately address the social service needs of patients (both inpatient and outpatient) and to meet the guidelines for patient care.

64550: Computer Systems and Equipment: Total: \$3,000

To budget new computer systems for tracking patients seen for Medicare Cost Reporting, research best practices in the social worker field and to document in patient's EHR charts.

64560: Office Equipment: Total: \$1,000

To budget office equipment such as shredder to meet HIPAA compliance of Protective Health Information (PHI). MSS handles documents that contain PHI and therefore documents must be properly discarded in order to ensure

Total for Personnel and All Others: \$ 344,275

Conclusion:

MSS plays an important role with a patient's overall care. Our population are the most vulnerable patients that have the most needs. Often times we are involved when it is a complex situation that is difficult to navigate. We are the ones who offer guidance to assist families and providers to process and work through these difficult situations. MSS does not only touch the lives of patients but we change their lives for the better.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1845A	Social Services	CLINICAL SOCIAL WORKER	Filled	70,616	74,147	FTE	74,147	N	-	Y	2,966	Y	4,597	COUPLE	9,993	Y	1,075	N	-	18,631	Filled	4
1845A	Social Services	MANAGER, MEDICAL SOCIAL SERVICES	Filled	57,034	65,175	FTE	65,175	N	-	Y	2,607	Y	4,041	COUPLE	9,993	Y	945	Y	878	18,463	Vacant	2
1845A	Social Services	MEDICAL SOCIAL WORKER ASSOCIATE (prior patien	Filled	46,320	48,635	FTE	48,635	N	-	N	-	Y	3,015	FAMILY	15,598	Y	705	N	-	19,319	TBF	-
1845A	Social Services	PATIENT ADVOCATE (prior medical social worker)	Filled	44,113	46,318	FTE	46,318	N	-	Y	1,853	Y	2,872	SINGLE	4,875	Y	672	Y	809	11,080	Total	6
1845A	Social Services	MEDICAL SOCIAL WORKER	Vacant	-	42,012	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-	3,825		
1845A	Social Services	MEDICAL SOCIAL WORKER	Vacant	-	-	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-	3,825		
1845A	Social Services			218,082	276,287	6	334,275	-	7,426	20,725	40,459	4,847	1,687		75,143							

SOCIAL SERVICES: 1845A/G1007S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62250	Communications	2,500
	Budget for 2 cellphones and data services in response to patient needs and crisis.	
62260	Dues & Subscription	500
	Online subscription and membership to National Association of Social Workers.	
62660	Repairs & Maintenance	1,000
	For maintenance and repair of equipment in Medical Social Services such as printer, computers and phones.	
63040	Supplies - Office	1,000
	To budget for unit's office supplies such as toners.	
63050	Supplies - Operations	1,000
	To maintain Patient Health Information (PHI) and Medicare Cost Report such as sheet protectors, binders and papers. In order to adequately address the social service needs of patients (both inpatient and outpatient) and to meet the guidelines for patient care.	
64540	Machinery, Tools, & Equipment	-
64550	Computer Systems & Equipment	3,000
	To budget new computer systems for tracking patients seen for Medicare Cost Reporting, research the best practices in the social work field and to document in patient's EHR.	
64560	Office Equipment	1,000
	To budget office equipment such as shredder to meet HIPAA compliance of PHI.	
	TOTAL	10,000



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Narrative for Proposed Budget FY 2025 Dietary (1848A/G1008S)

Overview

The mission of Commonwealth Healthcare Corporation's Dietary Department is to reduce malnutrition and preventable complications from chronic diseases. We strive to accomplish our mission through many routes.

Malnutrition affects over half (54%) of all hospitalized patients (source cited below). Hospital malnutrition results in longer hospital stays with more complications and infections, and poorer overall outcomes. Estimated to cost \$36-65 per capita depending on the US state (source cited below) and extrapolated to cost anywhere from \$1.8M to \$3.2M for CNMI's population, this is a huge financial burden which CHCC would unfortunately be primarily responsible for paying.

On the clinical side, preventing malnutrition and complications of chronic diseases means having Registered Dietitians available to work proactively with patients, family members, nursing and providers to optimize nutrition during their admission. Once fully staffed, the goal is to have a dietitian available to speak with all new patients diagnosed with diseases such as diabetes or cancer, with the goal of reducing overall complications as well as costs for the Corporation.

On the foodservice side, providing high quality, properly prepared, safe meals to the patients goes a long way in increasing overall intake in this at-risk population. Optimally we hope to move to a room service model, the gold standard in healthcare foodservice, over the next few years. This is part of our overall effort to reduce food costs and improve patient satisfaction. The room service model has been shown time and time again to also reduce the incidence of malnutrition in hospitalized patients, so this would also reduce costs on the medical side.

According to a 2018 article (source cited below) on the benefits of a room service model foodservice operations, "patient meal costs decreased by 15% with room service". In addition, "total mean plate waste decreased from 29% (traditional foodservice model) to 12% (room service)".

Another cost saving benefit of the room service model is reduction of malnutrition; total calorie and protein intake increases with room service, since patients are being served the foods that they want, when they want it. In this study, calorie intake increased from 1306 kcal/day to 1588 kcal/day, and protein increased from 52 g/day to 66 g/day (source cited below).

With that in mind, please consider the following budget proposal for our dietary department for the next fiscal year.

Scope of Service

A brief overview of our Dietary Department's services:

Food service staff provide in-patient meals, snacks & supplement provision (~150-200 meals per day), oncology clinic meals (~5-10 per day), dialysis snacks daily (~100 per day), Emergency Department patient meals upon request, Off-Site meals for patients, as was the case with Kanoa resort's COVID patients, Cafeteria Services for staff and visitors (~200 Meals per day), water dispenser cleaning (~15-20 units per quarter), as well as additional escort trays for Department of Corrections Officers and guardians of minor patients. Other services include providing coffee and

refreshments for Grand Rounds for providers, and providing cakes and light snacks for celebrations for staff or other stakeholders.

Clinical Care by the Registered Dietitians includes inpatient assessments, education, and outpatient services in oncology, women's clinic, children's clinic, and family care clinic (as staffing allows). Other services include education in-services for staff (RNs and other staff) and outreach in the community.

Food

Preventing complications from chronic diseases, and reducing malnutrition both start with eating wholesome and nutritious foods. We strive to set an example for our community and our patients by serving only the best foods, in the proper quantity. Our patients look to the foods that we serve as a learning opportunity, for them to replicate once they are discharged. We aim to give fresh fruits and vegetables, minimize provision of canned and processed foods, and provide quality lean, fresh meats.

In 2022, the cost of food rose 9.9%, and continues to increase each year. We ask that you account for this while creating our food budget so that we can continue to serve high quality meals to those who need proper nutrition for healing and recovery.

The dietary department also has the additional cost of providing Human Milk Fortifier for our NICU babies, a life saving measure we are very relieved to be able to provide. This, and other specialty formulas for babies and adults alike, are crucial for proper patient care. As mentioned previously, the cost of goods are going up, and this includes enteral tube feeding formulas.

Personnel

We currently have two vacancies in the food service area (one Kitchen Helper, and one Prep Cook), as well as two vacancies for Clinical Dietitians. We are requesting to fill the above positions.

We are requesting one additional FTE for a second Dietary Clerk to obtain patient preferences (in addition to other tasks); as mentioned above this will reduce food costs and wastage by approximately 15%.

We also would like to request pay increases for all employees, to keep salaries competitive and near the 50th percentile, making CHCC a desirable place to work and help with recruiting in the future. Licensing and fees for the Academy of Nutrition and Dietetics are also requested.

Staff Development

Ongoing training is crucial for the dietary staff to stay on top of latest developments, as well as best practices, both clinically and in food service. We are always looking for new ways to improve our operations to better serve our patients, save money and keep our patients safe from food borne illness. ServSafe training for all new staff and renewal every 3 years is an example of this.

Registered Dietitians (RDs) at CHC are expected to be the experts in nutrition for every disease state and age group, including NICU, Pediatrics (including rare genetic diseases affecting children), ICU, Med/Surg, Obstetrics, Oncology, Diabetes, Gestational Diabetes, Nutrition Support, Renal, Gastrointestinal Issues, Pressure Ulcers, and many more conditions. As we strive to do our best in all of these areas, additional training may be required to optimize competence. RD's require 15 continuing education units per year to maintain credentials, and inclusion in the budget for additional

learning opportunities would benefit our patients significantly. Online modules are a great resource for training for dietitians as well.

For the kitchen staff, in-services on food safety issues, dysphagia diets, customer service training, and many more are required for them to stay at the top of their game as well. Recruiting additional training sessions from other experts would be very helpful in getting this information across.

Travel

Dietitian services are requested by the clinics in Tinian and Rota, and we would like to be able to provide this service on a quarterly basis to each of those clinics. The purpose of these visits would be preventive care; by educating patients shortly after diagnosis so that they may be able to avoid hospitalizations in the future, improving their quality of life, and saving them and our hospital system money. Our goal is to make comprehensive nutrition care available to the other islands, preventing complications of chronic disease, such as uncontrolled diabetes or malnutrition.

Off-island training conferences with such agencies such as Association of Nutrition & Foodservice Professionals (ANFP), Academy of Nutrition and Dietetics (AND), and Association of Healthcare Foodservice (AHF), for the Registered Dietitians and food service management team would allow us to be at the forefront of our industry's best practices, a CMS Condition of Participation.

Hands-on training for a Registered Dietitian in an accepting NICU facility would also greatly benefit our organization as this is an incredibly complicated area of nutrition that we certainly need to learn more about, and hands on learning is by far the best method to do this.

Additional Equipment, Tools, Machinery

Item 1: Cold Holding Table

We need a replacement for our cold holding table, which fails to do what the name implies, hold food cold. Our Test Tray QAPI auditing food temperatures can attest that our cold foods are often above the safe temperature.

Item 2: Steamer

Our steamer has been dysfunctional for years, and after repairing it many times, it is time to finally replace this item. This piece of equipment is crucial for our operation and used daily, so a replacement would result in more efficient operation, as well as increased safety for the staff.

Item 3: 72" Commercial Refrigerator Sandwich and Salad Prep Table

In order to properly and efficiently implement room service, we need a prep table for the staff to use in preparing meals for the patients.

Item 4: 6 Burner Stove Top

An additional stove top will allow meals to be made-to-order rather than batch cooked.

Item 5: Hot Well for Cafeteria

Our hot well in the cafeteria is faulty and often out of service, presenting a food safety risk for our staff and visitors who purchase food from us. We have been troubleshooting by using chafing fuel as a substitute when necessary though this is potentially dangerous and ineffective at thoroughly heating the food.

Item 6: Phone Line & Phones in all patient rooms

We also request an additional phone line be put into the kitchen office to allow the dietary clerk to take orders from patients and nurses in the quiet of the office, without clogging up the other phone line. Patients would benefit from all having phones in their rooms - most do but a few still do not.

Computer Systems

Obtaining a dietary program that can communicate diet orders from EHR in real time would be an incredible asset to the department, allowing for more prompt service to our patients and would create a more efficient work flow for staff, as well as close gaps for diet order errors. This program is similar to those used in restaurants, and will allow us to quickly communicate the order from the patient's bedside to the kitchen.

Two portable device such as iPads would be beneficial in obtaining patient diet requests, without the antiquated use of paper slips. Our current paper system for communicating diet orders is completely outdated and allows too much room for human error and food waste.

An example of this follows: Sometimes the nurse may forget to let the kitchen know that the patient may be in dialysis during meal service, so the food sits in the patient's room or at the nursing station for hours. The food is out of the safe temperature range by the time the patient returns, and either one of three things happen, all resulting in risk or waste: the patient does not eat the cold food, increasing their calorie deficit and risk for malnutrition; they eat the food and we hope that it does not cause a food borne illness; or ideally they call down to the kitchen when they return and request a hot tray (if the kitchen is still open), but this still results in food waste and money lost.

This can be prevented by having an additional staff member as mentioned above, who can use the requested computer system and iPads to alert the kitchen of the correct time to prepare and send the meal for this and many other patients.

SOURCES:

[https://www.elsevier.es/en-revista-medicina-universitaria-304-articulo-nutritional-screening-prevalence-hospital-malnutrition-X1665579614676013#:~:text=Average%20prevalence%20of%20hospital%20malnutrition,49%25\)%20\(table%20202\).](https://www.elsevier.es/en-revista-medicina-universitaria-304-articulo-nutritional-screening-prevalence-hospital-malnutrition-X1665579614676013#:~:text=Average%20prevalence%20of%20hospital%20malnutrition,49%25)%20(table%20202).)

<https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0161833>

<https://www.sciencedirect.com/science/article/pii/S2212267217305191#:~:text=Compared%20to%20a%205%20Dmonth,unchanged%20pre%20and%20post%20implementation>

<https://www.ers.usda.gov/data-products/food-price-outlook/summary-findings/>

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1848A	Dietary-Saipan	REGISTERED DIETITIAN (CLINICAL)	TBF	-	68,434	EC	68,434	N	-	N	-	Y	4,243	N	-	Y	992	N	-	-	5,235	Filled	23
1848A	Dietary-Saipan	DIRECTOR OF CLINICAL NUTRITION	Filled	84,999	89,249	EC	89,249	N	-	N	-	Y	5,533	FAMILY	15,598	Y	1,294	N	-	-	22,426	Vacant	3
1848A	Dietary-Saipan	REGISTERED DIETITIAN (CLINIC/RENAL)	Filled	65,067	68,320	EC	68,320	N	-	N	-	Y	4,236	SINGLE	4,875	Y	991	N	-	-	10,101	TBF	2
1848A	Dietary-Saipan	REGISTERED DIETITIAN (CLINIC/RENAL)	TBF	-	75,448	EC	75,448	N	-	N	-	Y	4,678	N	-	Y	1,094	N	-	-	5,772	Total	28
1848A	Dietary-Saipan	FOOD SERVICES OPERATIONS MANAGER	Filled	51,066	53,619	FTE	53,619	N	-	Y	2,145	Y	3,324	N	-	Y	777	Y	878	-	7,124		
1848A	Dietary-Saipan	FOOD SERVICES OPERATIONS SUPERVISOR (prior fd	Filled	40,011	42,011	FTE	42,011	N	-	Y	1,680	Y	2,605	N	-	Y	609	Y	741	-	5,635		
1848A	Dietary-Saipan	HEAD CHEF	Filled	37,467	39,340	FTE	39,340	N	-	N	-	Y	2,439	SINGLE	4,875	Y	570	N	-	-	7,884		
1848A	Dietary-Saipan	COOK	Filled	29,858	31,351	FTE	31,351	N	-	Y	1,254	Y	1,944	N	-	Y	455	Y	546	-	4,198		
1848A	Dietary-Saipan	COOK	Filled	29,858	31,351	FTE	31,351	N	-	Y	1,254	Y	1,944	N	-	Y	455	Y	546	-	4,198		
1848A	Dietary-Saipan	COOK	Filled	26,626	29,857	FTE	29,857	N	-	N	-	Y	1,851	N	-	Y	433	N	-	-	2,284		
1848A	Dietary-Saipan	COOK	Filled	26,626	28,436	FTE	28,436	N	-	N	-	Y	1,763	COUPLE	9,993	Y	412	N	-	-	12,168		
1848A	Dietary-Saipan	COOK	Filled	26,626	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	-	2,175		
1848A	Dietary-Saipan	COOK (restructure kitchen helper)	Filled	26,626	27,957	FTE	27,957	N	-	Y	1,118	Y	1,733	N	-	Y	405	N	-	-	3,257		
1848A	Dietary-Saipan	PREP COOK (restructure food service supervisor)	Filled	24,149	34,564	FTE	34,564	N	-	N	-	Y	2,143	N	-	Y	501	N	-	-	2,644		
1848A	Dietary-Saipan	PREP COOK	Filled	27,082	28,436	FTE	28,436	N	-	N	-	Y	1,763	SINGLE	4,875	Y	412	Y	497	-	7,547		
1848A	Dietary-Saipan	PREP COOK	Filled	27,082	28,436	FTE	28,436	N	-	Y	1,137	Y	1,763	N	-	Y	412	Y	497	-	3,810		
1848A	Dietary-Saipan	PREP COOK	Filled	24,149	27,082	FTE	27,082	N	-	N	-	Y	1,679	N	-	Y	393	N	-	-	2,072		
1848A	Dietary-Saipan	PREP COOK	Vacant	-	25,792	FTE	24,149	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	1,847		
1848A	Dietary-Saipan	KITCHEN HELPER (restructure cook)	Filled	17,160	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	-	2,175		
1848A	Dietary-Saipan	KITCHEN HELPER	Filled	17,160	23,393	FTE	23,393	N	-	N	-	Y	1,450	N	-	Y	339	N	-	-	1,790		
1848A	Dietary-Saipan	KITCHEN HELPER	Filled	21,222	22,283	FTE	22,283	N	-	Y	891	Y	1,382	SINGLE	4,875	Y	323	Y	390	-	7,861		
1848A	Dietary-Saipan	KITCHEN HELPER	Vacant	-	19,246	FTE	19,246	N	-	N	-	Y	1,193	N	-	Y	279	N	-	-	1,472		
1848A	Dietary-Saipan	KITCHEN HELPER	Filled	20,211	21,222	FTE	21,222	N	-	N	-	Y	1,316	N	-	Y	308	N	-	-	1,623		
1848A	Dietary-Saipan	KITCHEN HELPER	Filled	20,211	21,222	FTE	21,222	N	-	N	-	Y	1,316	N	-	Y	308	N	-	-	1,623		
1848A	Dietary-Saipan	KITCHEN HELPER	Filled	19,246	20,209	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	-	1,546		
1848A	Dietary-Saipan	DIETETIC INTERN	Filled	20,800	21,840	FTE	21,840	N	-	N	-	Y	1,354	N	-	Y	317	N	-	-	1,671		
1848A	Dietary-Saipan	DIETARY CLERK	Filled	17,160	18,018	FTE	18,018	N	-	Y	721	Y	1,117	N	-	Y	261	Y	312	-	2,411		
1848A	Dietary-Saipan	DIETARY CLERK	Vacant	-	-	FTE	18,018	N	-	N	-	Y	1,117	N	-	Y	261	N	-	-	1,378		
1848A	Dietary-Saipan			700,463	953,989	28	970,363	-	10,201	60,163	45,090	14,070	4,407								133,931		

DIETARY: 1848A/G1008S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues & Subscription	1,229
	Dietetic Associations Membership dues - To keep abreast with current standard of practice in Dietetics. For Food Handlers Certificate.	
62290	LICENSES & FEES	50,000
	Food Service Software.	
62500	Travel	11,025
	Travel to Conferences: Association of Nutrition & Foodservice Professionals (ANFP), Academy of Nutrition & Dietetics (AND), and Association of Healthcare Foodservice (AHF). Travel to other conferences to maintain CMS COP.	
62660	Repairs & Maintenance	8,000
	To budget for repair kitchen appliances.	
62690	Personnel Training Costs	1,000
	For training of all Dietary and Kitchen staff on food handling and processing to meet CMS COP. (21 staff x \$30 per person based on BEH cost).	
63010	Books & Library Materials	525
	To budget for Dietetic books and resources for the RD's guidelines.	
63020	Food Items	580,000
	Joeten Yaong Luen Fung Triple J Wholesale Micronesia Brokers GenPro Other Vendors-various Local produce Food items budget for inpatients and the employee cafeteria at a subsidized food cost. Budget increased to reflect increased costs for and expected hike in food costs.	
63040	Supplies - Office	1,000
	To budget for unit's office supplies such as toners and record keeping.	
63050	Supplies - Operations	100,000
	To budget for new kitchen serving wares needs for inpatient and cafeteria services. For non-food items and consumables to operate the kitchen and cafeteria meal service.	

63120	Equipments Under \$5000	10,000
64540	Machinery, Tools & Equipment	100,000
	Cold holding Table Steamer 72" Commercial Refrigeration Sandwich and Salad Prep Table. Burner Stove Top. Hot Well for Cafeteria. Phone line & phones in all patient rooms.	
64550	Computer Systems & Equipment	-
	To be requested through HIT: 2 portable devices (ipads) to replace use of paper slips and reduce human error and food waste.	
64570	Office Furniture & Fixtur	25,000
	Tables and chair for Dining Area.	
	TOTAL	887,779



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Overview

The Facilities Management Department is responsible for the maintenance and upkeep of CHCC facilities, ensuring that health and safety standards are met. As Facilities Management plays a critical role to CHCC's CMS compliance, especially in the physical environment and life safety code aspects, we strive to ensure the safety, functionality, sustainability and efficiency of the environment in which we provide patient care and services to the CNMI.

Our department is dedicated to ensuring a safe and healthy environment for patients, staff, and visitors. Our team of skilled professionals works tirelessly behind the scene to maintain and improve the physical infrastructure of our facility. From ensuring the proper functioning of medical equipment to promptly addressing any maintenance requests, we take pride in our attention to detail and commitment to excellence. Our goal is to support the healing process and promote a culture of care and compassion. Through proactive planning, swift response times, and a focus on sustainability, we strive to create a welcoming and comfortable environment that fosters well-being and wellness for all.

Personnel – 1812A Plant Operations

Plant Operations is sectioned into HVAC, engineering, plumbing, carpentry, and electrical. When the original building of CHCC (Building I) first opened in 1986, the Plant Operations unit had a total of 21 staff. Today, the unit only has 14 filled FTEs to care for the entire facility (Buildings I & II) as well as the other off-site locations. Therefore, the unit needs a significant number of staff to keep up with the aging facility. Thus, moving into FY2025, the Plant Operations unit requests to add an additional 17 FTEs to obtain a total of 31 staff to keep up with the facility needs.

Personnel 1854A – Security

The FM Security unit ensures that the property is secure and protects staff, patients, and visitors. Security performs patrols and monitoring activities as well as preventing any endeavor of vandalism, theft, fire and disturbances of the interior and exterior of the facility. The Security unit currently has 12 filled FTEs. To operate effectively, the unit shall be staffed with a total of 17 individuals. Therefore, the unit seeks to add and fulfill an additional 5 FTEs.

Personnel 1851 – Housekeeping

CHCC's Housekeeping unit ensures overall cleanliness by cleaning and sanitizing patient rooms, clinical areas, and common areas. As housekeeping is mostly outsourced, CHCC still utilizes an internal team to provide cleaning services to the remainder of the facility not covered under contract. Additionally, the housekeeping unit manages the Autoclave, where biohazard waste is sterilized for proper landfill disposal. This unit has only 3 staff that obtain overtime in order to keep-up with the facility needs. Therefore, an additional 1 FTE is requested to eliminate the overtime and refrain from overworking the existing staff.

Personnel 1847A – General Support Services

The General Support Services is the unit that supports all others in many ways. GSS also manages the medical equipment of the CHCC, contracts (pest control, ground maintenance, housekeeping, fuel supply, biomedical, trash collection, laundry services, etc.). Because GSS consists of a wide-range of



Commonwealth Healthcare Corporation

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coverage, the 3-staffed unit request an additional FTE for a General Support Technician to support the GSS role, especially for medical equipment.

1855A – Communications

The Communication unit answers and transfers calls from within the facility and from outside callers. The unit also announces information and emergency codes through the Public Announcement (PA) system. The staffing need for this unit is met at 7 FTEs as it is a 24-7 unit that needs 1-2 staff during each shift.

1810A – Biomedical

The biomedical unit performs corrective and preventive maintenance to medical equipment. Currently, the internal biomed unit has 2 staff that specifically perform these services to Hemodialysis equipment. By adding and fulfilling 3 more staff within this unit, it will be more properly staffed to ensure safety and reliability of the equipment being used on patients.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe									
1812A	Plant Operations	FACILITIES PROJECT COORDINATOR	Vacant	-	71,663	FTE	71,663	N	-	N	-	Y	4,443	N	-	Y	1,039	N	-	-	5,482	Filled	14	
1812A	Plant Operations	FACILITY & SUPPORT MANAGER	Filled	60,197	63,207	FTE	63,207	N	-	Y	2,528	Y	3,919	FAMILY	15,598	Y	917	Y	878	-	-	23,840	Vacant	17
1847A	Plant Operations	PLANTS OPERATIONS MANAGER (move from GSS, Moved from 1847A)	Moved from 1847A	54,317		FTE	57,033	N	-	Y	2,281	Y	3,536	FAMILY	15,598	Y	827	Y	-	-	-	22,243	TBF	-
1812A	Plant Operations	TRADES SPECIALIST - CARPENTRY	Filled	42,012	44,112	FTE	44,112	N	-	N	-	Y	2,735	SINGLE	4,875	Y	640	Y	770	-	-	9,020	Total	31
1812A	Plant Operations	ADMINISTRATIVE SERVICES MANAGER (restructure)	Filled	38,108	40,013	FTE	40,013	N	-	Y	1,601	Y	2,481	N	-	Y	580	N	-	-	-	4,662		
1812A	Plant Operations	MAINTENANCE SPECIALIST (restructure trades spe)	Filled	34,563	36,292	FTE	36,292	N	-	N	-	Y	2,250	SINGLE	4,875	Y	526	Y	634	-	-	8,285		
1812A	Plant Operations	MASTER ELECTRICIAN (restructure senior maintena)	Filled	50,213	40,012	FTE	52,724	N	-	N	-	Y	3,269	N	-	Y	765	N	-	-	-	4,033		
1812A	Plant Operations	MAINTENANCE SPECIALIST (restructure trades spe)	Filled	28,434	29,855	FTE	29,855	N	-	N	-	Y	1,851	N	-	Y	433	Y	527	-	-	2,810		
1812A	Plant Operations	TRADES TECHNICIAN I - CARPENTRY	Filled	27,783	29,172	FTE	29,172	N	-	N	-	Y	1,809	SINGLE	4,875	Y	423	N	-	-	-	7,106		
1812A	Plant Operations	HVAC TECHNICIAN	Filled	22,999	24,148	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	Y	419	-	-	2,267		
1812A	Plant Operations	MAINTENANCE TECHNICIAN (restructure trades spe)	Vacant	-	31,691	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-	-	-	1,759		
1812A	Plant Operations	HVAC TECHNICIAN	Vacant	-	32,896	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	TRADES SPECIALIST - PAINTER	Filled	24,149	25,356	FTE	25,356	N	-	Y	1,014	Y	1,572	N	-	Y	368	Y	449	-	-	3,403		
1812A	Plant Operations	MAINTENANCE TECHNICIAN	Filled	21,902	22,998	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	Y	400	-	-	2,159		
1812A	Plant Operations	ELECTRICIAN	Filled	32,365	46,319	FTE	46,319	N	-	Y	1,853	Y	2,872	FAMILY	15,598	Y	672	Y	809	-	-	21,804		
1812A	Plant Operations	TRADES SPECIALIST - PAINTER	Filled	24,149	25,356	FTE	25,356	N	-	Y	1,014	Y	1,572	SINGLE	4,875	Y	368	Y	449	-	-	8,277		
1812A	Plant Operations	MAINTENANCE SPECIALIST (restructure trades spe)	Vacant	-	22,280	FTE	29,855	N	-	N	-	Y	1,851	N	-	Y	433	N	-	-	-	2,284		
1812A	Plant Operations	MAINTENANCE SPECIALIST (restructure trades spe)	Vacant	-	22,280	FTE	29,855	N	-	N	-	Y	1,851	N	-	Y	433	N	-	-	-	2,284		
1812A	Plant Operations	MAINTENANCE TECHNICIAN (restructure trades spe)	Vacant	-	22,280	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-	-	-	1,759		
1812A	Plant Operations	ADMINISTRATIVE ASSISTANT (restructure trades te)	Filled	22,999	20,209	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	MASTER PLUMBER	Vacant	-	46,319	FTE	46,319	N	-	N	-	Y	2,872	N	-	Y	672	N	-	-	-	3,543		
1812A	Plant Operations	PLUMBER	Vacant	-	-	FTE	31,691	N	-	N	-	Y	1,965	N	-	Y	460	N	-	-	-	2,424		
1812A	Plant Operations	MAINTENANCE TECHNICIAN	Vacant	-	-	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-	-	-	1,759		
1812A	Plant Operations	SAFETY OFFICER	Vacant	-	-	FTE	31,691	N	-	N	-	Y	1,965	N	-	Y	460	N	-	-	-	2,424		
1812A	Plant Operations	HVAC SPECIALIST	Vacant	-	-	FTE	34,563	N	-	N	-	Y	2,143	N	-	Y	501	N	-	-	-	2,644		
1812A	Plant Operations	HVAC TECHNICIAN	Vacant	-	-	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	HVAC TECHNICIAN	Vacant	-	-	FTE	24,148	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	TRADES SPECIALIST - PAINTER	Vacant	-	-	FTE	24,149	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	ELECTRICIAN	Vacant	-	-	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-	-	-	1,759		
1812A	Plant Operations	TRADES SPECIALIST - PAINTER	Vacant	-	-	FTE	24,149	N	-	N	-	Y	1,497	N	-	Y	350	N	-	-	-	1,847		
1812A	Plant Operations	ADMINISTRATIVE ASSISTANT	Vacant	-	-	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	-	-	1,546		
1812A	Plant Operations			484,189	696,456	31	1,029,312	-	10,291	63,817	66,294	14,925	5,333									160,661		

PLANT OPERATIONS: 1812A/G3501S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	891,975
	A & E (architectural and engineering)	75,000
	Medical Gas Annual Testing	21,000
	Medical Vacuum Pump & Medical Air Compressor	15,750
	Fire Rated Doors Annual Inspections	10,500
	Cooling tower monitoring & treatment for legionella and micro-organisms; Legionella Testing (ASHRAE 188).	42,000
	Certified Water Operator Services	157,500
	Preventive Maintenance for HVAC System.	378,000
	Elevators Preventive Maintenance and Testing & Certification	30,000
	Annual Inspection of Fire Extinguishers.	1,575
	Annual Inspection of Fire Systems (Fire Alarm, Wet Fire Sprinkler, etc.)	15,750
	Generators 1, 2, & 3 Annual Preventive Maintenance	15,750
	Multistack Chiller, Mechanical room, Cooling tower	6,300
	Boiler System cleaning & preventive maintenance	12,600
	Automatic Transfer Switch Inspection / Testing	15,750
	External manpower for: plumbing (10/hr), electrical (12/hr), painting (10/hr), & carpentry (/hr)	94,500
62480	Rental - Others	68,460
	Rental of Honeywagon truck for sewer line issues.	1,260
	For rental of an Emergency Generator in the event of CHCC generator failure.	56,700
	Other rental of equipment such as boom trucks, waterblaster, road sweeper.	10,500
62660	Repair and Maintenance	1,789,200
	PBSI CONTRACT, PM, REPAIRS & CALIBRATION	525,000
	For purchase of materials and supplies needed for repairs and maintenance of the facility and equipment (such as, plumbing, electrical, HVAC, boiler, etc.). Including emergency repairs of critical facility equipment.	472,500
	Boiler Corrosion & Scale Control System	36,000
	For repairs of upholstered hospital furniture.	10,000
	PLUMBING IMPROVEMENTS	50,000
	Window repairs & tinting	75,000
	Doors and door lock repairs (emergency exits panic hardware and alarm systems)	-
	Smoke / Fire Barrier Doors	210,000
	Fire Systems repairs and replacements	75,000
	Metal fabrications and welding.	7,500
	For servicing and repairs of Facility vehicles (Including Security Cart)	8,000

<i>Special Projects / Improvements</i>		
	Replacement of main waterline valves	25,000
	Labor & Delivery OR	195,200
	Public Restrooms + Aluminum door replacements	25,000
	Building I exhaust replacements	75,000
62690	Personnel Training	50,000
	ASHE Training - American Society for Healthcare Engineering.	50,000
63030	Fuel and Lubrications	450,000
	Fuel that is needed for the Emergency Generators to supply power to the facility in the case of a power outage. Generators are tested monthly, needing fuel supply. Fuel for the Maintenance vehicle needed for operations.	BOILER
63050	Supplies – Operations	199,850
	Abatement supplies.	30,000
	Plumbing supplies	30,000
	Medical Gas supply	25,000
	Sloan Sensor Faucets	7,000
	Boiler Supplies	20,000
	Generator parts & supplies	20,000
	Uniforms	5,000
	HVAC pleated filters + HEPA filters	55,000
	Test Kits and treatment kits - Boilers	7,850
64550	Computer Systems and Equipment	200,000
	Upgrade Building II Building Management System (BMS) Lighting system for energy saving.	200,000
64540	Machinery, Tools & Equipment	255,000
	1 Crossover Utility Vehicle (Gator, John Deere)	15,000
	Special tools for operations and maintenance of facility equipment	10,000
	Morgue Upgrades	100,000
	Generator connections	100,000
	O2 Emergency Connections	30,000
64560	Office Equipment	30,000
	Blueprint scanner & printer	
64570	Office Furniture and Fixtures	15,000
	Tables and Chairs and storage cabinets	10,000
	Drawing rack (for organization of Facility drawings)	5,000
	TOTAL	3,949,485

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1847A	Chief General Support	MGR, GENERAL SUPPORT SERVICES	Filled	54,317	57,033	FTE	57,033	Y	21,102	N	-	Y	3,536	SINGLE	4,875	Y	827	Y	878	31,217	Filled	3
1847A	Chief General Support	GENERAL SUPPORT TECHNICIAN (restructure assist)	Vacant	-	54,316	FTE	18,330	N	-	N	-	Y	1,136	N	-	Y	266	N	-	1,402	Vacant	2
1847A	Chief General Support	GENERAL SUPPORT TECHNICIAN	Filled	25,792	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	2,175	TBF	-
1847A	Chief General Support	ADMINISTRATIVE ASSISTANT	Filled	25,357	21,219	FTE	26,625	N	-	Y	1,065	Y	1,651	N	-	Y	386	N	-	3,102	Total	5
1847A	Chief General Support	GENERAL SUPPORT TECHNICIAN	Vacant	-	18,330	FTE	18,330	N	-	N	-	Y	1,136	N	-	Y	266	N	-	1,402		
1847A	Chief General Support			105,466	179,334	5	148,753		21,102	1,065	9,223		4,875		2,157	878			39,299			

GENERAL SUPPORT SERVICES: 1847A/G3502S**Schedule B**

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	85,000
	Hazardous waste Disposal Pest Control Services	
62290	Licenses and Fees	1,100
	Above Ground Storage Tanks Deep Well Underground Injection well Building Occupancy	
62300	Printing and Photocopying	11,000
	Stickers / Labeling Photocopying & Scanning of facility drawings	
62660	Repairs & Maintenance	20,000
	Morgue, upgrade of a unit (2 body with side door) 1847A - 62660	
62690	Personnel and Training Costs	4,100
	RCRA Hazardous Waste Generator Training Fire Extinguisher Training for staff Certified Forklift Operator Training (OSHA)	
62750	Cleaning Services	35,000
	Trash collection	
63040	Supplies - Office	3,000
	Office Supplies	
63050	Supplies – Operations	102,000
	Scrubs, Linen Supplies, Hem Wrapper, Apex Towel, Linen Carts (truck), flat sheets, thermal blankets, towels Accordion Dividers for patient rooms Uniforms for Staff Safety Cones and supplies	
64520	Building & Improvements	420,000
	Healthcare TVs (for patient rooms)	150,000
	Patient Room chairs	45,000
	Patient Room Modular Cabinet.	225,000
	TOTAL	681,200

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190			DC 61195		SS 61196		Health Ins 61210		Mcare 61220		Life 61180		Other Differential	TOTAL Fringe			
1810A	Biomedical	BIOMEDICAL, SPECIALIST	Vacant	-	44,113	FTE	44,113	N	-	N	-	Y	2,735	N	-	Y	640	N	-				3,375	Filled	2
1810A	Biomedical	BIOMEDICAL SPECIALIST	Vacant	-	44,113	FTE	44,113	N	-	N	-	Y	2,735	N	-	Y	640	N	-				3,375	Vacant	3
1810A	Biomedical	BIOMEDICAL TECHNICIAN	Filled	36,292	38,106	FTE	38,106	N	-	Y	1,524	Y	2,363	SINGLE	4,875	Y	553	N	-				9,314	TBF	-
1810A	Biomedical	BIOMEDICAL TECHNICIAN (restructure biomedical	Filled	36,292	38,106	FTE	38,106	N	-	Y	1,524	Y	2,363	COUPLE	9,993	Y	553	N	-				14,432	Total	5
1810A	Biomedical	BIOMEDICAL TRAINEE	Vacant	-	22,000	FTE	22,000	N	-	N	-	Y	1,364	N	-	Y	319	N	-				1,683		
1810A	Biomedical			72,584	186,439	5	186,439																		
				</																					

BIOMEDICAL SERVICES: 1810A/G3508S

Schedule B

Object Code	ITEM	FY 2025 REQUEST
62060	Professional Services	10,000
	JC Marketing	
62690	Personnel Training	21,000
62660	Repair and Maintenance	20,000
	Annual PM kits Dialog	
63050	Supplies - Operations	1,575
63120	Equipment under \$5000	10,000
64540	Machinery, Tools, & Equipment	92,000
	Calibration of biomedical testing devices	
	Equipment Parts and supplies	
	Tools	
	Water testing equipment	
64550	Computers & Equipment	-
	To be requested through HIT (if needed): 3 Computers / Laptop; printer/copier/scanner.	
	TOTAL	154,575

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1851A	Housekeeping-Saipan	BUILDING CUSTODIAN	Filled	23,394	24,563	FTE	24,563	N	-	Y	983	Y	1,523	SINGLE	4,875	Y	356	Y	429		8,165	Filled	3
1851A	Housekeeping-Saipan	BUILDING CUSTODIAN	Filled	20,207	21,218	FTE	21,218	N	-	Y	849	Y	1,315	SINGLE	4,875	Y	308	N	-		7,347	Vacant	1
1851A	Housekeeping-Saipan	BUILDING CUSTODIAN	Filled	17,160	20,209	FTE	20,209	N	-	Y	808	Y	1,253	N	-	Y	293	Y	351		2,705	TBF	-
1851A	Housekeeping-Saipan	BUILDING CUSTODIAN	Vacant	-	-	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-		1,546	Total	4
1851A	Housekeeping-Saipan			60,761	65,990	4	86,198	-		2,640	5,344	9,749	1,250	780							19,763		

HOUSEKEEPING: 1851A/G3503S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62750	Cleaning Services	504,000
	Sablan Topline (Contractor) - Provides Housekeeping services.	
63050	Supplies - Operation	189,000
	This account is for various vendors that provides housekeeping supplies to the hospital. Cleaning solutions (chemicals- medicare compliant) , paper towels, toilet tissues , trash liners and others. We are maintaining the same budget amount as prior year expenditure is always within the budgeted amount and has never exceeded.	
64540	Machinery, Tools & Equipment	33,000
	Microfiber cleaning supplies (mop, dust mops, handles, etc.) Vacuums (wet & dry) three 1 gallon and 5 gallon capacity. Also 4 with HEPA filters Linen Delivery Carts / Shelves Utility Trucks (trash carts with covers)	
	TOTAL	726,000

LAUNDRY & LINEN: 1852A/G3504S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62750	Laundry Services	346,060
	To budget for Laundry of Linens for in-patient, out-patient and hemo dialysis units along with the ER.	
	TOTAL	346,060

GROUND MAINTENANCE: 1853A/G3505S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62750	Cleaning Services	95,000
	Ground Maintenance Cleaning Services Contract +N29 and New Parking Lot.	
	TOTAL	95,000

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1854A	Security-Saipan	SECURITY MANAGER (restructure head security offi	Vacant	-	40,518	FTE	40,518	N	-	N	-	Y	2,512	N	-	Y	588	N	-	-	3,100	Filled	12
1854A	Security-Saipan	SECURITY GUARD	Filled	23,394	29,857	FTE	29,857	N	-	N	-	Y	1,851	SINGLE	4,875	Y	433	Y	527	-	7,685	Vacant	5
1854A	Security-Saipan	SECURITY GUARD ADMINISTRATIVE OFFICER (restrn	Filled	28,941	30,388	FTE	30,388	N	-	Y	1,216	Y	1,884	SINGLE	4,875	Y	441	N	-	-	8,415	TBF	-
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	22,279	FTE	22,279	N	-	N	-	Y	1,381	N	-	Y	323	N	-	-	1,704	Total	17
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	21,220	FTE	21,220	N	-	N	-	Y	1,316	N	-	Y	308	N	-	-	1,623		
1854A	Security-Saipan	SECURITY GUARD	Filled	21,218	22,279	FTE	22,279	N	-	N	-	Y	1,381	N	-	Y	323	N	-	-	1,704		
1854A	Security-Saipan	SECURITY GUARD	Filled	21,218	22,279	FTE	22,279	N	-	N	-	Y	1,381	N	-	Y	323	N	-	-	1,704		
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	21,220	FTE	21,220	N	-	N	-	Y	1,316	N	-	Y	308	N	-	-	1,623		
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	21,220	FTE	21,220	N	-	N	-	Y	1,316	COUPLE	9,993	Y	308	N	-	-	11,616		
1854A	Security-Saipan	SECURITY GUARD	Filled	19,864	21,220	FTE	21,220	N	-	N	-	Y	1,316	N	-	Y	308	N	-	-	1,623		
1854A	Security-Saipan	SECURITY GUARD	Filled	20,862	19,864	FTE	19,864	N	-	N	-	Y	1,232	N	-	Y	288	N	-	-	1,520		
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	20,209	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	-	1,546		
1854A	Security-Saipan	SECURITY GUARD	Filled	19,866	20,209	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	-	1,546		
1854A	Security-Saipan	SECURITY TRAINEE	Vacant	15,080	20,209	FTE	20,862	N	-	N	-	Y	1,293	N	-	Y	303	N	-	-	1,596		
1854A	Security-Saipan	SECURITY GUARD	Vacant			FTE	20,862	N	-	N	-	Y	1,293	N	-	Y	303	N	-	-	1,596		
1854A	Security-Saipan	SECURITY GUARD	Vacant			FTE	20,862	N	-	N	-	Y	1,293	N	-	Y	303	N	-	-	1,596		
1854A	Security-Saipan	SECURITY GUARD	Vacant			FTE	20,862	N	-	N	-	Y	1,293	N	-	Y	303	N	-	-	1,596		
1854A	Security-Saipan			269,774	332,971	17	396,211	-	1,216	24,565	19,742	5,745	527								51,795		

SECURITY: 1854A/G3506S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	205,000
	Security Guard Services 5 guards per day	
63050	Supplies - Operations	20,000
	Uniforms Flashlights, radios, radio batteries raincoats, etc.	
64520	Building & Improvements	205,000
	Security Surveillance System addition & upgrade. Also for child abduction / baby monitoring systems and Code Pink lockdown security system. Security tour guard system (electronic system).	175,000
	Badge printer / system for patient caretaker / visitor + Magnetic Key system (for lockdown)	30,000
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64580	Vehicles	20,000
	1 Crossover Utility Vehicle (Gator, John Deere)	
TOTAL		450,000

COMMUNICATIONS: 1855A/G3507S**Schedule B**

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	2,500
	Phone line repairs/services.	
62250	Communication	180,000
	ITE - Phone Lines, Internet and Fax Lines for the entire Corporation.	
63050	Supplies - Operations	700
	Uniforms	
64540	Machinery, Tools, & Equipment	12,075
	Headsets	
	Phone replacements	
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64570	Office Furniture & Fixtures	2,000
	TOTAL	197,275



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: **1859A/G1502S**

Department Name: **DIVISION OF GRANTS & FINANCIAL INTEGRITY (DGFI)**

Overview:

The Division of Grants & Financial Integrity serves as the coordination office between all Federally funded programs and Grantor Agencies and CHCC Finance. This includes all grant making processes and transactions from application, award, budgets, implementation, reporting, and closeout. The office is also tasked with compensation and classification of positions as well as Audit response coordination.

Budget Proposal and Justification:

Personnel:

Total Budget: \$451,718.00

Director: Filled

Budget: \$93,713.00

This position has several major responsibilities: To oversee all the financial and record-keeping side of the annual grant-making process for the Corporation and its Divisions for all grants and other external funds received or awarded. Additionally, work closely in collaboration with all program managers to develop and streamline grant proposal applications, implementation and administration, procedural compliance, performance evaluations and reporting requirements on all grants and other external funds. Furthermore, to conduct targeted research and/or surveys to identify new institutional funders and help develop strategies for cultivation and solicitation of funds to help Corporation overall. Lastly to collaborate with stakeholders with monitoring grants for compliance in administration and develop policies and assist with responding to audits, as necessary.

Grants Program Officer: Filled

Budget: \$70,656.00

The Grants Program Officer will be a critical member of the Division of Grants & Financial Integrity (DGFI) office, under the direct supervision of the DGFI Director. The primary role of the Grants Program Officer is to serve as a lead team member in developing and writing grant proposals to foundations, state, and federal government agencies to obtain funding for CHCC mission and goals. This includes researching grants and funding opportunities for all aspects of CHCC in conjunction with CHCC Leadership, Division Directors, and staff members. The Grants Program Officer shall be responsible for monitoring compliance with all grant stipulations and program processes through reviews of plans and reports. This includes providing technical advice and internal capacity building on federal laws and regulations and support with internal policy and procedure improvements.

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756

Grants Fiscal Officer: Filled

Budget: \$55,359.00

The Grants Fiscal Officer will be a core member of the Division of Grants & Financial Integrity (DGFI) under the supervision of the DGFI Director. The Grants Fiscal Officer shall plan, organize, oversee, and maintain the financial functions of assigned grants and other related accounting/fiscal functions to ensure proper budget and fiscal integrity of reports for the CHCC grants, provide responsible technical clerical support to assigned grants and perform other duties as assigned.

Classification & Compensation Officer: Filled

Budget: \$70,656.00

Under the direct supervision of Director, Grants and Financial Integrity and the general supervision of the Chief Financial Officer, the employee in this position will oversee the classification and compensation for all CHCC positions with the exception of the Medial Providers. This entails the thorough review of all Examination Announcements, classification, and reclassification of all CHCC positions. Assists the Director, Grants and Financial Integrity with writing and securing grants across CHCC.

Grants Management Specialist: Vacant FTE

Budget: \$47,250.00

Budget Specialist: Vacant FTE

Budget: \$50,000.00

Fringe:

Total Budget: \$85,274.00

DC:	\$2,214.40
SS:	\$24,033.00
Health Insurance	\$51,670.00
Medicare:	\$5,621.00
Life:	\$1,736.00

All Others:

Total Budget: \$0.00

Total for Personnel and All Others: \$ 536,992.00

Conclusion:

Filled FTE = 5
Vacant FTE = 2
Total FTE = 7

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1859A	General Accounting	DIRECTOR, DGFI (restructure grants management a	Filled	89,251	93,713	FTE	93,713	N	-	N	-	Y	5,810	FAMILY	15,598	Y	1,359	N	-	22,768	Filled	5
1859A	General Accounting	GRANTS PROGRAM OFFICER (restructure grants ma	Filled	56,301	62,072	FTE	70,656	N	-	N	-	Y	4,381	FAMILY	15,598	Y	1,025	Y	878	21,881	Vacant	2
1859A	General Accounting	GRANTS MANAGEMENT SPECIALIST	Vacant	-	47,250	FTE	47,250	N	-	N	-	Y	2,930	N	-	Y	685	N	-	3,615	TBF	-
1859A	Grants Management Office	GRANTS FISCAL SPECIALIST	Filled	41,999	48,621	FTE	55,359	N	-	Y	2,214	Y	3,432	FAMILY	15,598	Y	803	Y	858	22,906	Total	7
1859A	Grants Management Office	BUDGET SPECIALIST	Vacant	-	50,000	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-	3,825		
1859A	Grants Management Office	GRANTS FINANCIAL OFFICER	Filled	48,635	-	FTE	64,084	N	-	Y	2,563	Y	3,973	COUPLE	9,993	Y	929	N	-	17,459		
1859A	Grants Management Office	CLASSIFICATION & COMPENSATION OFFICER	Filled	-	-	FTE	70,656	N	-	N	-	Y	4,381	SINGLE	4,875	Y	1,025	Y	-	10,280		
1859A	Grants Management Office			236,186	301,656	7	451,718	-	4,778	28,007	61,663	6,550	1,736		102,733							

GRANTS MANAGEMENT OFFICE: 1859A/G1502S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	-
62260	Dues & Subscription	-
62500	Travel	-
63040	Office Supplies	3,000
63050	Operations Supplies	-
64550	Computer System & Equipments	-
64560	Office Equipment	-
64570	Office Furniture & Fixtures	-
	TOTAL	3,000



Commonwealth Healthcare Corporation

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Health Information Management Department



1860A / G1006S – Medical Records

Budget Narrative

The Health Information Management Department is dedicated to the effective management of patient information needed to provide quality care to the patients of the Commonwealth Healthcare Corporation. The HIMD staff are responsible for the maintenance, storage, analysis, privacy, security and release of all inpatient and outpatient health records. The goal of the HIMD is to ensure the accuracy, confidentiality and accessibility of health records for every individual evaluated or treated at the Commonwealth Healthcare Corporation.

61090 – Personnel

The HIMD has the administrative responsibility for all medical records for every individual treated or evaluated in the Commonwealth Healthcare Corporation therefore must employ adequate personnel to ensure prompt completion, filing and retrieval of medical records

62300 – Printing and Photocopying \$ 1,000.00

To budget for printing and reproduction of requested Patient Health Information as well as cover any excess printing charges.

62660 – Repairs & Maintenance \$ 2,000.00

To budget for the repair and maintenance of Cannon Image Runner Advance DX527iF and Epson printers.

63040 – Office Supply \$ 4,000.00

To budget for the maintenance of Patient Health Information for consumables of paper, folders, sticker labels, tape, staples, paper clips, pens.

63050 – Supplies – Operational \$ 2,000.00

To budget for operational supplies for Medical Records Services to effectively deliver expected services.

64560 – Office Equipment \$ 3,500.00

To budget for office equipment such as medical records push carts, industrial shredder to ensure destruction of Protected Health Information complies with HIPAA regulations.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1860A	Medical Records-SPN	MANAGER, HIMD	Filled	55,359	53,604	FTE	61,034	N	-	N	-	Y	3,784	SINGLE	4,875	Y	885	Y	878		10,421	Filled	11
1860A	Medical Records-SPN	LEAD MEDICAL TRANSCRIPTIONIST	Filled	43,374	43,759	EC	47,820	N	-	Y	1,913	Y	2,965	SINGLE	4,875	Y	693	Y	770		11,216	Vacant	4
1860A	Medical Records-SPN	HEALTH INFORMATION TECHNICIAN I (prior medical	Filled	33,983	34,564	FTE	37,466	N	-	Y	1,499	Y	2,323	SINGLE	4,875	Y	543	Y	605		9,844	TBF	-
1860A	Medical Records-SPN	HEALTH INFORMATION TECH II (prior medical trans	Vacant	-	29,857	FTE	26,624	N	-	N	-	Y	1,651	N	-	Y	386	N	-		2,037	Total	15
1860A	Medical Records-SPN	HEALTH INFORMATION TECH II (prior medical trans	Vacant	-	22,281	FTE	26,624	N	-	N	-	Y	1,651	N	-	Y	386	N	-		2,037		
1860A	Medical Records-SPN	HEALTH INFORMATION CLERK (prior medical record	Filled	24,149	24,568	FTE	26,624	N	-	Y	1,065	Y	1,651	SINGLE	4,875	Y	386	Y	429		8,405		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Vacant	-	22,281	FTE	22,281	N	-	N	-	Y	1,381	N	-	Y	323	N	-		1,704		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Vacant	-	22,281	FTE	22,281	N	-	N	-	Y	1,381	N	-	Y	323	N	-		1,704		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Filled	19,866	35,682	FTE	21,902	N	-	N	-	Y	1,358	N	-	Y	318	N	-		1,676		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Filled	21,902	22,281	FTE	24,147	N	-	N	-	Y	1,497	N	-	Y	350	N	-		1,847		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Filled	21,902	22,281	FTE	24,147	N	-	N	-	Y	1,497	N	-	Y	350	Y	390		2,237		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH II (prior medical record	Filled	26,626	22,281	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-		2,246		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH II (prior medical record	Filled	26,626	22,281	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-		2,246		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Filled	19,866	22,281	FTE	21,902	N	-	N	-	Y	1,358	N	-	Y	318	N	-		1,676		
1860A	Medical Records-SPN	HEALTH INFORMATION TECH I (prior medical record	Filled	19,866	22,281	FTE	21,902	N	-	N	-	Y	1,358	N	-	Y	318	N	-		1,676		
1860A	Medical Records-SPN			313,520	422,561	15	443,466	-	4,476	27,495	19,499	6,430	3,071		60,972								

MEDICAL RECORDS: 1860A/G1006S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62300	Printing & Photocopying	1,000
	To budget for copying and printing of requested patient health information as well as cover any excess print charges.	
62660	Repairs & Maintenance	2,000
	To budget for repair and maintenance of Cannon Image Runner Adv DX527iF. and EPSON printers.	
63040	Office Supplies	4,000
	Budget to maintain Patient Health Information for consumables of paper, folders and labels. To budget for unit's office supplies such as toners.	
63050	Supplies - Operations	2,000
	To budget for operational supplies for Medical Records Services to effectively deliver expected services.	
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64560	Office Equipment	3,500
	To purchase office equipment such as medical records puch carts and industrial shredder to ensure compliance with HIPAA.	
	TOTAL	12,500

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1861A	General Accounting	CHIEF FINANCIAL OFFICER	Filled	149,999	162,750	EC	170,888	N	-	Y	6,836	Y	10,453	FAMILY	15,598	Y	2,478	N	-	35,365	Filled	14
1861A	General Accounting	COMPTROLLER	Filled	75,001	82,000	FTE	82,000	N	-	N	-	Y	5,084	N	-	Y	1,189	N	-	6,273	Vacant	2
1861A	General Accounting	CORPORATE TREASURER	Filled	83,181	87,340	FTE	87,340	N	-	Y	3,494	Y	5,415	SINGLE	4,875	Y	1,266	Y	878	15,927	TBF	-
1861A	General Accounting	ACCOUNTING SUPERVISOR	Filled	62,071	65,175	FTE	65,175	N	-	N	-	Y	4,041	N	-	Y	945	N	-	4,986	Total	16
1861A	General Accounting	ACCOUNTANT	Moved to 1859A	-	51,066		-	N	-	N	-	Y	-	N	-	Y	-	N	-	-		
1861A	General Accounting	ACCOUNTING SUPERVISOR	Filled	48,635	53,620	FTE	53,620	N	-	N	-	Y	3,324	N	-	Y	777	Y	878	4,979		
1861A	General Accounting	ACCOUNTANT	Filled	46,317	48,633	FTE	48,633	N	-	Y	1,945	Y	3,015	FAMILY	15,598	Y	705	Y	858	22,122		
1861A	General Accounting	ACCOUNTING TECHNICIAN	Filled	46,317	48,633	FTE	48,633	N	-	N	-	Y	3,015	COUPLE	9,993	Y	705	Y	858	14,571		
1861A	General Accounting	ACCOUNTING TECHNICIAN	Filled	42,012	44,112	FTE	44,112	N	-	N	-	Y	2,735	SINGLE	4,875	Y	640	N	-	8,249		
1861A	General Accounting	PAYROLL SUPERVISOR	Filled	40,011	42,011	FTE	42,011	N	-	N	-	Y	2,605	COUPLE	9,993	Y	609	N	-	13,207		
1861A	General Accounting	ACCOUNTING TECHNICIAN	Filled	38,108	40,013	FTE	40,013	N	-	N	-	Y	2,481	N	-	Y	580	Y	702	3,763		
1861A	General Accounting	LEAD TRAVEL COORDINATOR	Filled	36,292	38,106	FTE	38,106	N	-	N	-	Y	2,363	FAMILY	15,598	Y	553	Y	673	19,186		
1861A	General Accounting	PAYROLL SPECIALIST	Filled	34,565	36,294	FTE	36,294	N	-	N	-	Y	2,250	FAMILY	15,598	Y	526	Y	634	19,009		
1861A	General Accounting	TRAVEL ASSISTANT	Filled	24,149	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	2,175		
1861A	General Accounting	ACCOUNTING TECHNICIAN	Vacant	-	27,000	FTE	27,000	N	-	N	-	Y	1,674	N	-	Y	392	N	-	2,066		
1861A	General Accounting	ACCOUNTING TECHNICIAN	Filled	25,792	29,768	FTE	31,256	N	-	N	-	Y	1,938	N	-	Y	453	N	-	2,391		
1861A	General Accounting	ACCOUNTANT	Vacant	-	35,000	FTE	35,000	N	-	N	-	Y	2,170	N	-	Y	508	N	-	2,678		
1861A	General Accounting			752,450	919,958	16	878,517	-	12,274	54,326	92,129	12,739	5,480		176,948							

GENERAL ACCOUNTING (1861A)

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	37,800
	To budget for an Open PO/Contract for JDE Technical Support for AP, Payroll, Treasury , & MSO's Inventory. (@\$2,500) and Medicare Cost Report Contract (\$30,000)	
62260	Dues & Subscription	1,000
	CFO's HFMA annual membership fees Comptroller's HFMA membership Comptroller's AGA membership	
62500	Travel	5,000
	CFO Leadership conferences	
63040	Office Supplies	6,300
	To budget for Open PO account for Finance & Accounting staff; \$500/monthly	
63050	Operations Supplies	5,040
	To budget for Open PO account for Finance & Accounting staff; \$400 monthly.	
64550	Computer System & Equipments	-
	To be requested through HIT, if need.	
	TOTAL	55,140



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1862A/G1005S
Department Name: Health Information Technology

Overview:

The Health Information Technology (Health IT) department is a key player in healthcare organizations, focusing on the management of digital health information systems. Their main tasks include overseeing electronic health records (EHR), facilitating the secure exchange of patient data among providers, ensuring data security and privacy compliance, and supporting the adoption of telehealth services. The department also plays a role in implementing clinical decision support systems, training staff on new technologies, and promoting interoperability among different health IT systems. Additionally, Health IT professionals explore and integrate emerging technologies to enhance patient care and organizational efficiency. In essence, the Health IT department is essential for the effective use of digital tools, data security, and the advancement of healthcare technologies within an organization.

Budget Proposal and Justification:

Personnel:

Total: \$[]

As of the latest available information, the current staffing levels in the Health Information Technology (HIT) department are thoughtfully structured to meet our organization's diverse demands and responsibilities. The rationale for maintaining these staffing levels is grounded in several critical factors.

Firstly, the HIT department plays a pivotal role in managing and optimizing digital health information systems, ensuring the smooth operation of electronic health records (EHR) and supporting various technological initiatives. The current staffing configuration is designed to provide the necessary expertise and manpower to handle these complex systems effectively.

Secondly, the maintenance of current staffing levels is crucial for upholding the security and privacy of health data, which is a top priority for any healthcare organization. HIT professionals are integral in implementing and overseeing robust cybersecurity measures, ensuring compliance with regulations like HIPAA. Adequate staffing is necessary to address the evolving landscape of cyber threats and protect sensitive health information.

Furthermore, the HIT department is instrumental in facilitating the adoption of emerging technologies, such as telehealth services, data analytics, and artificial intelligence. The current staffing levels are aligned with the organization's commitment to innovation and technological

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advancement, ensuring that our HIT professionals have the capacity to explore, implement, and support these cutting-edge solutions.

The current HIT staffing levels are justified based on the department's role in managing digital health systems, ensuring data security and privacy, and driving technological innovation within the organization. Maintaining these staffing levels is essential for the effective functioning of the HIT department, enabling it to meet current demands, uphold regulatory compliance, and contribute to the organization's overall success. Regular reviews will be conducted to align staffing levels with evolving technological needs and organizational objectives.

All Others:

The proposed budget reflects a strategic and calculated approach to address our organization's evolving needs and ensure the continued excellence of our healthcare information management.

64550: Computer Systems & Equipment **Total: \$493,334.63**

Adequate funding is essential to maintain and replace aging HIT equipment, ensuring optimal functionality and minimizing downtime. Additionally, the budget allocates funds for necessary supplies such as software licenses, maintenance contracts, and other consumables critical for the day-to-day operation of our HIT systems.

62990: Licenses and Fees **Total: \$1,871,902.00**

The proposed budget includes a significant allocation for HIT licenses to cover essential software upgrades and maintenance. Keeping our software applications up-to-date is imperative for incorporating new features, addressing security vulnerabilities, and maintaining compatibility with evolving industry standards. This ensures the reliability and effectiveness of our HIT systems.

62250: Communication **Total: \$97,500.00**

IT&E (\$6050/month) – Under ELC Funding
Docomo (\$2075/month)- Under USAC Funding
Total = \$97.500 a year

The broadband connection is vital for our network's swift and efficient transmission of health data. This includes electronic health records (EHR), diagnostic images, and other critical patient information. A high-speed broadband connection ensures that healthcare professionals can access and retrieve essential data promptly, contributing to timely decision-making and improved patient outcomes.

Total for Personnel and All Others: \$ []

Conclusion:

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1862A	Information Technology	DIRECTOR, HEALTH INFORMATION TECHNICIAN	Filled	89,251	89,250	FTE	98,398	N - Y	3,936	Y	6,101	FAMILY 15,598	Y 1,427	N -	27,062
1862A	Information Technology	SENIOR IT PROJECT MANAGER	ZEROED	-	78,750		-	N - N	-	Y	-	N - Y	- N	-	-
1862A	Information Technology	ADMINISTRATIVE OFFICER	Filled	28,941	26,250	FTE	31,908	N - Y	1,276	Y	1,978	COUPLE 9,993	Y 463	Y 458	14,168
1862A	Information Technology	RN CLINICAL APPLICATION SYSTEM COORDINATOR	Filled	56,301	56,301	FTE	62,072	N - Y	2,483	Y	3,848	COUPLE 9,993	Y 900	N -	17,224
1862A	Information Technology	EHR SPECIALIST	Filled	47,249	47,250	FTE	52,092	N - Y	2,084	Y	3,230	FAMILY 15,598	Y 755	Y 829	22,496
1862A	Information Technology	CLINICAL APPLICATION SPECIALIST	ZEROED	-	29,400		-	N - N	-	Y	-	N - Y	- N	-	-
1862A	Information Technology	EHR SPECIALIST	Vacant	-	18,900	FTE	21,000	N - N	-	Y	1,302	N - Y	305	N -	1,607
1862A	Information Technology	SENIOR NETWORK SYSTEMS ADMINISTRATOR	Filled	53,620	52,500	FTE	59,116	N - Y	2,365	Y	3,665	SINGLE 4,875	Y 857	N -	11,762
1862A	Information Technology	JUNIOR NETWORK ADMINISTRATOR	Filled	37,467	36,750	FTE	41,307	N - Y	1,652	Y	2,561	COUPLE 9,993	Y 599	N -	14,805
1862A	Information Technology	JUNIOR NETWORK ADMINISTRATOR	Filled	37,467	36,750	FTE	41,307	N - Y	1,652	Y	2,561	FAMILY 15,598	Y 599	N -	20,411
1862A	Information Technology	SOFTWARE APPLICATION MANAGER	Filled	53,620	52,500	FTE	59,116	N - N	-	Y	3,665	N - Y	857	Y 878	5,400
1862A	Information Technology	COMPUTER PROGRAMMER	Filled	42,542	42,000	FTE	46,903	N - Y	1,876	Y	2,908	SINGLE 4,875	Y 680	Y 741	11,080
1862A	Information Technology	PROGRAMMER -EHR/HIT	Vacant	-	36,750	FTE	36,750	N - N	-	Y	2,279	N - Y	533	N -	2,811
1862A	Information Technology	PROGRAMMER -EHR/HIT	Vacant	-	36,750	FTE	36,750	N - N	-	Y	2,279	N - Y	533	N -	2,811
1862A	Information Technology	HELPDESK MANAGER (HIT)	Filled	53,620	52,500	FTE	59,116	N - Y	2,365	Y	3,665	N - Y	857	N -	6,887
1862A	Information Technology	HELPDESK SUPPORT I	Filled	19,864	26,250	FTE	21,900	N - Y	876	Y	1,358	SINGLE 4,875	Y 318	Y 458	7,884
1862A	Information Technology	HELPDESK SUPPORT I	Filled	28,941	21,000	FTE	31,908	N - N	-	Y	1,978	N - Y	463	N -	2,441
1862A	Information Technology	HELPDESK SUPPORT I	Filled	21,000	21,000	FTE	23,152	N - N	-	Y	1,435	N - Y	336	N -	1,771
1862A	Information Technology	HELPDESK SUPPORT I	Filled	22,000	21,000	FTE	24,255	N - Y	970	Y	1,504	SINGLE 4,875	Y 352	N -	7,700
1862A	Information Technology	HELPDESK SUPPORT I	Filled	19,864	21,000	FTE	21,900	N - Y	876	Y	1,358	SINGLE 4,875	Y 318	Y 371	7,797
1862A	Information Technology	HELPDESK SUPPORT I	Filled	27,957	21,000	FTE	30,823	N - Y	1,233	Y	1,911	SINGLE 4,875	Y 447	Y 371	8,836
1862A	Information Technology	HELPDESK SUPPORT I	Vacant	-	22,000	FTE	22,000	N - N	-	Y	1,364	N - Y	319	N -	1,683
1862A	Information Technology	HELPDESK SUPPORT II	Vacant	-	30,000	FTE	30,000	N - N	-	Y	1,860	N - Y	435	N -	2,295
1862A	Information Technology	HELPDESK SUPPORT II	Vacant	-	30,000	FTE	30,000	N - N	-	Y	1,860	N - Y	435	N -	2,295
1862A	Information Technology	HELPDESK SUPPORT II	Vacant	-	30,000	FTE	30,000	N - N	-	Y	1,860	N - Y	435	N -	2,295
1862A	Information Technology	DATA ENTRY (Reprogram to HIT Project Coordinato	ZEROED	-	20,000		-								
1862A	Information Technology	DATA ENTRY (Reprogram to HIT Project Coordinato	ZEROED	-	20,000		-								
1862A	Information Technology	HIPAA SECURITY OFFICER	Vacant	-	40,012	FTE	50,000	N - N	-	Y	3,100	N - Y	725	N -	3,825
1862A	Information Technology	DATA SCIENTIST ELC DATA MODERNIZATION	Filled	33,983	50,000	FTE	37,466	N - N	-	Y	2,323	N - Y	543	N -	2,866
1862A	Information Technology	DATA ANALYST ELC DATA MODERNIZATION	Vacant	-	40,000	FTE	40,000	N - N	-	Y	2,480	N - Y	580	N -	3,060
1862A	Information Technology	DATA ANALYST ELC DATA MODERNIZATION	Vacant	-	40,000	FTE	40,000	N - N	-	Y	2,480	N - Y	580	N -	3,060
1862A	Information Technology	HIT PRROJECT COORDINATOR (DMI) NEW POSITION	Filled	37,467	-	FTE	41,307	N - Y	1,652	Y	2,561	N - Y	599	Y -	4,812
1862A	Information Technology	SOFTWARE APPLICATION PROGRAMMER ELC DATA	Filled	35,682	40,000	FTE	40,000	N - N	-	Y	2,480	SINGLE 4,875	Y 580	Y 702	8,637
1862A	Information Technology			746,839	1,185,862	29	1,160,549	-	25,296	71,954	110,897	16,828	4,807		229,782

Filled	19
Vacant	10
TBF	-
Total	29

HEALTH INFORMATION TECHNOLOGY: 1862A/G1005S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62290	Licenses and Fees	1,871,902
	RPMS License	132,086
	Carevue Subscription	1,257,898
	Carevue RPMS	284,100
	Data Innovation	18,951
	Microsoft Office 365	64,368
	PowerBI License	14,400
	Go-Daddy Website Hosting	468
	Zoom (26 Users)	5,197
	HIT Cellphone	-
	IT&E Internet Services	-
	Laserfische Licenses	40,800
	Docusign	10,000
	Vmware Vsphere Yearly (SEE ATTACHED)	43,634
64550	Computer Systems & Equipment	493,335
	HIT Printer	5,000
	LAN cables (Cat6 -1000ft, Southwire CAT6 Riser)	2,200
	UPS (650 VA)	7,500
	UPS (1000 VA)	7,500
	DP to HDMI adapter	1,250
	DP to VGA adapter	500
	HP 78A Toner	12,000
	HP 32A Imaging drum	13,000
	HP 30A	11,000
	Epson Toners & Ribbons	2,000
	Brother DR 820 drum	1,700
	Keystone Jack (50 pk), Leviton	450
	Cat6 RJ45 connectors (100 pk), Pass-through	600
	Wireless Mouse/Key	1,000
	Office Supplies	1,000
	Open Acct (Megabyte)	3,000
	Open Acct (Saipan Computer)	3,000
	Webcam	4,000
	Speakers	1,000
	USB 64 GB 3.0 Flash Drive	750
	AVTech Room Alert, 1-year	100
	Bitdefender Gravity Zone, 1000 Licenses	18,913
	Digicert GeoTrust TrueBusiness ID OV	1,497
	PowerEdge R750XA Rack Server	50,000
	Dell Precision Workstation	10,500
	HPE Aruba LIC-AP Controller, Per AP Capacity License	780

IT&E Fiber Optics 400Mbps @ CHCC	4,000
IT&E HIT Service Plan, Freedom Unlimited	480
IT&E HIT Service Plan, Unli Mins + 8GB	35
Microsoft Azure Premium P1/P2	-
Microsoft SQL Server, Enterprise, 2 core pack	109,984
Microsoft Windows Server 2022 Edition, Datacenter 16-core	98,480
Mitel MiVoice Business Enterprise, 2 Nodes, Clustered License	-
Nutanix Cluster	69,343
RedHat Enterprise Linux	861
Tripplite 8KVA UPS & Connector	12,252
UpToDate, Contract No.: 0031929	37,660
vCenter Server 6 Essentials	-
vCenter Server 6 Standard	-
vSphere 6 Enterprise Plus	-
vSphere 6 Essentials PLUS	-
vCenter Server 7 Essentials	-
vSphere 7 Essentials	-
vSphere 6 Enterprise Plus	-
VPLS SIEM	-
TOTAL	2,365,237



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 1863A (G1504S) Proposed Budget Narrative

A. SALARY

Total: \$1,447,497

1 FTE	Revenue Cycle Director Responsible for patient financial services, operations in the hospital for Inpatient and Outpatient services, engage with staff and oversees the Revenue Cycle Departments such as Patient Access Registrars, Billing Department, and Collection Department. Focuses on Provider enrollments, insurance reimbursement, and patient collections.	\$ 115,501
1 FTE	Patient Access Manager Responsible for Managing the Business Office frontline staff located at the Outpatient Clinic, ER Department, Admission & Discharge Department, Oncology Department, Radiology Department, Hemodialysis Unit, CARA office, Physical Therapy Department, and Cashiers. Guiding the staff in maintaining accurate information and collecting upfront payments. Work closely with the Billing and Collection department in assisting them with additional information when needed. Provide training and assistance to Rota Health Center and Tinian Health Center Revenue Cycle team.	\$ 58,128
1 FTE	Patient Access Supervisor Assist the Patient Access Manager in Supervising the Business Office frontline staff located at the Outpatient Clinic, ER Department, Admission & Discharge Department, Oncology Department, Radiology Department, Hemodialysis Unit, CARA office, Physical Therapy Department, and Cashiers. Guiding the staff in maintaining accurate information and collecting upfront payments. Work closely with the Billing and Collection department in assisting them with additional information when needed.	\$ 39,280
1 FTE	Patient Access Lead Responsible for monitoring and reviewing daily scheduled appointments, registered patients in ambulatory services at the outpatient clinic, assist frontline registrars in collecting patient demographics, verify health insurance eligibility, follow up on status on prior authorizations, and assist with the CARA office on Sliding Fee program.	\$ 38,287
2 FTE 1 VACANT	Patient Access Operator Responsible for answering incoming calls, transferring calls to the appropriate department, set up appointment schedules for the outpatient clinics, collecting	\$ 78,229

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756

patient demographics, assist with appointment reminder calls, and process and follow up with prior authorization from insurance companies.

2 FTE
1 VACANT

Patient Access Scheduler

\$ 103,259

Responsible in developing and creating the providers template to set up appointment schedules for physicians per month, schedule patients appointments including referrals from hospitalization discharge, private clinic referrals, and all other ancillary departments. Position requires to obtain all pre-registration information including insurance information and assist in processing prior authorizations for health insurance purposes.

11 FTE
3 VACANT

Patient Access Registrar I

\$ 366,063

Responsible for Interviewing incoming patients, his/her relatives, or other responsible individuals to obtain biographical information with insurance and provide patient financial information on estimated cost for their office visit, Check In and Check Out patients and assist patients on setting up their future appointments for all clinics, offer assistance to patients who are not insured and provide Medicaid applications and Sliding Fee program.

10 FTE

Patient Access Registrar II

\$ 305,761

Responsible for Interviewing patients at workstation or at bedside to obtain all necessary information and signatures. Update all patient demographics, verify and add health insurance information on the hospital registration system, check in and check out patients at outpatient clinics or ER department, admit and discharge patients from the ward, explain patient rights to patient, calculate and collect estimated office visit, co-pays and deductibles from patients, assist with payment agreements, and refer patient to the CARA office for financial assistance in offering Sliding Fee program or Medicaid applications. Obtain and secure all signatures necessary for treatments, release of medical information, assignment of insurance benefits, advanced directive, and payment of services from legally responsible parties and ensure they are scanned into the system Receive and receipt payments from patient for services rendered. Prepare daily deposits and maintain the integrity of the cash drawer.

1 FTE
2 Vacant

Patient Access Specialist

\$ 57,791

This position is responsible for providing assistance to patients seeking services at the CHC Hemodialysis unit, greet patients, gather, and complete patient's demographic, health insurance information, process pre-authorization, direct and assist patients to their treatment bed, and providing an ongoing public relation program for patients waiting to be seen.

1 Vacant

Admission & Discharge Lead

\$ 31,500

Assist the Patient Access Supervisor in Supervising the Admission and Discharge Department. Prepare staff schedule, review Daily Census, and submit report to Quality.

3 FTE
1 VACANT

Admission & Discharge Registrar

\$ 141,527

Responsible in admitting and discharging patients to the ward, complete the Admission package, explain the patient rights and responsibilities, verify

Membership Fees for AAHAM, NAHAM, HFMA, and HBMA

Offer staff access to webinars, resources and vital information that could be implemented in our facility to meet CMS requirements.

G4S

Provides a secure transit of currencies from CHC to our bank institution. Service provided five (5) days a week for a total fee of \$566.70 a month.

D. TRAVEL – 62500

Total: \$10,000

One to two staff is expected to travel to attend meetings, trainings, and conferences. Travel request per year for two people to travel to the United States. 2 to 4 days of training. Costs for airfare is estimated at \$3,150 per person x 2=\$6,300; hotel for 3 nights x 2@ 250 =\$1,500; rental car for 3 days x 2@100/day=\$600; Registration Fee per person x 2@800=\$1600.

E. PERSONNEL TRAININGS COSTS –

Total: \$30,000

Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service.

F. OFFICE SUPPLIES –

Total \$2,000

Supplies needed for staffs daily needs. Supplies include pens, paper clips, binders, binder clips, folders, markers, highlighters, rubber bands, stamps, ink stamp, staplers, tapes, post it, batteries, and Bond paper.

G. SUPPLIES - OPERATIONS –

Total: \$8,000

Daily operations require supplies such as Consent for treatment forms, Consent for Hospitalization form, wristbands for adults and children, wristband barcode forms, Sanicloth to disinfect workstation daily.

I. DUES AND SUBSCRIPTIONS - 62260

Total: \$500

Review daily newspaper for public notices on probates for a certain individual's estate.

Marianas Variety- 12 x 15.00= \$180 a year

Saipan Tribune- 12 x 19.50=\$234 a year

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1863A	Business Office	DIRECTOR, RCM	Filled	-	115,501	FTE	115,501	N	-	N	-	Y	7,161	FAMILY	15,598	Y	1,675	N	-	-	24,434	Filled	38
1863A	Business Office	PATIENT ACCESS MANAGER	Filled	52,724	55,360	FTE	58,128	N	-	N	-	Y	3,604	FAMILY	15,598	Y	843	N	-	-	20,045	Vacant	7
1863A	Business Office	PATIENT ACCESS SCHEDULER (prior Clinical Attende	Vacant	-	34,564	FTE	34,564	N	-	N	-	Y	2,143	N	-	Y	501	N	-	-	2,644	TBF	-
1863A	Business Office	ADMISSION & DISCHARGE REGISTRAR	Filled	35,682	37,467	FTE	39,340	N	-	N	-	Y	2,439	SINGLE	4,875	Y	570	Y	653	-	8,537	Total	45
1863A	Business Office	PATIENT ACCESS LEAD	Filled	34,728	36,464	FTE	38,287	N	-	N	-	Y	2,374	N	-	Y	555	Y	644	-	3,572		
1863A	Business Office	PATIENT ACCESS SCHEDULER	Filled	35,682	37,467	FTE	39,340	N	-	N	-	Y	2,439	FAMILY	15,598	Y	570	Y	653	-	19,261		
1863A	Business Office	CARA COORDINATOR	Vacant	-	30,823	FTE	30,823	N	-	N	-	Y	1,911	N	-	Y	447	N	-	-	2,358		
1863A	Business Office	ELIGIBILITY SPECIALIST	Filled	24,563	27,082	FTE	27,082	N	-	N	-	Y	1,679	SINGLE	4,875	Y	393	N	-	-	6,946		
1863A	Business Office	ADMISSION & DISCHARGE REGISTRAR	Filled	32,365	33,983	FTE	35,682	N	-	N	-	Y	2,212	SINGLE	4,875	Y	517	Y	595	-	8,199		
1863A	Business Office	FINANCIAL COUNSELOR	Filled	29,355	30,823	FTE	32,364	N	-	N	-	Y	2,007	N	-	Y	469	N	-	-	2,476		
1863A	Business Office	PATIENT ACCESS SPECIALIST	Filled	25,792	27,082	FTE	28,436	N	-	Y	1,137	Y	1,763	SINGLE	4,875	Y	412	N	-	-	8,188		
1863A	Business Office	PATIENT ACCESS SPECIALIST	Vacant	-	29,355	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	-	2,246		
1863A	Business Office	ADMISSION & DISCHARGE REGISTRAR	Filled	27,957	29,355	FTE	30,823	N	-	N	-	Y	1,911	N	-	Y	447	Y	517	-	2,875		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	29,355	30,823	FTE	32,364	N	-	Y	1,295	Y	2,007	SINGLE	4,875	Y	469	Y	536	-	9,181		
1863A	Business Office	ADMISSION & DISCHARGE REGISTRAR	Filled	32,365	33,983	FTE	35,682	N	-	N	-	Y	2,212	SINGLE	4,875	Y	517	Y	595	-	8,199		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	29,355	30,823	FTE	35,682	N	-	Y	1,427	Y	2,212	N	-	Y	517	Y	536	-	4,693		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	26,626	27,957	FTE	35,682	N	-	N	-	Y	2,212	SINGLE	4,875	Y	517	N	-	-	7,604		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	27,957	29,355	FTE	30,823	N	-	N	-	Y	1,911	N	-	Y	447	N	-	-	2,358		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	29,355	30,823	FTE	32,364	N	-	Y	1,295	Y	2,007	SINGLE	4,875	Y	469	N	-	-	8,645		
1831A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	21,000	30,823	FTE	30,823	N	-	Y	1,233	Y	1,911	N	-	Y	447	N	-	-	3,591		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	29,355	30,823	FTE	32,364	N	-	Y	1,295	Y	2,007	SINGLE	4,875	Y	469	N	-	-	8,645		
1863A	Business Office	PATIENT ACCESS SUPERVISOR	Filled	35,628	37,410	FTE	39,280	N	-	N	-	Y	2,435	N	-	Y	570	N	-	-	3,005		
1863A	Business Office	PATIENT ACCESS SCHEDULER	Filled	26,626	27,957	FTE	29,355	N	-	Y	1,174	Y	1,820	N	-	Y	426	N	-	-	3,420		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	27,957	29,768	FTE	30,823	N	-	Y	1,233	Y	1,911	N	-	Y	447	N	-	-	3,591		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	24,149	25,356	FTE	26,624	N	-	N	-	Y	1,651	N	-	Y	386	N	-	-	2,037		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	25,357	26,625	FTE	27,956	N	-	Y	1,118	Y	1,733	SINGLE	4,875	Y	405	Y	468	-	8,600		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	24,148	FTE	25,356	N	-	Y	1,014	Y	1,572	SINGLE	4,875	Y	368	Y	419	-	8,248		
1863A	Business Office	CASHIER	Filled	19,866	20,859	FTE	21,902	N	-	Y	876	Y	1,358	SINGLE	4,875	Y	318	Y	371	-	7,797		
1863A	Business Office	PATIENT ACCESS OPERATOR	Filled	22,999	24,148	FTE	25,356	N	-	N	-	Y	1,572	SINGLE	4,875	Y	368	N	-	-	6,814		
1863A	Business Office	ADMISSION & DISCHARGE LEAD (restructure from	Vacant	-	31,500	FTE	31,500	N	-	N	-	Y	1,953	N	-	Y	457	N	-	-	2,410		
1863A	Business Office	PATIENT ACCESS OPERATOR	Vacant	-	25,792	FTE	22,999	N	-	N	-	Y	1,426	N	-	Y	333	N	-	-	1,759		
1863A	Business Office	PATIENT ACCESS OPERATOR	Filled	22,999	27,082	FTE	27,082	N	-	Y	1,083	Y	1,679	SINGLE	4,875	Y	393	Y	478	-	8,507		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	24,148	FTE	25,356	N	-	N	-	Y	1,572	N	-	Y	368	N	-	-	1,940		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Vacant	-	24,564	FTE	24,564	N	-	N	-	Y	1,523	N	-	Y	356	N	-	-	1,879		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	24,564	FTE	25,356	N	-	N	-	Y	1,572	N	-	Y	368	N	-	-	1,940		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	24,564	FTE	25,356	N	-	N	-	Y	1,572	N	-	Y	368	N	-	-	1,940		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	24,149	25,356	FTE	26,624	N	-	N	-	Y	1,651	N	-	Y	386	Y	449	-	2,485		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Vacant	-	24,148	FTE	25,356	N	-	N	-	Y	1,572	N	-	Y	368	N	-	-	1,940		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	24,149	25,356	FTE	26,624	N	-	Y	1,065	Y	1,651	N	-	Y	386	Y	449	-	3,550		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	21,000	22,280	FTE	23,152	N	-	Y	926	Y	1,435	SINGLE	4,875	Y	336	N	-	-	7,572		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	24,148	FTE	25,356	N	-	Y	1,014	Y	1,572	N	-	Y	368	Y	419	-	3,373		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	185	24,148	FTE	204	N	-	Y	8	Y	13	SINGLE	4,875	Y	3	Y	419	-	5,318		
1863A	Business Office	PATIENT ACCESS REGISTRAR I	Filled	22,999	22,999	FTE	25,356	N	-	N	-	Y	1,572	N	-	Y	368	N	-	-	1,940		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	21,000	22,050	FTE	23,152	N	-	Y	926	Y	1,435	N	-	Y	336	Y	390	-	3,087		
1863A	Business Office	PATIENT ACCESS REGISTRAR II	Filled	26,626	35,628	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-	-	2,246		
1863A	Business Office			984,897	1,395,334	45	1,419,552	-	18,120	88,012	124,791	20,584	8,590		260,096								

BUSINESS OFFICE (1863A)

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	35,000
	Certified Languages International. Telephone Translator Services @ \$1.20/minute. With this, communication will be secured and monitored.	25,000
	Onsite Translator(s) to assist in efficient communication for emergency services and to prevent communication barriers.	10,000
62260	Dues and Subscriptions	500
	Review daily newspaper for public notices on probates for a certain individual's estate. Marianas Variety- 12 x 15.00= \$180 a year. Saipan Tribune- 12 x 19.50=\$234 a year.	
62290	Licenses and Fees	10,000
	Membership Fees for AAHAM, NAHAM, HFMA , and HBMA for staff to access webinars, resources, and vital information that could be implemented in our facility.	
	G4S - Cash Armored Services. Provides a secured transit of currencies from CHC to our bank institution. Service provided five (5) days a week for a total fee of \$566.70 a month.	
62500	Travel	10,000
	One to two staff is expected to travel to attend meetings, trainings, and conferences. Travel request per year for two people to travel to the United States. 2 to 4 days of training. Costs for airfare is estimated at \$3,150 per person x 2=\$6,300; hotel for 3 nights x 2@ 250 =\$1,500; rental car for 3 days x 2@100/day=\$600; Registration Fee per person x 2@800=\$1600.	
62690	Personnel Training Costs	30,000
	Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service.	
63040	Supplies-Office	2,000
	Supplies needed for daily staff needs such as pens, paper clips, binder clips, folders, markers, etc.	
63050	Supplies - Operations	8,000
	Daily operations requires supplies such as Consent for treatment forms, Consent for Hospitalization form, wristbands for adults and children, wristband barcode forms, Sanicloth to disinfect work station daily.	
TOTAL		95,500



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) [2025] Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1863B/G1505S
Department Name: Billing Department

Overview:

Medical billing is a payment practice within the healthcare system. The process involves the systematic processing and submission of healthcare claims for reimbursement. Once the services are provided the billing staff translate the information into standardized codes. These coded records are submitted by billers to the insurance companies or the payer for reimbursements.

Budget Proposal and Justification:

Personnel: Total: \$1,233,495.00

Billing Dept have 29 FTEs, 23 are filled and 6 are vacant.

Salary: \$966,632.00

Fringe Benefits: \$236,863.00.

We will announce the 6 vacancies and hire 6 more staff to increase productivity and revenues.

All Others:

Object/Class Code: **62060-Professional Services** Total: \$160,000.00

Online Bill Pay which allows us to capture more revenue at the convenience of the patients.

Panacea- Price Estimator to provide patients with an estimated cost base per service.

3M Coding & Reimbursement Software: which is used for coding and reimbursement for the CHC, THC and RHC

Object/Class Code: **62290-Licenses and Fees** Total: \$85,000.00

Craneware License Fees. This will maximize revenue and allow for detailed adjustments on fees. Allow us to compare prices to other hospitals Fee Schedules.

Inovalon:(All Eligibility Checks and Claim Submissions) is a yearly contract that we currently have. This is our sole system for Medicare claims and must be renewed each year in order for our Billing Department to submit claims timely and monitor payments.

OfficeAlly for Medicaid claims submissions.

Pitney Bowes Postage Meter Rental Fee: Postage Meter used to mail CHCC's correspondences, vendor payments and billings which are essential to CHCC's daily operations.

Object/Class Code: **62500-Travel** Total: \$10,000.00

Travel to Revenue Cycle Conferences to obtain valuable trainings and materials to share with staff.

Object/Class Code: **62690-Personnel Training** Total: \$61,000.00

Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service.

Object/Class Code: **63040-Office Supplies** Total: \$2,000.00

To budget for the Unit's Open PO account for office supplies. This will supply basic office supplies such as pens, paperclips, binders, scotch tapes, staples, staple removers, and more.

Object/Class Code: **63050-Supplies-Operations** Total: \$30,000.00

Toner Cartridges are needed for our printers. Without any funding, it is extremely difficult to place orders and eventually prevents us from printing and providing required documents to insurances and patients.

Postage-Stamps used for Correspondences between CHCC's vendors and patients.

Object/Class Code: **64560-Office Equipment** Total: \$5,150.00

Industrial Shredder to ensure we are disposing patient information properly and complying with HIPAA regulations.

Push Cart for Medical Charts in Billing.

Object/Class Code: **64570-Office Furniture & Fixtures** Total: \$900.00

Wall Unit Book Shelves for paper bills.

Total for Personnel and All Others: \$ 1,342,790.00

Conclusion:

In conclusion, the Billing Department needs this budget to boost the organization's revenue.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1863B	Business Office	MGR., PATIENT FIN. SVCS. - CODING/BILLING	Filled	58,001	60,901	FTE	60,901	N	-	N	-	Y	3,776	COUPLE	9,993	Y	883	Y	878	15,529	Filled	23
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Vacant	-	43,374	FTE	43,374	N	-	N	-	Y	2,689	N	-	Y	629	N	-	3,318	Vacant	6
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	39,339	41,306	FTE	41,306	N	-	Y	1,652	Y	2,561	COUPLE	9,993	Y	599	N	-	14,805	TBF	-
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	39,339	41,306	FTE	41,306	N	-	N	-	Y	2,561	N	-	Y	599	Y	722	3,881	Total	29
1863B	Business Office	ASSISTANT BILLING MANAGER (prior medical codin	Filled	45,544	39,340	FTE	47,821	N	-	N	-	Y	2,965	FAMILY	15,598	Y	693	N	-	19,257		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	35,682	37,467	FTE	37,467	N	-	Y	1,499	Y	2,323	COUPLE	9,993	Y	543	Y	653	15,011		
1863B	Business Office	MEDICAL BILLING SPECIALIST (prior eligibility woker	Filled	35,682	37,467	FTE	37,467	N	-	N	-	Y	2,323	FAMILY	15,598	Y	543	Y	653	19,118		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	33,983	35,682	FTE	35,682	N	-	N	-	Y	2,212	FAMILY	15,598	Y	517	Y	624	18,952		
1863B	Business Office	MEDICAL CODING SPECIALIST	Filled	35,682	37,467	FTE	37,467	N	-	Y	1,499	Y	2,323	FAMILY	15,598	Y	543	Y	653	20,617		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	27,957	31,972	FTE	31,972	N	-	N	-	Y	1,982	N	-	Y	464	N	-	2,446		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	32,365	33,983	FTE	33,983	N	-	N	-	Y	2,107	SINGLE	4,875	Y	493	N	-	7,474		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Vacant	-	39,688	FTE	39,688	N	-	N	-	Y	2,461	N	-	Y	575	N	-	3,036		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	27,957	32,918	FTE	32,918	N	-	Y	1,317	Y	2,041	FAMILY	15,598	Y	477	N	-	19,433		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	27,957	29,355	FTE	29,355	N	-	Y	1,174	Y	1,820	N	-	Y	426	Y	517	3,937		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	27,957	29,355	FTE	29,355	N	-	N	-	Y	1,820	FAMILY	15,598	Y	426	Y	517	18,361		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST (prior accou	Vacant	-	22,998	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-	1,759		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	26,626	27,957	FTE	27,957	N	-	N	-	Y	1,733	SINGLE	4,875	Y	405	N	-	7,013		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	26,626	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST (reclass her	Vacant	-	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	26,626	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Vacant	-	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	26,626	26,626	FTE	29,356	N	-	Y	1,174	Y	1,820	FAMILY	15,598	Y	426	Y	468	19,486		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	MEDICAL CODING/BILLING SPECIALIST	Filled	22,999	26,626	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-	2,037		
1863B	Business Office	CLAIMS AUDITOR	Vacant	-	40,000	FTE	40,000	N	-	N	-	Y	2,480	N	-	Y	580	N	-	3,060		
1863B	Business Office - Billing			711,942	955,422	29	966,632	-	8,315	59,931	148,917	14,016	5,684							236,863		

PATIENT FINANCIAL SERVICES - BILLING (1863B)

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	160,000
	Online Bill Pay; Pancea-price estimator to provide patients with an estimated cost base per service. 3M Coding & Reimbursement-used for coding and reimbursement for CHCC, THC, and RHC.	
62290	Licenses and Fees	85,000
	Craneware License Fees.	
	Inovalon (All Eligibility and Claim Submission); yearly contract that we currently have.	84,000
	Office Ally: for Medicaid claim submissions	
	Pitney Bowes Postage Meter rental fee.	1,000
62500	Travel	10,000
	Travel to Revenue Cycle Conferences to obtain valuable training material to share with staff.	
62690	Personnel Training Costs	61,000
	Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service.	
	Travel & Services for Staff training to RHC and THC	
	AAPC Certification for Billers to sustain expertise and maintain the verifiable skillsket needed to ensure claims are properly charged.	
63040	Supplies-Office	2,000
	To budget for the Unit's Open PO account for office supplies. This will supply basic office supplies such as pens, paper clips, binders, tape, staples, etc.	
63050	Supplies - Operations	30,000
	To budget for operations supplies such as toner. Postage stamps.	
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	-
64560	Office Equipment	5,150
	Industrial Shredder to ensure we are disposing patient information properly and complying with HIPPA regulations.	5,000
	Push Cart for Medical Charts in Billing	150
64570	Office Furniture & Fixtures	900
	Wall Unit Book Shelves	900
	TOTAL	354,050



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 1864A (G1506S) BUDGET NARRATIVE

- | | |
|---|-------------------------|
| 1) Wages | Total: \$397,956 |
| <ul style="list-style-type: none"> a) Manager, Patient Financial Services – Collection \$52,724
 This position currently oversees, directs, and coordinates the overall functions of the Collections department to ensure maximization of cash flow and timely payment from all sources, while improving patient and other customer relations; produces and presents detailed collection activity reports, and is responsible for understanding Collections procedures within regulatory mandates. b) Supervisor, Patient Financial Services – Collection \$39,340
 This position currently is responsible for ensuring the timeliness and accuracy of claims payments, timely submissions of secondary claims, requests for information, and ensures timely coordination of appeals and associated claims deadlines. c) Collection Specialist \$254,825
 This position is responsible for receiving insurance payments/denials, maintains daily accounting transactions - accurately posting payments and adjustments, billing of secondary, tertiary etc., claims, patient billing after insurance payment(s), processing of returned or rejected bills, and providing excellent customer service – billing inquiries, payment plan(s) assistance, and maintaining customer accounts. d) Denials Coordinator (RN) \$51,066
 This position is responsible for the management and coordination of clinical denials, review of medical records and providing information/documentation for appeal, to ensure payment is made for services that meet medical necessity. | |
| 2) Fringe | Total: \$91,582 |
| <ul style="list-style-type: none"> a) DC Plan Retirement Contribution: \$2,293 b) FICA Contribution: \$24,673 c) Medicare Contribution: \$5,770 d) Health Insurance: \$56,788 e) Life Insurance: \$2,057 | |
| 3) Travel | Total: \$10,000 |
| <p>The manager, supervisor, and/or staff are expected to travel inter-island and/or to the continental U.S. to visit facilities, attend meetings, conferences, and trainings relative to the purpose of the staff duties.</p> | |

- 4) Licenses and Fees** **Total: 2,000**
Licenses cost for the department are inclusive of the hospital system and monthly email licenses, used daily by the department to transact payments, claims billing, maintain patient accounts, and daily business communications.
- 5) Supplies – Office** **Total: 2,000**
Office supplies are needed and replenished in the year. Such supplies include binder clips, paper clips, envelopes, folders, pens, markers, highlighters, mechanical pencils and pencil lead refills, erasers, writing pads, note pads, rubber bands, stamps and ink refills, staplers and staples, tape dispensers, and tape.
- 6) Supplies – Operations** **Total: 3,000**
Operations cost for supplies such as paper towels, toilet tissue, sanitizing cloths, hand sanitizers, soaps, lighting, phones and phone services, repair and maintenance of office and office equipment, and pre-printed stationary (envelopes and claim forms) are needed by and replenished within the department.
- 7) Office Furniture & Fixtures** **Total: 8,000**
With the additional staffing needs for the department and limited office space, the replacement of old, large desks and purchase of new, space-saving desks and/or cubicle-style office furniture would help accommodate staffing needs. The purchase of new office chairs to replace old office chairs that have been used for many years, is a goal of the department to provide for a good posture health of staff sitting at their desks for prolonged periods of time, as needed to perform their duties.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe						
1864A	Patient Fin Service-Collection	MGR., PATIENT FIN. SVCS. - COL	Filled	50,213	52,724	FTE	52,724	N	-	N	-	Y	3,269	FAMILY	15,598	Y	765	Y	878		20,509
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Filled	27,957	29,355	FTE	29,355	N	-	N	-	Y	1,820	N	-	Y	426	N	-		2,246
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Filled	24,688	25,922	FTE	29,355	N	-	Y	1,174	Y	1,820	N	-	Y	426	N	-		3,420
1864A	Patient Fin Service-Collection	SUP., PATIENT FIN. SVCS.- COL	Filled	37,467	39,340	FTE	39,340	N	-	N	-	Y	2,439	FAMILY	15,598	Y	570	Y	692		19,300
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Vacant	-	30,823	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-		2,037
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Filled	26,626	27,957	FTE	27,957	N	-	N	-	Y	1,733	FAMILY	15,598	Y	405	Y	488		18,225
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Filled	26,626	27,957	FTE	27,957	N	-	N	-	Y	1,733	COUPLE	9,993	Y	405	N	-		12,132
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST (prior accounting technician)	Filled	30,824	32,365	FTE	32,365	N	-	N	-	Y	2,007	N	-	Y	469	N	-		2,476
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Vacant	-	24,564	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-		2,037
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Filled	26,626	23,394	FTE	27,957	N	-	Y	1,118	Y	1,733	N	-	Y	405	N	-		3,257
1864A	Patient Fin Service-Collection	COLLECTION SPECIALIST	Vacant	-	23,394	FTE	26,626	N	-	N	-	Y	1,651	N	-	Y	386	N	-		2,037
1864A	Patient Fin Service-Collection	DENIALS COORDINATOR (RN)	Vacant	-	51,066	FTE	51,066	N	-	N	-	Y	3,166	N	-	Y	740	N	-		3,907
1864A	Patient Fin Service-Collection			251,027	388,862	12	397,956	-	2,293	24,673	56,788	5,770	2,057		91,582						

Filled	8
Vacant	4
TBF	-
Total	12

Patient Financial Services - Collections: 1864A/G1506S

Schedule B

Obj. Code	Item	FY 2025 Request
62500	Travel	10,000
	Travel inter-island or to U.S. to visit facilities, attend meetings, conferences, and trainings relative to the purpose of the staff duties.	
62290	Licenses and Fees	2,000
	Hospital system and monthly e-mail licenses.	
63040	Supplies - Office	2,000
	Office supplies such as binder clips, paper clips, envelopes, folders, pens, markers, highlighters, etc.	
63050	Supplies - Operations	3,000
	Costs for supplies such as paper towels, toilet tissue, sanitizing cloths, hand sanitizers, soap, etc.	
64550	Computer Systems & Equipment	-
	To be requested through HIT, if needed.	
64570	Office Furniture & Fixtures	8,000
	Replacement of old desks and office chairs .	
TOTAL		25,000

OUTPATIENT PHARMACY: 1908A/G5001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues and Subscriptions	76,000.00
62290	Licenses and Fees	50,000.00
	Licensing, accreditation, and recredentialing costs to remain in compliance with healthcare regulations and standards.	
63050	Supplies-Operations	15,000.00
	To budget for supplies used in day-to-day operations such as prescription labels, thermal papers, medicaid forms, etc.	
	TOTAL	141,000.00



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



FY 2025 BUDGET NARRATIVE

ENVIRONMENTAL HEALTH: 1865A/ G4006S

SCHEDULE B

Personnel

Position	FTE STATUS
ENVIRONMENTAL HEALTH TECHNICIAN	Filled
ENVIRONMENTAL HEALTH TECHNICIAN	Filled
ENVIRONMENTAL HEALTH TECHNICIAN	Filled
ADMINISTRATIVE OFFICER	Filled
Administrative Clerk	VACANT

Justification:

1. The Environmental Health Technicians will conduct daily field activities for surveillance of food, water and vector borne diseases; regulatory compliance inspections at regulated establishments such as retail food, barber/beauty, schools and childcare facilities, hotels, motels and other room accommodations; conducting public health education and outreach programs, workshops, trainings focused on food safety, health and hygiene.
2. The Administrative Officer will coordinate administrative activities related to budget monitoring, procurement and purchasing, human resource support, community event coordination.
3. The Administrative Clerk will provide entry level administrative support: customer service, organize and file records, answering inquiries, scheduling clients, routing internal communications and documents, office organization.

Obj. Code	Item	Qty	Unit Price	FY 2022	FY 2023 BUDGET	FY 2024 BUDGET	FY 2025 REQUEST
62250	Communications	12	700	8,400	8,820	8,820	8,820
	Support the costs of landline, internet-DSL, and long distance calls, @ \$300/month x 12						

Justification:

Monthly service costs from local network provider to ensure open communication of EHDP program and services to the community. Access to long distance calls to ensure continuous and timely communication with federal partners. Cell phone communication for management and personnel assigned on-call: after hours' vessel clearance, community complaints. 3 units: Director, On-call Supervisor and On-call staff

62300	Printing & Photocopying			20,000	21,000	21,000	25,000
	Printing of EHDP required forms - food inspection, physical food handler, ship clearance, etc.						

Justification:

Reproduction of essential program documents, forms, and reports including permits and certifications for compliance and record-keeping purposes. Printing and photocopying of training materials, handouts, and educational materials to support staff development and distribution to stakeholders.

62500	Inter-island travel, EHPD inspections	Federally Funded		-	5,025	5,025	10,000
62500.1	per diem; \$200.X5 days	3	875		2,625		
62500.2	Transportation 70X5	3	350		1,050		

Justification:

1. Monthly travel for two personnel to carry out EHDP services: food handler certifications, sanitary permit compliance inspections, vector surveillance, field visits, program assessment and technical support on Rota (and Tinian, as needed)
2. (General Travel Justification) Off-island travel to pertinent meetings, trainings or conferences that support staff development and collaboration with partners to meet overall program goals and objectives. Travel costs: provisions for transportation expenses including airfare, ground transportation, hotel accommodations, registrations fees (if applicable), and daily per diem.

Obj. Code	Item	Qty	Unit Price	FY 2022	FY 2023 BUDGET	FY 2024 BUDGET	FY 2025 REQUEST
62660	Repairs & Maintenance	12	500	6,000	6,300	6,300	10,000
	Support the costs of repairs, service maintenance, parts, supplies, and labor for office equipment, vehicles						

Justification:

Costs for routine scheduled maintenance, lubrication, servicing of equipment, vehicles, and technology equipment to preserve lifespan and minimize downtime. Additional provisions for unforeseen emergency maintenance that may disrupt operations. Repairs and maintenance are essential to safeguard organizational assets and equipment ensuring operational reliability.

62750	Cleaning Services			-	1,200	1,200	2,500
	\$100/month x 12 - BEH building - trash collection. Reduce bin assignment from	12	100	-	1,200		

	3 to 1 bin						
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Justification:

Weekly trash collection and disposal services for 1 large bin that will accommodate all four buildings on the premises. Cleaning services are critical for demonstrating our commitment to cleanliness and professionalism in our work environment.

63030	Fuel & Lubricate			12,240	12,852	12,852	12,600
	\$1,000/month x 12 - BEH vehicles	12	1,000	12,000	12,600		
				240			

Justification:

Fuel expenses for three (3) EHDP assigned vehicles for the purchase of gasoline and lubricate used for transportation, delivery and field operations ensuring timely service delivery: sanitary inspections, vessel clearance, vector surveillance, premise assessments and responding to community complaints.

Obj. Code	Item	Qty	Unit Price	FY 2022	FY 2023 BUDGET	FY 2024 BUDGET	FY 2025 REQUEST
63040	Supplies - Office			3,600	3,780	3,780	3,780
	\$200/month x 12 - daily office supplies (pens, pencils, writing pads, etc.).	12	200	2,400	2,520		
	Toners; Printer and Xerox machine \$1,200 per yr.	1	1,200	1,200	1,260		

Justification:

General office supplies to support day-to-day operations, administrative functions, and staff productivity within the program. Essential supplies to include writing implements, notebooks, sticky pads, whiteboards, markers, standard printer paper, inks and toners, envelopes and labels, folders, binders, computer accessories etc. By investing in essential office supplies, employees will have the tools efficiently and effectively perform duties.

63050	Supplies Operations			3,600	3,780	3,780	3,780
	\$200/month x 12 - operational supplies (cleaning supplies, etc.)	12	300	3,600	3,780		

Justification:

Funding for office consumables such as batteries, light bulbs, waste bins, trash bags, hand soaps etc.; cleaning and janitorial supplies for maintaining cleanliness, hygiene, and sanitation standards; maintenance and repair supplies such as water pumps for facility upkeep; PPEs and safety supplies for office safety and staff conducting field inspections.

64570	Office Furniture and Fixtures			-	-	-	15,000
	To replace old/ damaged office desk and chairs. Adm. Section: Shelves, 2 desk/3 chair, shadder, Supervisors; 4 chairs	0		-	-		

Justification:

Funding for reception desk or counter for newly renovated training center, signage, and sound boards to improve acoustics during weekly training sessions. Comfortable chairs and desks to accommodate food handlers and facilitate productive learning environment. Storage furniture such as bookshelves and display unit to store reference materials and literature; filing cabinets for documents storage and to safety secure valuable equipment and supplies.

64580	Vehicles - Public Service			105,000	45,000	45,000	45,000
	Total of 3 assigned vehicles to the BEH unit; 1 pending to be surveyed/disposal due to not economical/irreparable; The proposed purchase of five new vehicles will sufficiently assist the BEH staff perform inspections. Note: One vehicle transfer lateral from PHEP operation account	Mar-22 Jan-23	35,000				2 assigned vehicles.

Justification:

Funding for purchase of an additional vehicle to meet program operation demands for timely delivery of sanitary permit compliance inspections and other programmatic activities. To ensure EHDP has the fleet of vehicles to carry out mandates and meet program objectives.

Obj. Code	Item	Qty	Unit Price	FY 2022	FY 2023 BUDGET	FY 2024 BUDGET	FY 2025 REQUEST
62290	CONTRACTUAL – Licenses and fees	1	36,000	-	-	-	36,000
	\$36,000 annual licensing fee for EH permit and inspection data management system			-	-		

Justification:

Funding for the implementation and sustainability of an EH health permitting and inspection management system that will modernize and streamline regulatory processes, enhance data accuracy, and improve overall program operations. The investment in a system will enable effective management of permits, inspections, and training for the protection of public health.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe
1865A	Env. Quality/Sanit. - Saipan	DIRECTOR, BUREAU ENV. HEALTH	Filled	67,290	70,195	FTE	70,655	N - Y	2,826	Y	4,381	COUPLE 9,993	Y 1,024	Y 878	19,102
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH MANAGER	Filled	50,213	53,620	FTE	52,724	N - Y	2,109	Y	3,269	N - Y	765	Y 878	7,020
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	26,626	28,436	FTE	27,957	N - Y	1,118	Y	1,733	SINGLE 4,875	Y 405	Y 497	8,629
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH INSPECTOR	Filled	47,821	51,065	FTE	50,212	N - Y	2,008	Y	3,113	FAMILY 15,598	Y 728	Y 878	22,326
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH INSPECTOR	Vacant	-	51,065	FTE	43,374	N - N	-	Y	2,689	N - Y	629	N -	3,318
1865A	Env. Quality/Sanit. - Saipan	ADMINISTRATIVE OFFICER (restructure from trades)	Filled	59,116	36,292	FTE	59,116	N - N	-	Y	3,665	SINGLE 4,875	Y 857	Y 634	10,031
1865A	Env. Quality/Sanit. - Saipan	ADMINISTRATIVE ASSISTANT	Filled	35,682	38,108	FTE	37,467	N - N	-	Y	2,323	COUPLE 9,993	Y 543	Y 673	13,532
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH INSPECTOR	Filled	43,374	46,318	FTE	45,543	N - N	-	Y	2,824	SINGLE 4,875	Y 660	Y 809	9,168
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (VECTOR C	Filled	26,626	28,119	FTE	27,957	N - N	-	Y	1,733	N - Y	405	N -	2,139
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	32,365	34,563	FTE	33,983	N - Y	1,359	Y	2,107	SINGLE 4,875	Y 493	Y 605	9,438
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	22,999	25,356	FTE	24,148	N - N	-	Y	1,497	N - Y	350	N -	1,847
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	24,149	24,310	FTE	25,356	N - Y	1,014	Y	1,572	N - Y	368	N -	2,954
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	30,824	32,919	FTE	32,365	N - N	-	Y	2,007	SINGLE 4,875	Y 469	N -	7,351
1865A	Env. Quality/Sanit. - Saipan	ENV HLTH TECH (VECTOR CTRL)	Filled	26,626	28,119	FTE	27,957	N - N	-	Y	1,733	SINGLE 4,875	Y 405	N -	7,013
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH SPECIALIST	Filled	30,000	33,075	FTE	31,500	N - N	-	Y	1,953	N - Y	457	N -	2,410
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN	Filled	22,999	25,356	FTE	24,148	N - N	-	Y	1,497	N - Y	350	N -	1,847
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (restructur	Filled	22,999	40,012	FTE	24,148	N - N	-	Y	1,497	N - Y	350	N -	1,847
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (prior enviro	Filled	22,999	23,394	FTE	24,148	N - N	-	Y	1,497	N - Y	350	N -	1,847
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (prior enviro	Filled	22,999	40,012	FTE	24,148	N - N	-	Y	1,497	FAMILY 15,598	Y 350	N -	17,446
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (prior enviro	Filled	30,824	40,012	FTE	32,365	N - Y	1,295	Y	2,007	FAMILY 15,598	Y 469	Y 702	20,071
1865A	Env. Quality/Sanit. - Saipan	ENVIRONMENTAL HEALTH TECHNICIAN (prior enviro	Vacant	-	40,012	FTE	22,999	N - N	-	Y	1,426	N - Y	333	N -	1,759
1865A	Env. Quality/Sanit. - Saipan			646,528	790,357	21	742,272	-	11,730	46,021	96,029	10,763	6,552		171,095

Filled	19
Vacant	2
TBF	-
Total	21

BUREAU OF ENVIRONMENTAL HEALTH: 1865A/G4006S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62250	Communications	8,820
	Support the costs of landline, internet-DSL, and long distance calls.	
62290	Licenses and Fees	36,000
	Annual licensing fee for EH permit and inspection data management system.	
62300	Printing & Photocopying	25,000
	Printing of BEH required forms - food inspection, physical food handler, ship clearance, etc.	
62500	Travel Expenses	10,000
	Monthly travel for two personnel to perform EHDP services: food handler certifications, sanitary permit compliance inspections, vector surveillance, field visits, program assessment, and technical support on Rota and Tinian, as needed. Travel for meetings, trainings, or conferences that support staff development.	
62660	Repairs & Maintenance	10,000
	Costs for routine scheduled maintenance, lubrication, servicing of equipment, vehicles, and technology. As well as unforeseen emergency maintenance.	
62750	Cleaning Services	2,500
	Weekly trash collection and disposal services for 1 large bin that will accommodate all 4 bldgs.	
63030	Fuel & Lubricate	12,600
	Fuel and lubrication expenses for 3 EHDP assigned vehicles.	
63040	Supplies - Office	3,780
	General office supplies to support day-to-day operations such as pens, notebooks, etc.	2,400
	Toner, ink, etc.	1,260
63050	Supplies - Operations	3,780
	Operations supplies such as lightbulbs, waste bins, trash bags, hand soap, etc.	
64570	Office Furniture and Fixtures	15,000
	Reception desk or counter for newly renovated training center; signage, and soundboards. Chairs, desks, and storage furniture.	
64580	Vehicles - Public Service	45,000
	2 assigned vehicles. This is for purchase of 1 additional vehicle to meet program operation demands.	
	TOTAL	172,480



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1866A/G2006S

Department Name: Dental Services

PERSONNEL:

With 3 dental providers and the rise of patient population treated in the Oral Health Clinic, including dental treatment under general anesthesia in the Dental Operating Room (OR) facility, there is a need of all the requested FTEs of dental staff for adequate services to be offered to the patient population. Due to the difficulty in the recruitment of a dental hygienist, we request to keep this position open for recruitment.

JUSTIFICATIONS FOR DENTAL CLINIC 1866A/G2006S – SCHEDULE B

1. **62060 – Professional Services \$1,500**
 - a. Ace Dental Software charges annually to support the dental software. This software is for electronic health records that allows communication between all 3 islands in the CNMI regarding dental patients.
2. **62500 – Travel \$1,000**
 - a. Travel for dental staff to Tinian and Rota to evaluate the programs annually.
3. **62660 – Repairs and Maintenance \$3,000**
 - a. \$2,000 for car maintenance: The Dental department vehicle (a van) requires annual registration renewal and periodic maintenance. The van is used to support dental activities outside the dental facility.
 - b. \$1,000 for the calibration and preventive maintenance of dental equipment. This is for any maintenance costs of dental equipment that are not covered by the agreement between PBSI and CHCC.
4. **63070 – Medical-General Supplies \$75,000**
 - a. The increase in services including opening the Dental OR and having 3 dental providers will increase the usage of dental materials and supplies.
5. **64540 – Machinery, Tools, and Equipment \$26,000**
 - a. Purchase of an x-ray machine (\$18,000): the x-ray machine on Rota is over 20 years old and is breaking down. A new x-ray machine is necessary for diagnostic purposes in evaluating oral disease.

P.O. Box 500409 CK, Saipan, MP 96950
Telephone: (670) 236-8201/2 FAX: (670) 233-8756

- b. Purchase of Tabletop Autoclave (\$8,000): Current Tabletop Autoclave is an old autoclave from Kagman and it is beginning to fail to sterilize instruments properly. A new autoclave is needed to adequately sterilize dental instruments.

6. 63050 – Supplies – Operation \$3,500

- a. Purchase of essential supplies needed for the daily operations of the Oral Health Clinic.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe						
1866A	Dental Services-Saipan	DENTAL HYGIENIST	Filled	51,052	53,604	FTE	53,604	N	-	N	-	Y	3,323	COUPLE	9,993	Y	777	Y	878		14,971
1866A	Dental Services-Saipan	DENTAL ASSISTANT III	Filled	35,734	37,521	FTE	37,521	N	-	Y	1,501	Y	2,326	COUPLE	9,993	Y	544	Y	663		15,027
1866A	Dental Services-Saipan	DENTAL ASSISTANT III	Filled	35,734	37,521	FTE	37,521	N	-	N	-	Y	2,326	SINGLE	4,875	Y	544	Y	663		8,408
1866A	Dental Services-Saipan	DENTAL ASSISTANT III	Filled	35,734	37,521	FTE	37,521	N	-	Y	1,501	Y	2,326	N	-	Y	544	Y	663		5,034
1866A	Dental Services-Saipan	PATIENT ACCESS SPECIALIST	Filled	21,902	22,998	FTE	22,998	N	-	N	-	Y	1,426	N	-	Y	333	N	-		1,759
1866A	Dental Services-Saipan	DENTAL THERAPIST	Filled	37,461	46,305	FTE	46,305	N	-	Y	1,852	Y	2,871	N	-	Y	671	Y	809		6,204
1866A	Dental Services-Saipan	ORAL HEALTH PROJECT COORDINATOR (reclass der	Filled	40,516	46,305	FTE	46,305	N	-	N	-	Y	2,871	N	-	Y	671	N	-		3,542
1866A	Dental Services-Saipan	DENTAL HYGIENIST - REINSTATE	Vacant	-	46,305	FTE	46,305	N	-	N	-	Y	2,871	N	-	Y	671	N	-		3,542
1912A	Rota Health Center	DENTAL ASSISTANT I (restructure staff nurse)	Filled	23,152	-	EC	24,310	N	-	N	-	Y	1,507	N	-	Y	353	N	-		1,860
1866A	Dental Services-Saipan	DENTAL ASSISTANT I	Filled	22,050	31,350	FTE	31,350	N	-	N	-	Y	1,944	N	-	Y	455	N	-		2,398
1866A	Dental Services-Saipan			303,337	359,429	10	383,740	-	4,854	23,792	24,860	5,564	3,676								62,746

Filled	9
Vacant	1
TBF	-
Total	10

DENTAL CLINIC: 1866A/G2006S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	1,500
	Annual support for Ace Dental software.	
62500	Travel	1,000
	To support travel cost, twice a year to Rota and Tinian for Dental Clinic Staff to provide services.	
62660	Repairs & Maintenance	3,000
	Maintenance for dental services van; calibration and preventative maintenance of dental equipment.	
63040	Supplies - Office	2,500
	To support the cost of purchasing office supplies essential for the day-to-day operation of the clinic.	
63050	Supplies - Operations	1,000
	Purchase of essential supplies needed for the daily operations of the Oral Health Clinic.	
63070	Medical-General Supplies	75,000
	The cost of dental materials and supplies. Increase due to activation of dental OR and 3 medical providers. Also opening services in Rota to 5 days/week.	
64540	Machinery, Tools & Equipment	26,000
	To procure x-ray machine for Rota (\$18,000.00) - current x-ray is over 20 yrs old. To procure Tabletop Autoclave (\$8,000.00) - current was inherited from KHC and is constantly failing.	
64550	Computer Systems and Equipment	-
	To be requested through HIT, if needed.	
	TOTAL	110,000



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



DIVISION OF PUBLIC HEALTH SERVICES

FY 2025- BUDGET REQUEST

NARRATIVE JUSTIFICATION

Budget Unit# 1867A

DIVISION OVERVIEW

The Division of Public Health Services (DPHS) comprises of the Maternal, Infant, Child & Adolescent Health (MICAH) Programs, Non-Communicable Disease (NCD) Prevention & Management Programs, and Communicable Disease (CD) Prevention and Management Programs, which include Immunization Program, TB/Hansen's Disease Program, and the HIV/STD/VH Prevention. Additionally, the Division maintains units for Communications and Data activities that are vital for public health promotion and intervention prioritization.

In 2023, the Division was restructured to include the Environmental Health and Disease Programs (EHDP), which was formerly known as the Bureau of Environmental Health. However, this budget request will not include funds needed for the EHDP as that request will be handled through a separate established business unit.

There are approximately 100 employees of the DPHS, not including EHDP team members. In order to improve the health of all people in the Commonwealth, the Division strives to empower families and communities to "choose health" and make healthy choices towards a healthier lifestyle.

The Programs and Services administered by the DPHS are largely supported through federal grants awarded to the CHCC for Public Health interventions by the US Department of Health & Human Services. However, not all CNMI public health needs are addressed by the awards currently available to the CHCC. Therefore, the request submitted herein, is presented to address these critical and unfunded areas needed to prevent disease, and reduce the morbidity and mortality caused by diseases, their risk factors, and other preventable conditions.

TOTAL PERSONNEL \$341,285

SALARIES & WAGES \$274,279

Position Title	Name	Salary	Time	Months	Total
Director of PHS	Pangelinan, Heather	\$86,650	1.0 FTE	12	\$86,650
Rota Public Health Program Coordinator	Vacant	\$45,000	1.0 FTE	12	\$45,000
Health Educator	Vacant	\$34,584	1.0 FTE	12	\$34,584
Tinian Public Health Program Coordinator	Kwon-Sablan, Gizelle	\$49,613	1.0 FTE	12	\$49,613

Patient Navigator	Vacant	\$27,082	1.0 FTE	12	\$27,082
Coding/Billing Specialist (PH)	Vacant	\$31,350	1.0 FTE	12	\$31,350
TOTAL					\$274,279

Duties/Responsibilities & Nature of Work

Director of Public Health Services- Responsible for the direction and leadership of operational, financial, programmatic and staff activities for Public Health Services. This includes establishing, meeting and continuously monitoring goals and objectives while maintaining alignment with the strategic goals and objectives for the Commonwealth Healthcare Corporation. While the range of duties and responsibilities is broad and varied, the position’s major responsibility is directing the day-to-day operations, budgeting, financial management, and human resources management. The Director works closely with a variety of stakeholders, coordinating the activities of Public Health Services across the Corporation. The Director of serves as the programmatic and operational leader for Public Health Services and is responsible to the Chief Operations Officer and works closely with employees and leaders. Responsibilities include assisting the Chief Executive Officer in the formation and enforcement of public health regulatory activities.

Rota Public Health Program Coordinator- To coordinate and assist respective state-level Public Health (PH) program managers in all programmatic aspects of programs such as grant writing, policy development, data collection and surveillance activities, program monitoring and evaluation, community outreach services and activities extended to the population of Rota. The PHPC will serve as the primary point of contact (POC) in all public health related preparedness and response activities. Additionally, will serve as the Public Health Emergency Preparedness Program (PHEPP) surveillance coordinator for each respective island that will involve collection, compilation, and submission of weekly syndromic surveillance report to the Commonwealth Healthcare Corporation (CHCC) for incorporation into the weekly WHO Pacific Syndromic Surveillance coordinator, the PHPC will also serve as a member of the CNMI epidemiologic response team to respond to and mitigate any significant disease or other related outbreaks in the community.

Health Educator- Will focus on teaching people about behaviors that promote wellness, including developing and implementing strategies to improve the health of individuals and communities; will work with programs to collect data and conduct presentations on specific health concerns with specific populations or communities. Will develop educational campaigns, programs, activities, and information with DPHS programs to promote healthy habits and environments, including Rota and Tinian.

Tinian Public Health Program Coordinator- To coordinate and assist respective state-level Public Health (PH) program managers in all programmatic aspects of programs such as grant writing, policy development, data collection and surveillance activities, program monitoring and evaluation, community outreach services and activities extended to the population of Rota. The PHPC will serve as the primary point of contact (POC) in all public health related preparedness and response activities. Additionally, will serve as the Public Health Emergency Preparedness Program (PHEPP) surveillance coordinator for each respective island that will involve collection, compilation, and submission of weekly syndromic surveillance report to the Commonwealth Healthcare Corporation (CHCC) for incorporation into the weekly WHO Pacific Syndromic Surveillance coordinator, the PHPC will also serve as a member of the CNMI epidemiologic response team to respond to and mitigate any significant disease or other related outbreaks in the community.

Patient Navigator- Will work with PH Programs and Outpatient Clinics to provide the support to ensure that patients receive services including follow-up with medications, appointments, referrals to programs and specialist to assure improved health outcomes.

Coding/Billing Specialist- Will work on timely preparation and submission of all billable services under PHS, such as vaccinations, family planning services, and nutrition education. The Division seeks to improve its billing capacity and to effectively capture and submit claims for payment for services that are covered under Medicaid and private insurers.

FRINGE BENEFITS \$67,006

Fringe Benefit	Percentage of Salary	Amount Requested
FICA	6.20%	\$17,005
Personnel Benefits & Health Insurance	16.78%	\$46,024
Medicare	1.45%	\$3,977
Total Fringe		\$67,006

TOTAL MEDICAL SUPPLIES \$238,500

63070 MEDICAL- GENERAL SUPPLIES \$7,500

Type of supply	Quantities	Unit Price	Total Requested
Glucometers and Lancets	1 lot	\$2,500	\$2,500

To purchase supplies that are not covered by federal awards for Non-Communicable Diseases, such as lancets, glucometers, strips, monofilaments, grippers and nicotine replacement therapy (gum and patch) to be used for outreach and screening for diabetes and hypertension in the community and for tobacco cessation, including Rota and Tinian. These supplies will ensure early identification of chronic diseases and treating risk factors to prevent disease.

Type of supply	Quantities	Unit Price	Total Requested
Contraceptives	1 lot	\$5,000	\$5,000

To support the cost of birth control pills, depo provera, and other supplies for sexual and reproductive health ordered via the CHCC Pharmacy. These funds will be used to cover the supplies needed by the community that are not covered by the FP program. The federal award for Family Planning does not provide sufficient funds to address the community need. These funds are critical for the prevention of unwanted or unplanned pregnancies, especially those among vulnerable groups, such as adolescents.

63080 MEDICAL- LAB SUPPLIES \$16,000

Type of supply	Quantities	Unit Price	Total Requested
Laboratory and radiology screening and diagnostic Services for	1 lot	\$16,000	\$16,000

Tuberculosis			
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These funds will be used to support the cost for screening and diagnosis of tuberculosis in the CNMI. The CNMI has a high prevalence of TB infected community members and these resources are needed to be able to meet the demand for screening and diagnosis of suspected patients in order to prevent the spread of TB within the CNMI population. Many of our TB patients are uninsured, making it critical to address barriers to accessing screening and diagnostic services in order to prevent more community members from becoming infected.

63090 MEDICAL PHARMACEUTICAL SUPPLIES \$215,000

Type of supply	Quantities	Unit Price	Total Requested
TB Treatment Medications	1 lot	\$15,000	\$15,000

These funds will provide access to medications for treatment of TB and LTBI patients who are uninsured and can not afford treatment. Access to treatment is crucial for preventing the spread of TB in the CNMI and to prevent disease progression and even death.

Type of supply	Quantities	Unit Price	Total Requested
Vaccines	1 lot	\$200,000	\$200,000

To purchase vaccines for children and adults who do not qualify for CDC funded vaccines and to support vaccines needed for uninsured adults. These supplies are even more so critical as diseases such as the measles and polio are resurfacing in the United States and other parts of the world. Vaccines to prevent hospitalization and death from Influenza, COVID-19 and RSV will also be supported with these funds. Currently, there is an unmet need in the community, especially among the uninsured adult population, for vaccines as the federal award to support this population is very minimal and insufficient to address the need.

TOTAL OTHERS \$9,072

62260 DUES & SUBSCRIPTIONS \$1,000

Description	Quantity	Unit Price	Total Requested
Dues for annual membership to PIHOA	1	\$1,000	\$1,000

To support the cost of the Director of Public Health Services annual membership to the Pacific Island Health Officers Association (PIHOA). PIHOA's mission is to improve the health and well-being of USAPI communities by providing, through consensus, a unified credible voice on health issues of regional significance.

62750 CLEANING SERVICES \$3,072

Description	Quantity	Unit Price	Total Requested
Cleaning Services for	12	\$256	\$3,072

PHS Office			
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To support the cost of cleaning services at the Public Health Offices (we will request to cost share with PHEPP)

64580 FREIGHT & SHIPPING \$5,000

Description	Quantity	Unit Price	Total Requested
FedEx Shipping	1 Lot	\$5,000	\$5,000

These funds will support the shipping of Newborn Bloodspot Cards to Oregon Public Health Laboratory. Newborn bloodspot samples are collected by the hospital nursery for all infants born at CHCC as part of a standard of care to screening for metabolic conditions. Fedex shipping of these samples to Oregon is critical for ensuring timely identification of newborn congenital issues that require intervention or treatment. The cost of the bloodspot cards are procured via the CHCC Laboratory Department. It has been a practice in the past for Public Health to support a portion of the shipping cost.

TOTAL BUDGET REQUEST \$588,857.00

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1867A	General Public Health	DIRECTOR, POPULATION HEALTH SERVICES	Filled	76,650	86,650	FTE	86,650	N	-	Y	3,466	Y	5,372	FAMILY	15,598	Y	1,256	Y	878	26,571	Filled	2
1867A	General Public Health	PH PROGRAM COORDINATOR-ROTA	Vacant	-	45,000	FTE	45,000	N	-	N	-	Y	2,790	N	-	Y	653	N	-	3,443	Vacant	5
1867A	General Public Health	PH PROGRAM COORDINATOR	Vacant	-	54,698	FTE	54,698	N	-	N	-	Y	3,391	N	-	Y	793	N	-	4,184	TBF	-
1867A	General Public Health	HEALTH EDUCATOR	Vacant	-	34,584	FTE	34,584	N	-	N	-	Y	2,144	N	-	Y	501	N	-	2,646	Total	7
1867A	General Public Health	PROGRAM COORDINATOR-TINIEN	Filled	35,682	49,613	FTE	49,613	N	-	Y	1,985	Y	3,076	SINGLE	4,875	Y	719	Y	868	11,522		
1867A	General Public Health	PATIENT NAVIGATOR	Vacant	-	27,082	FTE	27,082	N	-	N	-	Y	1,679	N	-	Y	393	N	-	2,072		
1867A	General Public Health	CODING/BILLING SPECIALIST (restructure project a	Vacant	-	31,350	FTE	31,350	N	-	N	-	Y	1,944	N	-	Y	455	N	-	2,398		
1867A	General Public Health			112,332	328,977	7	328,977	-	5,451	20,397	20,473	4,770	1,745							52,836		

GENERAL PUBLIC HEALTH: 1867A/G4001S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62260	Dues and Subscription	1,000
DPHS Office	To support the cost of the Director of Public Health Services annual membership to the Pacific Island Health Officers Association (PIHOA). PIHOA's mission is to improve the health and well-being of USAPI communities by providing, through consensus, a unified credible voice on health issues of regional significance.	
62750	Cleaning Services	3,072
	To support the cost of cleaning services at the Public Health Offices (we will request to cost share with PHEPP).	
63070	Medical-General Supplies	7,500
NCDB	To purchase supplies that are not covered by federal awards for non-communicable diseases such as lancets, glucometers, strips, monofilaments, pripers, nicotine replacement therapy (gum and patch) to be used for outreach and screening for diabetes and hypertension in the community and for tobacco cessation including Tiniann and Rota.	2,500
MCHB	Cost of birth control pills, depo provera, and other supplies for sexual and reproductive health ordered via the CHCC pharmacy. This is to cover cost of supplies not covered under the federal award for Family Planning.	5,000
63080	Medical-Lab Supplies	16,000
	Laboratory and radiology screening and diagnostic services for Tuberculosis (TB).	16,000
63090	Medical-Pharmaceutical Supplies	215,000
TB Clinic	Funding for medication for treatment of TB and LTBI patients who are uninsured and cannot afford treatment. Access to treatment is crucial for preventing the spread of TB in the CNMI and to prevent disease progression and even death.	15,000
Vaccination	To purchase vaccines for children and adults who do not qualify for CDC funded vaccines and to support vaccines needed for uninsured adults.	200,000
62680	Freight & Handling	5,000
	The cost of shipping of Newborn Bloodspot Cards to Oregon Public Health Laboratory. FedEx shpping of these samples to Oregon is critical for ensuring timely identification of newborn congenital issues that require intervention or treatment.	
		247,572



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



FY 2025 LOCAL BUDGET NARRATIVE & JUSTIFICATION

1869A/G4501S: Community Guidance Center

A. PERSONNEL SALARY:

Position	Annual Salary	Level of Effort	Total Cost
(1) CGC Clinical Services Director	\$145,765	100%	\$145,765
(2) CGC Wellness Clinic Supervisor/Psychotherapist	\$73,540	100%	\$73,540
(3) CGC Wellness Clinic Psychotherapist	\$50,000	100%	\$50,000
(4) CGC Data Manager	\$65,000	100%	\$65,000
(5) CGC Director	\$84,001	100%	\$84,001
(6) CGC Behavioral Health Case Manager	\$63,000	100%	\$63,000
(7) CGC Addictions Counselor III, Supervisor	\$64,085	100%	\$64,085
(8) CGC Addictions Counselor II	\$55,360	100%	\$55,360
(9) CGC Addictions Counselor II - Associate	\$43,374	100%	\$43,374
(10) CGC Addictions Counselor III - Associate	\$50,212	100%	\$50,212
(11) Licensed Master Clinical Social Worker	\$63,000	100%	\$63,000
(12) Clinical Psychologist	\$110,000	100%	\$110,000
(13) Mental Health Counselor or Associate	\$50,000	100%	\$50,000
(14) Mental Health Counselor or Associate	\$50,000	100%	\$50,000
(15) Behavioral Health Specialist or Technician	\$35,000	100%	\$35,000
(16) Behavioral Health Specialist or Technician	\$35,000	100%	\$35,000
(17) Program Manager	\$50,000	100%	\$50,000
(18) Program Coordinator – Tinian	\$43,374	100%	\$43,374
(19) Program Coordinator – Rota	\$43,374	100%	\$43,374
(20) Quality Assurance/Accreditation Manager	\$50,000	100%	\$50,000
TOTAL:			\$1,224,085

Justification:

(1) The Clinical Services Director is responsible to provide oversight of clinical management, supervision, and services for the CHCC: Community Guidance Center. The Clinical Services Director guides and integrates CGC clinical plans, activities, priorities, and efforts among behavioral health clinics within the Community Guidance Center and Commonwealth Healthcare

Corporation. The Clinical Services Director oversees the provision and coordination of clinical guidance and consultation to CGC clinical teams for quality service delivery and to ensure that clinical intervention and treatment services and objectives are in line within CGC priorities, clinical standards, policies, and procedures. Clinical oversight and direction impacts behavioral health services and care for CNMI children, youth, adults, and families and guides and provides clinical care and services based on needs and available resources. The Clinical Services Director is engaged and assists with policy development, standard operating procedures, and other documents that involve and impact CHCC CGC clinical services and care.

(2) Wellness Clinic Supervisor/Psychotherapist: Under the general supervision of the Clinical Services Director and immediate supervision of the assigned Clinical Supervisor, the incumbent performs professional and supervisory work planning, coordinating, implementing, and directing the Wellness Clinic. The Wellness Clinic Supervisor participates in case conferences with team members to review and address treatment and rehabilitation plans and goals. Provides technical assistance and guidance to staff in developing and implementing treatment/rehabilitation plans. Confers with public, private, and community organizations and agencies to effectively coordinate referrals and services for out-patient and aftercare clients. Assists with preparing and presenting budget requests for clinic needs. Maintains a reasonable caseload and provides individual and/or group therapy for adults with mental health care needs, including victims of crime clients. Maintain/Increase professional development of evidence-based practices, knowledge of principles, techniques, and practices of mental health intervention or trauma-informed or related services, through continuing education and trainings. The Wellness Clinic Supervisor oversees and coordinates the delivery of available community mental health services and support services for CNMI adult populations.

(3) Psychotherapist: Under the immediate supervision of the Wellness Clinic Supervisor and general supervision of the CGC Clinical Services Director, the employee in this position will provide therapeutic services, evaluation and consultation to individuals and families in an outpatient clinical setting. The individual will work as an active team member with the professional staff of the Wellness Clinic to attend to clinical needs; performs mental health intakes/assessments, evaluates, diagnoses, provides therapy and provides consultation and conducts appropriate referrals as necessary; formulates, implements, and monitors individual treatment plans and diagnosis according to the most updated version of the Diagnostic and Statistical Manual of Mental Disorders (DSM) incorporating psycho-social history, strengths, weaknesses, life domain needs, symptoms, and risks to mental health and well-being; develops treatment and discharge plan in a timely manner according to targeted goals and treatment needs; conducts crisis interventions, Suicide Risk Assessments, Trauma and Brief Intervention; participates in community outreach, presentations, and trainings, as prioritized and assigned.

(4) Data Manager: Under the direct supervision of the CGC Director, the CGC Data Manager provides oversight and technical assistance for the data collection and reporting procedures of behavioral health services; compiles and reports programmatic and clinical data for local, regional, and national data reporting requirements; assists in the analysis, development, and submission of grant data reporting requirements; coordinates and/or provides in-service training on data software, systems, and database utilization; assists with the procurement of information

technology and data collection and reporting resources, tools, materials, and services; performs regular assessment of monthly, quarterly, and annual programmatic and clinical data and information for validation and accuracy; oversees the planning, implementation, and monitoring of the Behavioral Health database system.

(5) The Director for the Commonwealth Healthcare Corporation (CHCC): Community Guidance Center (CGC), provides administrative oversight of CHCC Behavioral Health services, programs, grants, and accompanying activities that serve CNMI children, youth, adults, and families. These include mental health programs, substance use disorder treatment and recovery programs, crisis response programs, and disaster recovery behavioral health programs. The Director also serves in various national and regional capacities as designated by the CHCC CEO. The Director provides overall administrative guidance and oversight of infrastructure, data management, and integration of behavioral health services internally and as part of comprehensive health services.

(6) The Behavioral Health (BH) Case Manager, under the general supervision of the CGC Clinical Services Director, and direct supervision of the assigned Clinical Supervisor, performs guided supervisory work planning, coordinating, and directing behavioral health case management services. The BH Case Manager will also play an integral part in providing prioritized care and services across CGC clinics and as directed. The incumbent is a qualified health professional who specializes in evaluating and treating patients' behavioral health needs or conditions and providing support to impacted persons and family members. Provides technical assistance and guidance to staff to develop and implement treatment/rehabilitation plans. Confers with public, private, and community organizations and agencies providing services to individuals with behavioral health needs and/or trauma disorders to effectively coordinate referrals and services for out-patient and aftercare clients. Maintains a standard, reasonable caseload and provides individual and/or group therapy. Maintains/Increases professional development of evidence-based practices, knowledge of principles, techniques, and practices of trauma-informed or related services, through continuing education and training. The Case Manager will train and supervise assigned staff to provide prevention, treatment, and recovery support services.

(7) Certified Addiction Counselor III: Under the direct supervision of the CGC Addictions Services Clinical Supervisor and general clinical supervision of the Clinical Services Director, the counselor will perform, assist, and support the delivery of substance use disorder (SUD) treatment and recovery services; provide therapeutic services, evaluation, and consultation to individuals and families in a clinical setting in accordance with best practices, CHCC and CGC policies, SUD treatment standards; provide supervision as assigned to associates. The counselor must demonstrate the ability to work both independently and well with others. The Certified Addiction Counselor III will work within guided roles and responsibilities.

(8) Certified Addiction Counselor II: Under the direct supervision of the CGC Addictions Services Clinical Supervisor and general clinical supervision of the Clinical Services Director, the counselor will perform, assist, and support the delivery of substance use disorder (SUD) treatment and recovery services; provide therapeutic services, evaluation, and consultation to individuals and families in a clinical setting in accordance with best practices, CHCC and CGC

policies, SUD treatment standards; provide supervision as assigned to associates. The counselor must demonstrate the ability to work both independently and well with others. The Certified Addiction Counselor II will work within guided roles and responsibilities.

(9) Addictions Counselor II, In-Training/Associate: Under the direct supervision of the CGC Addictions Services Clinical Supervisor and general clinical supervision of the Clinical Services Director, the associate will perform, assist, and support the delivery of substance use disorder (SUD) prevention, treatment, and recovery services and Addictions Services administrative tasks. Responsibilities will include conducting community engagement and outreach, proactive interaction, communication, formal presentations, and activity coordination with internal and external partners. Assists clients and participants with identifying and accessing community resources and natural supports to increase success in aftercare and long-term recovery support services in the community.

(10) Addictions Counselor III, In Training/Associate: Under the direct supervision of the CGC Addictions Services Clinical Supervisor and general clinical supervision of the Clinical Services Director, the incumbent will perform, assist and support the delivery of substance use disorder prevention, treatment, and recovery services. The incumbent in this position will provide therapeutic services, evaluation and consultation to individuals and families in a clinical setting and work both independently and well with others. Substance use disorder counselors are qualified behavioral health professionals who specialize in helping people overcome alcohol, substance, drug, and behavioral addictions. Their duties include evaluating and treating clients' mental and physical health and supporting persons and family members battling addiction.

(11) Licensed Master Clinical Social Worker: Under the general supervision of the Clinical Services Director and direct supervision of an assigned Clinical Supervisor, the licensed clinical social worker will assess, diagnose, and treat clients with behavioral health conditions. Create individualized care plans for and monitor progress with clients; refer clients to community resources; collaborate with other care providers within CHCC and CGC for coordinated care. The LCSW will maintain updated record of treatments and services and produce timely and accurate reports. As part of the CGC clinical team, the LCSW will respond to crisis situations and prioritized clinical services as guided.

(12) Clinical Psychologist: Under the supervision of the Clinical Services Director, the psychologist will conduct appropriate and assigned clinical supervision for direct service providers across CGC behavioral health clinics, especially but not limited to those pursuing certification and/or licensure. Provide therapeutic services, evaluation, and consultation in CNMI community members and families in an outpatient clinical setting and in accordance with regulations, policies, and best practices. Network with CHCC outpatient clinics, population health clinics, health centers, and the CHCC Psychiatry Unit to promote integrated health care, access to behavioral health care, and coordinated care. Adhere to required data entry and reporting requirements. Conduct in-service behavioral health training and other identified training for internal and external stakeholders. Assist with clinical tasks and related activities that may include report completion, policy review and development, representation at community functions, etc.

(13-14) Mental Health Counselor: Under the general supervision of the Clinical Services Director and direct supervision of an assigned Clinical Supervisor, the Mental Health Counselor will provide therapeutic services, evaluation, and consultation to individuals and families in an outpatient clinical setting and in accordance with regulations, policies, and best practices; will receive referrals and conduct screening to identify needs and risk level; conduct bio-psychosocial evaluations of behavioral health clients and formulate a diagnosis based on a comprehensive assessment; provide individual or group clinical counseling and develop behavioral health treatment plans or recommendations utilizing evidence-based models and interventions. The counselor will develop treatment and discharge plan in a timely manner according to targeted goals and treatment needs; conduct timely and appropriate discharge of inactive clients; update and maintain complete, confidential, and timely client progress notes and charts and reports; conduct crisis interventions including suicide risk assessments of at-risk clients and develop safety plans, follow up/monitoring, and/or referrals as necessary; provide client home-based services, crisis response, or outreach, when necessary, as approved or assigned.

(15-16) Behavioral Health Specialist: Under the direct supervision of the assigned CGC Program Manager, the position involves planning and implementing strategies and interventions to address the prevention of substance use, misuse and overdose, promotion of mental wellness, and provide appropriate and individualized care coordination for consumers/clients with identified mental health needs. The specialist will assist with addressing prioritized behavioral health care and needs, intake and assessments, and other administrative, programmatic, and clinical tasks, as needed and directed.

(17) Program Manager: Under the direct supervision of the assigned Administrator, the manager will oversee planning, coordinating, monitoring, and evaluation of culturally competent, evidence-based behavioral health programs and practices. Activities may include education and outreach; comprehensive social marketing strategies; needs assessment and community readiness processes; community-based processes; environmental strategies towards sustainable behavioral health outcomes. The manager will address and adhere to program and grant reporting requirements, guidelines, approved activities, and deliverables and engage directly in overseeing the development, revisions, monitoring, and evaluation of strategic workplans, training plans, budget plans, relevant legislation, policies and procedures, and other such documents required to successfully operate the designated program.

(18-19) Program Coordinator (Tinian and Rota): The positions will be located on Rota and Tinian and will oversee the coordination of CHCC: CGC behavioral health activities on these islands in close collaboration with CHCC population health, public health, outpatient clinic, and health centers and applicable services on each island. The coordinators will perform appropriate intake and assessments and assist with timely and appropriate referral of behavioral health clients to appropriate agencies, services, and care. They will coordinate and conduct education and outreach awareness with key internal CHCC and external stakeholders and engage these stakeholders in the planning, implementation, and evaluation of integrated CGC prevention, treatment, and recovery programs and strategies and population health activities. They will assist with the coordination of needs assessment processes, stakeholder

meetings, and trainings and provide direct assistance to CHCC and CGC when addressing the health care of the communities on Rota and Tinian.

(20) Quality Assurance/Accreditation Manager: The Manager will address the research, identification, planning, implementation, monitoring, and completion of behavioral health accreditation organizations, processes, and requirements. The Manager will work proactively with required and key stakeholders involved with the accreditation process and lead the development of applicable requests, applications, and reports in a timely manner. This position is required to work closely with CHCC and CGC leadership to address accreditation requirements and deliverables. Working towards accreditation, the CHCC: CGC will identify and work towards behavioral health care standards and enhanced quality of care.

All positions will perform other related duties as assigned to promote quality and effective behavioral health services by CHCC: CGC.

SALARY REQUEST: \$1,224,085.00

B. FRINGE BENEFITS:

Component	Rate	Wage	Cost
FICA	6.20%	\$1,224,085	\$75,893
Medicare	1.45%	\$1,224,085	\$17,749
DC Contribution	4%	\$1,224,085	\$48,963
Personnel Insurance	3%	\$1,224,085	\$36,723
Health Insurance	1%	\$1,224,085	\$12,241
TOTAL:			\$191,569

Justification:

The current FICA rate is 6.20%, Medicare is 1.45%, DC (Retirement) Contribution is at 4.00%, Personnel Insurance at 3.00%, and Health Insurance Premium at 1.00%. Total Fringe Benefit Rate is 15.65%

FRINGE BENEFIT REQUEST: \$191,569

TOTAL REQUEST: \$1,415,654.00

FY 2025 LOCAL BUDGET NARRATIVE & JUSTIFICATION
1869A/G4501S: Community Guidance Center

C: OTHERS

Description of Item or Service	Quantity	Unit Price	Total Cost
(1) Food Item	4	\$7,500	\$30,000
(2) Professional Services	1	\$150,000	\$150,000
(3) Travel		\$16,360	\$16,360
Rota: In-State Travel			\$5,520
<i>Flight</i>	<i>4 trips</i>	<i>\$300 x 2 pax</i>	<i>\$2,400</i>
<i>Per diem</i>	<i>4 trips</i>	<i>\$125/day x 2 days x 2 pax</i>	<i>\$2,000</i>
<i>Car rental</i>	<i>4 trips</i>	<i>\$70 day x 2 days x 2 pax</i>	<i>\$1,120</i>
Tinian: In-State Travel			\$3,520
<i>Flight</i>	<i>4 trips</i>	<i>\$100 x 2 pax</i>	<i>\$800</i>
<i>Per diem</i>	<i>4 trips</i>	<i>\$100/day x 2 days x 2 pax</i>	<i>\$1,600</i>
<i>Car rental</i>	<i>4 trips</i>	<i>\$70 day x 2 days x 2 pax</i>	<i>\$1,120</i>
Saipan: In-State Travel			\$6,320
<i>Flight</i>	<i>4 trips</i>	<i>\$300 x 2 pax</i>	<i>\$2,400</i>
<i>Per diem</i>	<i>4 trips</i>	<i>\$175/day x 2 days x 2 pax</i>	<i>\$2,800</i>
<i>Car rental</i>	<i>4 trips</i>	<i>\$70 day x 2 days x 2 pax</i>	<i>\$1,120</i>
Saipan: In-State Travel			\$1,000
<i>Flight - ROP</i>	<i>1 trip</i>	<i>\$300 x 2 pax</i>	<i>\$600</i>
<i>Flight - TIQ</i>	<i>1 trip</i>	<i>\$100 x 2 pax</i>	<i>\$200</i>
<i>Stipend</i>	<i>1 trip</i>	<i>\$15 day x 1 day x 4 pax</i>	<i>\$60</i>
<i>Car rental</i>	<i>1 trip</i>	<i>\$70 day x 1 day x 2 pax</i>	<i>\$140</i>
		TOTAL:	\$196,360

Justification:

(1) As a key component of the Transitional Living Center (TLC) Day Program services, healthy meals are provided to adult clients with Serious Mental Illness (SMI) once daily. Providing nutritious meals to TLC clients addresses a basic need and promotes their physical health which in turn positively impacts their mental and emotional wellness. Requests for quotations from different vendors are secured quarterly with average costs per quarter at \$7,500 for approximately fifteen (15) active clients during Day Program services.

(2) Due to challenges in recruiting certified and/or licensed behavioral health workforce professionals, professional services will be sought to fill a gap to provide clinical supervision in order for current CGC direct service providers to receive required supervision hours toward certification and/or licensure. Addressing this need will increase the number of certified and/or licensed behavioral health professionals and allow this service to be addressed externally.

Attempts have been made to recruit licensed mental health counselors and psychologists whose duties and responsibilities would include clinical supervision; however, no qualified candidates with such certifications, licensure, and/or relevant experience to conduct such supervision have expressed interest or successfully completed the CHCC Human Resources recruitment or hiring process. Pursuing professional services to provide virtual and/or in-person clinical supervision aims to address this workforce need and gap.

(3) Travel costs are requested to conduct inter-island travel on a quarterly basis to provide direct service, care, support services and workforce support to the islands of Tinian and Rota. Additionally, costs have been factored and included for the employee drug tests and orientation processes upon hiring. Travel expenses include costs for the flights, per diem, car rental, and stipends.

TOTAL REQUEST:

\$196,360

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1869A	Division of Mental Health	CLINICAL PSYCHOLOGIST	Filled	138,823	136,411	FTE	145,765	N	-	N	-	Y	9,037	FAMILY	15,598	Y	2,114	Y	878		27,627	Filled	8
1869A	Division of Mental Health	PSYCHOTHERAPIST	Filled	70,038	73,540	FTE	73,540	N	-	N	-	Y	4,559	SINGLE	4,875	Y	1,066	N	-		10,501	Vacant	11
1869A	Division of Mental Health	MENTAL HEALTH COUNSELOR ASSOCIATE (prior PS)	Vacant	-	55,565	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-		3,825	TBF	1
1869A	Division of Mental Health	ADMINISTRATOR, ADDICTIONS SERVICES (MOVED TO FED FUND SOURCE)		-	75,075		-	N	-	N	-	Y	-	N	-	Y	-	N	-		-	Total	20
1869A	Division of Mental Health	DATA MANAGER	Filled	52,094	54,698	FTE	65,000	N	-	N	-	Y	4,030	COUPLE	9,993	Y	943	N	-		14,965		
1869A	Division of Mental Health	DIRECTOR OF BHS-CGC	Filled	80,001	64,087	FTE	84,001	N	-	N	-	Y	5,208	FAMILY	15,598	Y	1,218	N	-		22,025		
1869A	Division of Mental Health	BEHVRL HLTH TREATMNT CASE MNG	Filled	60,000	63,000	FTE	63,000	N	-	N	-	Y	3,906	SINGLE	4,875	Y	914	N	-		9,694		
1869A	Division of Mental Health	ADDICTION SPECIALIST III	Vacant	57,880	60,774	FTE	64,085	N	-	N	-	Y	3,973	N	-	Y	929	N	-		4,903		
1869A	Division of Mental Health	CERTIFIED ADDICTION CNSLR II	Filled	52,724	55,360	FTE	55,360	N	-	N	-	Y	3,432	N	-	Y	803	N	-		4,235		
1869A	Division of Mental Health	ADDICTIONS CNSLR ASSOCIATE II (prior COMMUNI)	Filled	41,309	35,682	FTE	43,374	N	-	N	-	Y	2,689	N	-	Y	629	Y	624		3,942		
1869A	Division of Mental Health	ADDICTION CNSLR III (prior IN TRNG)	Filled	47,821	50,212	FTE	50,212	N	-	N	-	Y	3,113	SINGLE	4,875	Y	728	N	-		8,716		
1869A	Division of Mental Health	LICENSED MASTER SOCIAL WORKER (prior SOCIAL N	TBF	-	40,000	FTE	63,000	N	-	N	-	Y	3,906	N	-	Y	914	N	-		4,820		
1869A	Division of Mental Health	CLINICAL PSYCHOLOGIST	Vacant	-	110,000	FTE	110,000	N	-	N	-	Y	6,820	N	-	Y	1,595	N	-		8,415		
1869A	Division of Mental Health	MENTAL HEALTH COUNSELOR/ASSOCIATE	Vacant	-	50,000	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-		3,825		
1869A	Division of Mental Health	MENTAL HEALTH COUNSELOR/ASSOCIATE	Vacant	-	50,000	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-		3,825		
1869A	Division of Mental Health	BEHAVIORAL HEALTH SPECIALIST/TECHNICIAN (pri	Vacant	-	35,000	FTE	35,000	N	-	N	-	Y	2,170	N	-	Y	508	N	-		2,678		
1869A	Division of Mental Health	BEHAVIORAL HEALTH SPECIALIST/TECHNICIAN (pri	Vacant	-	35,000	FTE	35,000	N	-	N	-	Y	2,170	N	-	Y	508	N	-		2,678		
1869A	Division of Mental Health	PROGRAM MANAGER (prior prevention services ma	Vacant	-	-	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-		3,825		
1869A	Division of Mental Health	PROGRAM COORDINATOR-TINIAN (prior preventio	Vacant	-	-	FTE	43,374	N	-	N	-	Y	2,689	N	-	Y	629	N	-		3,318		
1869A	Division of Mental Health	PROGRAM COORDINATOR-ROTA (prior prevention	Vacant	-	-	FTE	43,374	N	-	N	-	Y	2,689	N	-	Y	629	N	-		3,318		
1869A	Division of Mental Health	QA MANAGER/ACCREDITATION & SERVICES MANA	Vacant	-	-	FTE	50,000	N	-	N	-	Y	3,100	N	-	Y	725	N	-		3,825		
1869A	Division of Mental Health			600,689	1,044,405	20	1,224,085	-	-	75,893	55,814	17,749	1,502		150,958								

COMMUNITY GUIDANCE CENTER: 1869A/G4501S

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62060	Professional Services	150,000
	Professional services to provide virtual and/or in-person clinical supervision.	
62500	Travel	16,360
	Rota: Flight (300x2 pax); Per diem (125 per dayx2 days x 2 people); car rental (70 per day x 2 days x 2 pax)	5,520
	Tinian: Flight (100 x 2 pax); per diem (100 per day x 2 days x 2 pax); car rental (70 per day x 2 days x 2 pax)	3,520
	Saipan: Flight (300 x 2 pax); per diem (175 per day x 2 days x 2 pax).	6,320
	Saipan: Flight - ROP (300 x 2 pax); Flight - TIQ (100 x 2 pax); Stipend (15 per day x 1 day x 4 pax); car rental (70 per day x 1 day x 2 pax).	1,000
63020	Food Items	30,000
	Cost for healthy meals provided to adult patients with serious mental illness once daily.	30,000
	TOTAL	196,360



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



FY 205 LOCAL BUDGET NARRATIVE & JUSTIFICATION

1870A/G4502S: Transitional Living Center

A. PERSONNEL SALARY:

Position	Annual Salary	Level of Effort	Total Cost
(1) CGC Transitional Living Center Manager	\$52,500	100%	\$52,500
(2) CGC Transitional Living Center Case Worker	\$33,074	100%	\$33,074
(3) CGC Transitional Living Center Case Worker	\$37,196	100%	\$37,196
(4) CGC Transitional Living Center Case Worker	\$34,564	100%	\$34,564
(5) CGC Transitional Living Center Case Worker	\$31,500	100%	\$31,500
TOTAL:			\$188,834

Justification:

(1) TLC Manager: Under the general supervision of the Clinical Services Officer, the manager performs supervisory planning, coordinating, and evaluation of the Transitional Living Center program. The TLC Manager provides technical assistance and guidance to staff to assist them in developing and implementing treatment/rehabilitation plans for clients. Confers with public, private, and community organizations and agencies providing services to individuals with Severe Mental Illness (SMI) to effectively coordinate services for out-patient and aftercare clients. Prepares and presents budget requests for program needs. Actively engage with clients and families to inform and guide program plans and priorities. Maintains/Increases professional development of evidence-based practices, knowledge of principles, techniques, and practices of services, through continuing education and training. The TLC Manager will train and supervise all TLC staff and caseworkers assigned to provide case management and administrative support services. Oversee the completion of timely and accurate data entries, reports, grant applications, reports, and required deliverables.

(2-5) TLC Caseworkers: Under the direct supervision of the TLC Manager, the caseworkers are responsible for providing Day Program activities (Activities of Daily Living and Illness Management and Recovery skills training), conducting outreach to individuals with, and at-risk of, Severe and Persistent Mental Illness, assisting program staff in monitoring and ensuring clients are provided services and linkages to other entities and support services in the community

to include referrals for primary health services, job training, educational services, and relevant housing services. Maintains accurate and timely client charts and other administrative and reporting requirements which includes screening of clients with SMI and those at-risk and linking these clients to CHCC Psychiatry for appropriate care.

SALARY REQUEST: \$188,834

B. FRINGE BENEFITS:

Component	Rate	Wage	Cost
FICA	6.20%	\$188,834	\$11,708
Medicare	1.45%	\$188,834	\$2,738
DC Contribution	4%	\$188,834	\$7,553
Personnel Insurance	3%	\$188,834	\$5,665
Health Insurance	1%	\$188,834	\$1,888
TOTAL:			\$29,553

Justification:

The current FICA rate is 6.20%, Medicare is 1.45%, DC (Retirement) Contribution is at 4.00%, Personnel Insurance at 3.00%, and Health Insurance Premium at 1.00%. Total Fringe Benefit Rate is 15.65%

FRINGE BENEFIT REQUEST: \$29,553

TOTAL REQUEST: \$218,387

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1870A	Transitional Living Center	TLC CASE WORKER (prior certified nursing assistant)	Filled	31,500	33,074	FTE	33,074	N	-	N	-	Y	2,051	N	-	Y	480	Y	585		3,115	Filled	4
1870A	Transitional Living Center	TLC CASE WORKER	Filled	29,355	34,564	FTE	34,564	N	-	Y	1,383	Y	2,143	FAMILY	15,598	Y	501	N	-		19,625	Vacant	1
1870A	Transitional Living Center	TLC CASE WORKER	Filled	35,424	37,196	FTE	37,196	N	-	N	-	Y	2,306	COUPLE	9,993	Y	539	N	-		12,838	TBF	-
1870A	Transitional Living Center	TLC CASE WORKER	Vacant	-	31,500	FTE	31,500	N	-	N	-	Y	1,953	N	-	Y	457	N	-		2,410	Total	5
1870A	Transitional Living Center	TLC MANAGER	Filled	47,821	50,000	FTE	52,500	N	-	N	-	Y	3,255	N	-	Y	761	N	-		4,016		
1870A	Transitional Living Center			144,100	186,334	5	188,834	-	1,383	11,708	25,591	2,738	585								42,005		



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1906A/G2002T
Department Name: Tinian Health Center

Overview:

The Tinian Health Center serves as Tinian Island's sole emergency care facility, offering three patient rooms and an emergency room equipped with two beds. Our services extend to both the civilian and military populations, providing primary healthcare. Additionally, we boast two dental chairs where a dentist visits monthly for dental care needs. Furthermore, our facility features x-ray and ultrasound technology, a CLIA-waived laboratory, and a pharmacy operating Monday through Friday from 7:30 AM to 4:30 PM, catering to the island's medical needs comprehensively.

Budget Proposal and Justification:

Personnel:

Total: \$1,438,087

Our current staffing structure includes two mid-level providers who effectively manage daily appointments, ensuring seamless operation. Additionally, we have a dedicated emergency provider supporting our department, catering to morning walk-ins and providing coverage during nights and weekends.

Our medical team comprises skilled professionals, including 5 LPNs, 1 CNA, 1 Staff Nurse, 2 RNs, 1 X-ray technician, 1 Phlebotomist, 1 Pharmacy Technician, 1 Pharmacy Assistant, 1 Medical Biller, 1 Patient Access Registrar, 1 Patient Quality Specialist, 2 Environmental Health Inspectors, 1 Building Custodian, and 1 office clerk.

However, we face a shortage of maintenance staff following the departure of the Trades technician in 2023. It's critical to fill the Maintenance Specialist and Maintenance Technician positions within our personnel budget to address facility issues effectively. As our facility nears 40 years old, upgrades are urgently needed. Additionally, the absence of a supply technician hampers efficient supply management and storage organization. Similarly, the lack of an administrative assistant leaves administrative tasks unattended. Furthermore, the absence of a medical records technician impacts the management of patients' records.

To enhance our operational capacity, we aim to retain positions within our budget, including 2 CNAs, Patient Access Registrar Lead, Dental Assistant, 2 staff nurses, and one RN, and fill them promptly. This will enable us to deliver the necessary care and attention required to run

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operations smoothly at THC. Additionally, we propose adding a dental therapist to fulfill the community's daily dental needs. This initiative not only addresses a long-standing community need but also has the potential to generate revenue, considering the limited availability of dental care for our patients, currently only offered once a month.

All Others:

62250: Communication

Total: \$13,000

We need to upgrade our fiber internet to support the increased bandwidth demands of our telehealth services. Additionally, we require three cellular phones with unlimited plans for essential personnel: one for the on-call provider, one for the medical referral assistant, and one for the resident director.

Currently, our medical referral assistant, who is on call for medevac emergencies 24/7, lacks a cellular phone for emergency communication. Furthermore, our on-call provider faces communication issues with the clinic due to reliance on Wi-Fi. Additionally, the resident director lacks any emergency communication means. These gaps in communication pose a risk of service interruption during emergencies.

Given the growing demand for telehealth services and the combined needs of Electronic Health Records (EHR) and telemedicine, there's a potential for service interruptions. Hence, the request for an upgrade to our existing internet speeds is essential to ensure seamless operations.

62300: Licenses: Fees

Total: \$3,030

The allocation of funds will cover several essential expenses, including obtaining CLIA certification and fire permits. Additionally, it will address the annual vehicle registration fees for all seven THC vehicles. Furthermore, it will encompass the costs related to percolation testing necessary for upgrading the septic system leaching field.

CLIA certification, vehicle registration and fire permits are recurring yearly expenses vital for ensuring compliance with fire codes, laboratory certification standards and motor vehicle safety. The percolation test is crucial for initiating the construction of a new stand-alone septic system for the clinic.

62300: Printing & Photocopying

Total: \$5,000

This allocation covers the requirement to update all correspondence from Tinian Health Center to Lucia Villagomez Arizapa Health Center, as mandated by a legislative initiative. This includes updating illness certification forms, prescription forms, and letterheads to comply with the legislation aimed at changing the name of the Tinian Health Center to Lucia Villagomez Arizapa Health Center.

62420: Rental - Vehicles

Total: \$11,200

This allocation is for the leased vehicle which is used by the rotating ER providers at THC. The emergency providers at THC rotate weekly and this vehicle is strictly for their use.

62430: Rental – Housing**Total: \$19,200**

This allocation covers the cost of the rental home that the rotating emergency room providers use when they come to Tinian.

62500: Travel**Total: \$30,000**

This allocation covers travel expenses related to off-island meetings, trainings, workshops, and conferences, encompassing various departments such as Physician, Nursing, Medical Referral, X-Ray, Medical Laboratory, Supply, Medical Records, Administration, Accounting, and Public Health Division. This encompasses per diem costs, transportation, and subsistence. It's pertinent to note that there is a proposed initiative to enhance the professional development of all THC staff by facilitating further training sessions with their counterparts at CHCC. Consequently, an augmentation in travel funding is imperative to facilitate this endeavor effectively. This will also cover the cost of the rotating emergency providers at THC.

62660: Repairs & Maintenance**Total: \$100,000**

This allocation encompasses the maintenance and repair of various essential components within our facility, including medical equipment such as defibrillators, respirators, x-ray machines, EKG units, and heart monitors. Additionally, it covers the upkeep of office machines like copiers and fax machines, as well as critical infrastructure such as the centralized air conditioning unit, emergency generator, and the fleet of 7 CHCC vehicles. Moreover, it includes maintenance for the plumbing system and equipment used by the maintenance division.

Ensuring the proper maintenance of our 7 vehicles is crucial to prevent extensive repair costs and to guarantee the safety of our employees while driving.

Addressing the backup water supply's inadequate pump is of utmost importance to maintain proper pressure for flushing toilets and other sanitary needs, thereby addressing a significant safety concern. Immediate action is required to replace and retrofit the pump to meet the requirements of our jet flush toilets.

The backup generator's lack of servicing for almost 3 years necessitates a thorough inspection by a certified mechanic to examine all electronics and perform an oil change to ensure its reliability during emergencies.

Regular maintenance of our two large copier machines is essential to avoid additional costs resulting from neglect.

The dental chairs in our dental office require attention, with a recommendation from Pacific Bio Med to replace the suctions and retrofit with new equipment to enable simultaneous use of both chairs, thereby improving efficiency and patient care.

62680: Freight & Handling**Total: \$5,000**

This allocation covers the cost of shipping and receiving specimens and medical supplies via ocean freight or air courier.

62690: Personnel Training Costs**Total: \$15,000**

This allocation will cover the costs of personnel training related fees. THC personnel needs training on Disaster Management, Skills Enhancement, Clinical/Admin updates, Advanced Cardiac Life Support/Pediatric Life Support, etc. There is a new program for “Professional Development” that plans to send all THC staff to Saipan to be trained by their counterparts.

62750: Cleaning Services

Total: \$12,200

This allocation covers the cost of ground maintenance, which is handled by a contractor, and the cost of pest control to ensure that the clinic remains free of pests.

63020: Food Items

Total: \$5,000

This allocation covers the cost of food for patients that are held in observation for more than 8 hours.

63030: Fuel & Lubrication

Total: \$16,000

This allocation covers the daily fuel consumption across various programs, including EHDP for food safety inspections and vector surveillance, the HOME visiting program, NCBD outreach, laboratory specimen delivery, outbound and inbound cargo transportation, bank deposits, trash disposal, and other administrative requirements. Additionally, it will support the expenses for emergency fuel storage for backup generators and any ground maintenance needs that may arise.

63080: Medical – Laboratory Supplies

Total: \$59,010

This allocation will cover the cost of reagents, lipid panels and controls for the laboratory use.

63090: Medical Pharmaceutical Supplies

Total: \$5,000

This allocation for pharmacy supplies is essential to support accurate medication dispensing and patient safety within THC. These supplies, including prescription pads, labels, and packaging materials, facilitate the efficient management and distribution of medications to patients. By ensuring the availability of necessary supplies, the pharmacy can maintain proper inventory control, adhere to regulatory requirements, and minimize medication errors.

63120: Equipment Under \$5,000

Total: \$10,898

The allocation enables the updating of outdated equipment in patient exam rooms, including the purchase of new wheelchairs capable of accommodating patients over 400 lbs. Additionally, it covers the procurement of portable oxygen machines for use during patient transfers and medevac situations.

Furthermore, addressing the current lack of mounted otoscope/ophthalmoscope combinations in exam rooms is crucial. The clinic also requires large wheelchairs suitable for patients over 400 lbs. Additionally, purchasing portable oxygen machines is necessary to address the issue of carrying oxygen bottles during patient transfers, especially given that they are not accepted on return flights from Saipan by carriers. This move would not only eliminate the need to carry bottles but also reduce the expenses associated with refilling them.

Moreover, it's essential to provide over-the-bed tables in the three holding rooms to facilitate patients' ability to eat meals in bed. Furthermore, the clinic lacks pediatric pulse oximeters, which need to be procured to enhance pediatric care.

64520: Buildings & Improvements

Total: \$77,400

Funding will be allocated for several key improvements to enhance the functionality and accessibility of our facility. This includes retrofitting storage containers with electricity to provide temperature-controlled storage for medical supplies. Additionally, there will be provisions for replacing existing entryways with ADA-compliant access points to ensure compliance and prevent potential litigation.

Renovations to the cashier booth will also be undertaken to meet ADA compliance standards, ensuring accessibility for all individuals. Furthermore, addressing safety concerns, funds will be allocated to replace rusted doors throughout the facility, enhancing both security and aesthetics.

Lastly, retrofitting the east and west driveways with higher roofs will be prioritized to accommodate emergency vehicles, ensuring efficient access in critical situations. It's imperative to address these issues proactively to ensure the safety, accessibility, and functionality of our facility for all individuals, including those with disabilities.

64540: Machinery, Tools & Equipment

Total: \$7,076

Funds will be allocated for equipment to help maintain operational efficiency, safety, and quality of care at THC. Having these essential tools for various maintenance and construction tasks within the THC is crucial when repairing equipment, installing fixtures, or renovating facilities, power tools enable maintenance personnel to complete tasks quickly and efficiently, minimizing downtime and disruptions to patient care. Additionally, power tools are indispensable in emergency situations where swift action is required, such as during natural disasters or equipment malfunctions.

64550: Computer Systems & Equipment

Total: \$9,600

This allocation addresses critical upgrades to our technology infrastructure, ensuring efficient operations and enhanced patient care. It covers the replacement of outdated desktop computers plagued by hardware and software issues. Additionally, the funding will be used to replace aging telemedicine hardware, vital for clear communication between patients and providers, minimizing the risk of misdiagnosis.

Furthermore, there is a need to provide dedicated desktops for various essential roles, including supply technician, medical records technician, patient registrar lead, resident director, and administrative assistant, as relying on personal devices is not optimal.

Recognizing the growing importance of telemedicine, the funds will also be utilized to procure two LED televisions and other necessary accessories, facilitating the seamless delivery of telemedicine services to meet the increasing demand. These investments will significantly improve efficiency, communication, and patient care within our facility.

64560: Office Equipment**Total: \$20,000**

The allocation is designated to cover expenses for office equipment necessary to comply with HIPAA standards, particularly concerning billing documents and other records containing patient identifiers, ensuring the security and confidentiality of patient records. Included in this allocation is the procurement of a commercial Canon printer for the business office, along with ink replacements for optimal functionality.

Additionally, the allocation will facilitate the procurement of four shredders to efficiently dispose of documents in storage, reducing clutter and freeing up valuable space. These investments are crucial for maintaining compliance with HIPAA regulations and safeguarding patient information.

64570: Office Furniture & Fixtures**Total: \$23,064.32**

The allocation encompasses various essential upgrades aimed at enhancing functionality and comfort within our facility. It includes the purchase of new desks and chairs for key administrative roles, such as the Administrative Assistant, Patient Registrar Lead, Supply Technician, and Medical Records Technician.

Furthermore, the allocation will facilitate the upgrade of seating in the patient waiting area to accommodate larger patients weighing over 400 lbs, ensuring inclusivity and comfort for all patients.

Additionally, funds will cover the acquisition of a digital whiteboard, chairs, and a digital display unit for the newly established training room at THC, enhancing the effectiveness of training sessions and staff development initiatives. These investments are essential for improving both operational efficiency and the overall patient experience within our facility.

64580: Vehicles – Public Service Admin**Total: \$50,000**

Allocation will cover the purchase of a new pickup truck to facilitate the collection of medical and office supplies from various shipping agencies that don't provide delivery services. Additionally, the vehicle will be utilized for transporting these supplies to the hospital. Furthermore, it will serve the purpose of disposing of trash at the designated dumping site. Unfortunately, our existing pickup truck sustained damage during Typhoon Yutu, rendering it ineligible for registration and insurance due to its condition. Repair costs are nearly equivalent to purchasing a new pickup truck.

Total for Personnel and All Others: \$ 465,478**Conclusion:**

In conclusion, the Tinian Health Center plays a crucial role as the sole emergency care facility on Tinian Island, serving both civilian and military populations with comprehensive primary healthcare services. Equipped with modern facilities such as dental chairs, x-ray and ultrasound technology, a CLIA-waived laboratory, and a pharmacy operating Monday through Friday, our center is dedicated to meeting the medical needs of the community effectively.

Through meticulous budget planning and justification, we aim to address key areas of improvement within our facility. This includes personnel staffing, equipment upgrades, infrastructure enhancements, and compliance measures to ensure optimal patient care and operational efficiency.

By allocating funds for essential upgrades such as new desks and chairs, upgraded waiting area seating, digital training room equipment, and compliance-related office equipment, we are committed to enhancing the overall patient experience and staff productivity at the Tinian Health Center.

Additionally, investments in personnel training, communication infrastructure, licensing fees, and maintenance and repair services further reinforce our commitment to excellence in healthcare delivery.

With a comprehensive budget proposal in place, we are poised to address current challenges and pave the way for a more efficient, accessible, and patient-centered healthcare environment on Tinian Island.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1906A	Tinian Health Center	RESIDENT DIRECTOR	Filled	55,359	71,855	FTE	71,855	N	-	N	-	Y	4,455	N	-	Y	1,042	N	-	-	5,497	Filled	22
1906A	Tinian Health Center	ADMIN ASSISTANT	Vacant	-	27,440	FTE	27,440	N	-	N	-	Y	1,701	N	-	Y	398	N	-	-	2,099	Vacant	16
1906A	Tinian Health Center	BUSINESS OFFICE MANAGER	Vacant	-	38,000	FTE	38,000	N	-	N	-	Y	2,356	N	-	Y	551	N	-	-	2,907	TBF	-
1906A	Tinian Health Center	CERTIFIED NURSING ASST II	Vacant	-	32,917	FTE	32,917	N	-	N	-	Y	2,041	N	-	Y	477	N	-	-	2,518	Total	38
1906A	Tinian Health Center	CERTIFIED NURSING ASST III	Filled	32,918	34,564	FTE	34,564	N	-	Y	1,383	Y	2,143	N	-	Y	501	N	-	-	4,027		
1906A	Tinian Health Center	CLERK II	Filled	18,019	18,920	FTE	18,920	N	-	Y	757	Y	1,173	N	-	Y	274	Y	332	-	2,536		
1906A	Tinian Health Center	CUSTODIAL WORKER I	Filled	18,019	27,082	EC	27,082	N	-	Y	1,083	Y	1,679	COUPLE	9,993	Y	393	Y	478	-	13,626		
1906A	Tinian Health Center	CUSTODIAL WORKER I	Vacant	-	24,339	FTE	24,339	N	-	N	-	Y	1,509	N	-	Y	353	N	-	-	1,862		
1906A	Tinian Health Center	CUSTODIAL WORKER I	Vacant	-	16,626	FTE	16,626	N	-	N	-	Y	1,031	N	-	Y	241	N	-	-	1,272		
1906A	Tinian Health Center	PATIENT ACCESS REGISTRAR (restructured ELIGIBL	Vacant	-	20,645	FTE	20,645	N	-	N	-	Y	1,280	N	-	Y	299	N	-	-	1,579		
1906A	Tinian Health Center	ENVIRONMENTAL HEALTH TECH	Filled	31,350	32,917	FTE	32,917	N	-	N	-	Y	2,041	N	-	Y	477	Y	575	-	3,093		
1906A	Tinian Health Center	ENVIRONMENTAL HEALTH TECH	Filled	32,918	34,564	FTE	34,564	N	-	N	-	Y	2,143	SINGLE	4,875	Y	501	Y	605	-	8,123		
1906A	Tinian Health Center	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,318	FTE	46,323	N	-	Y	1,853	Y	2,872	N	-	Y	672	Y	809	-	6,206		
1906A	Tinian Health Center	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	EC	46,323	N	-	Y	1,853	Y	2,872	COUPLE	9,993	Y	672	N	-	-	15,389		
1906A	Tinian Health Center	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,323	EC	46,323	N	-	Y	1,853	Y	2,872	FAMILY	15,598	Y	672	N	-	-	20,995		
1906A	Tinian Health Center	LICENSED PRACTICAL NURSE IV	Filled	44,121	46,327	EC	46,327	N	-	Y	1,853	Y	2,872	SINGLE	4,875	Y	672	N	-	-	10,272		
1906A	Tinian Health Center	MEDICAL BILLING & CODING SPEC.	Filled	25,468	27,000	FTE	27,000	N	-	N	-	Y	1,674	FAMILY	15,598	Y	392	N	-	-	17,664		
1906A	Tinian Health Center	Medical Billing Specialist	Vacant	-	22,000	FTE	22,000	N	-	N	-	Y	1,364	N	-	Y	319	N	-	-	1,683		
1906A	Tinian Health Center	MEDICAL RECORDS TECHNICIAN	Vacant	-	22,281	FTE	22,281	N	-	N	-	Y	1,381	N	-	Y	323	N	-	-	1,704		
1906A	Tinian Health Center	MEDICAL REFERRAL ASSISTANT	Filled	29,858	31,351	FTE	31,351	N	-	N	-	Y	1,944	N	-	Y	455	N	-	-	2,398		
1906A	Tinian Health Center	PHARMACY TECH APPRENTICE (prior ASSISTANT)	Filled	19,246	20,209	FTE	20,209	N	-	Y	808	Y	1,253	COUPLE	9,993	Y	293	Y	351	-	12,698		
1906A	Tinian Health Center	PHARMACY TECHNICIAN IV	Filled	38,106	40,011	FTE	40,011	N	-	Y	1,600	Y	2,481	COUPLE	9,993	Y	580	N	-	-	14,654		
1906A	Tinian Health Center	PHLEBOTOMIST	Filled	27,082	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	N	-	-	2,175		
1906A	Tinian Health Center	RADIOLOGY TECHNICIAN	Filled	46,654	48,987	EC	48,987	N	-	Y	1,959	Y	3,037	FAMILY	15,598	Y	710	N	-	-	21,305		
1906A	Tinian Health Center	DENTAL ASSISTANT (RECLASS STAFF NURSE)	Filled	21,000	51,066	EC	51,066	N	-	N	-	Y	3,166	N	-	Y	740	N	-	-	3,907		
1906A	Tinian Health Center	STAFF NURSE I - ASN	Filled	48,464	50,887	EC	50,887	N	-	Y	2,035	Y	3,155	SINGLE	4,875	Y	738	N	-	-	10,803		
1906A	Tinian Health Center	STAFF NURSE I - BSN	Vacant	-	48,463	FTE	48,463	N	-	N	-	Y	3,005	N	-	Y	703	N	-	-	3,707		
1906A	Tinian Health Center	NURSE UNIT MANAGER (restructure STAFF NURSE	Filled	67,290	59,117	FTE	70,655	N	-	Y	2,826	Y	4,381	FAMILY	15,598	Y	1,024	Y	878	-	24,707		
1906A	Tinian Health Center	REGISTERED NURSE (SNII-BSN)	Vacant	-	59,117	EC	59,117	N	-	N	-	Y	3,665	N	-	Y	857	N	-	-	4,522		
1906A	Tinian Health Center	REGISTERED NURSE (SNII-BSN)	Filled	56,301	59,117	FTE	59,117	N	-	Y	2,365	Y	3,665	COUPLE	9,993	Y	857	Y	878	-	17,757		
1906A	Tinian Health Center	SUPPLY TECHNICIAN I	Vacant	-	23,394	FTE	23,394	N	-	N	-	Y	1,450	N	-	Y	339	N	-	-	1,790		
1906A	Tinian Health Center	TRADES SPECIALISTS I	Vacant	-	37,758	FTE	37,758	N	-	N	-	Y	2,341	N	-	Y	547	N	-	-	2,888		
1906A	Tinian Health Center	LICENSED PRACTICAL NURSE (reclass NA TRAINEE)	Filled	44,117	46,323	FTE	46,323	N	-	Y	1,853	Y	2,872	N	-	Y	672	N	-	-	5,397		
1906A	Tinian Health Center	NA TRAINEE	Vacant	-	20,209	FTE	20,209	N	-	N	-	Y	1,253	N	-	Y	293	N	-	-	1,546		
1906A	Tinian Health Center	PATIENT QUALITY SPECIALIST	Filled	29,609	31,089	FTE	31,089	N	-	Y	1,244	Y	1,928	N	-	Y	451	N	-	-	3,622		
1906A	Tinian Health Center	TRADES TECHNICIAN	Vacant	-	32,917	FTE	32,917	N	-	N	-	Y	2,041	N	-	Y	477	N	-	-	2,518		
1906A	Tinian Health Center	DENTAL THERAPIST	Vacant	-	45,000	EC	45,000	N	-	N	-	Y	2,790	N	-	Y	653	N	-	-	3,443		
1906A	Tinian Health Center	STAFF NURSE - REINSTATE	Vacant	-	46,654	EC	46,654	N	-	N	-	Y	2,893	N	-	Y	676	N	-	-	3,569		
1906A	Tinian Health Center			818,249	1,371,544	37	1,428,087	-	25,326	82,859	126,982	19,378	4,904								259,449		

TINIAN HEALTH CENTER: 1906A/G2002T

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62250	Communication	13,000
	A) 3 Cellular phone with plans \$3,000 B) Bandwidth upgrade \$10,000	
62290	Licenses & Fees	3,030
	CLIA certification and fire permits. Annual vehicle registration fees for all seven THC vehicles, as well as the costs associated with percolation testing required for upgrading the septic system leaching field.	
62300	Printing & Photocopying	5,000
	Costs associated with printing illness certification forms, prescription forms, and letterheads to comply with the legislation aimed at changing the name of the Tinian Health Center to LVA Health Center.	
62420	Rental - Vehicles	11,200
	Vehicle Rental for emergency provider that come in from Saipan. A)Rental car lease for 3 months \$2,800. \$2,800 X 1 year = \$11,200	
62430	Rental-Housing	19,200
	Covers housing for rotating emergency providers who handle nights and weekends coverages. A)House rental \$1,600 per month. \$1,600 per month X 12 months \$19,200.	
62500	Travel	30,000
	Travel expenses related to off-island meetings, trainings, workshops, and conferences, encompassing various departments. This encompasses per diem costs, transportation, and subsistence. This will also cover the cost of the rotating emergency providers at THC.	
62660	Repairs & Maintenance	100,000
	To cover the maintenance and repairs of the facility and other medical equipment including emergency room devices i.e. defibrillators, respirators, x-ray machine, EKG unit and heart monitor. This also includes the copier machine, fax and other office machines, the centralized air condition unit, emergency generator and the 7 CHCC vehicles, plus the plumbing system and the maintenance division equipment.	
62680	Freight & Handling	5,000
	To cover costs incurred when receiving or sending supplies or packages through shipping companies and/or Star Marianas.	
62690	Personnel Training Costs	15,000
	Personnel training related fees. THC personnel needs training on Disaster Management, Skills Enhancement, Clinical/Admin updates, Advanced Cardiac Life Support/Pediatric Life Support, etc.	
62750	Cleaning Services	12,200
	A) Rodent, Termite, & Pest Extermination Fees \$2,000. B) Ground Maintenance \$850 per month \$10,200 per year.	
63020	Food Items	5,000
	Meal provisions for patients held under observation for more than 8 hours in the ER.	
63030	Fuel & Lubricant	16,000
	A) Fuel and lubricant for 7 vehicles \$10,000. B) Fuel for Emergency Generator \$5,000. C) Fuel for grounds maintenance \$1,000.	
63040	Supplies - Office	10,000
	Office supplies across different departments at THC.	
63050	Supplies - Operation	10,000
	Supplies that play a crucial role in hospital operations.	
63070	Medical - General Supplies	30,000
	Medical supplies that play an essential role in patient care and safety: medications, bandages, and surgical instruments. Additionally, maintaining an adequate inventory ensures preparedness for unforeseen events like natural disasters or disease outbreaks, enhancing the facility's ability to provide timely care.	

63080	Medical - Laboratory Supplies	59,010
	A) Lab Reagent Lipid panel \$17,910. B) Lab Reagent HbA1C \$13,950. C) Lab Reagent \$27,150	
63090	Medical - Pharmaceutical Supplies	5,000
	Pharmacy supplies such as prescription pads, labels, and packaging materials, facilitate the efficient management and distribution of medications to patients.	
63120	Equipments Under 5000	10,898
	Updating of outdated equipment in patient exam rooms. A) 3 - Ophthalmoscope/otoscope wall mount for each exam room \$4,140. B) 4 - Wheelchairs \$915. C) Portable oxygen machine for patients that require oxygen during medevac or patient transfer to Saipan. \$1,380. D)AED for emergency room \$2,500. E) Portable Otoscope \$1,200. F) 3 - Overbed bedside table \$513. G)5 - Pediatric Pulse Oximeter \$250.	
64520	Buildings & Improvements	77,400
	A)Retrofit 2 - 40 ft storage container and 2 - 20 ft storage container with power for temperature controlled storage facility \$1,400 B)Replace and repair main entrance, north employee entrance, emergency entrance and south employee entrance to meet ADA compliance \$24,000. C)Paint, primer, paint thinner for interior and exterior, sidewalk, parking spaces and disabled parking spaces \$10,000. D) Renovation and repair of cashier booth to meet ADA compliance \$4,000. E) Replace and retrofit several metal doors in the facility \$8,000. F) Retrofit low roof on east driveway and west driveway to allow access to emergency vehicles \$30,000.	
64540	Machinery, Tools, & Equipment	7,076
	A) 20 gallon air compressor set \$1,078. B) Hand truck dolly \$440. C) Demolition Drill \$1,056. D) 12 foot fiber ladder \$561. E) 3 - 100 ft extension cord 10 guage \$872. F) Craftsman combo kit \$869	
64550	Computer Systems & Equipment	9,600
	A) 8 - Desktop computers for each Mid-Level provider, Resident Director, Patient Access Registrar lead, Supply Technician, Medical Records Technician and administrative assistant \$6,400. B) 2 - 50inch LED Televisions for Telemedicine \$1,200. C) Accessories such as speakers, microphone, headset with microphone for Telemedicine \$2,000.	
64560	Office Equipment	18,000
	A)Commercial Canon C5735i \$5,000. B) 3 Drawer filing cabinet \$2,000. C) 2 - Industrial Shredder \$3,500. D) 2 - Office Shredder \$1,000. E) Ink for Canon C5735i \$6,500.	
64570	Office Furniture & Fixtures	23,064
	A) 6 - Desks \$4,000. B) 10 - Office Chairs \$5,000. C) 4 - 5 seat waiting area bench \$5,460. D) AmLogic Digital whiteboard system \$5,779. E) 30 Stackable Chairs \$1,019.70. F) LG Commercial Digital Display Unit \$1,805.62.	
64580	Vehicles - Public Service Admin	50,000
	Purchase of new pickup truck to facilitate the collection of medical and office supplies from various shipping agencies that don't provide delivery services.	
	TOTAL	544,678



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



Fiscal Year (FY) 2025 Proposed Budget Narrative

JDE Business Unit/Munis Org. Code: 1912A/G2003R

Department Name: Rota Health Center

Overview:

Rota Health Center is the main health care service center on the island of Rota. The Rota community relies on the health services provided – primary care, dental care, emergency/urgent care, public health, mental health, patient referrals, and health outreach and education.

Budget Proposal and Justification:

Personnel:

Rota Health Center's current staffing supports the daily health services provided to the communities on Rota.

All Others:

62250: Communication **Total: \$15,750**

For Direct Line-DSL, Fax Lines, and cell phone services provided by IT&E.

62290: Licenses & Fees **Total: \$1,000**

CLIA Laboratory Program Certificate Fee for RHC's Laboratory and Microscope use in the Mobile Van

62300: Printing & Photocopying **Total: \$2,000**

Printed forms are necessary for the clinic's patient services and health education posters/handouts for patients/clients.

62430: Rental-Housing **Total: \$50,000**

Hotel/Apartment rental for medical providers, nurses, and/or ancillary staff (from CHC) assigned to provide temporary coverage at RHC due to manpower shortages.

62500: Travel **Total: \$50,000**

For RHC's employees to travel off-island for training, workshops, and/or meetings. Medical Providers, Outreach Specialist Clinic Providers, and Ancillary from Saipan to provide coverage and specialist services on Rota.

62660: Repair & Maintenance **Total: \$75,000**

To support the following facility repairs: Wing B: Glass doors at clinic and restrooms; Wing D: Morgue and Chapel; Fire Alarm System & Fire Pump, Emergency Generator, Oxygen Generator; and Open Account for general maintenance repairs.

62680: Freight & Handling **Total: \$25,000**

For the shipment of medical supplies ordered from Saipan/Guam, laboratory specimen, and disposal of used sharps (in drums). Carriers: Star Marianas, NAAI, and Chartered Boat.

63020: Food Items **Total: \$ 2,000**

As needed, to provide dietary meals to RHC's observed patients. Meals are currently being catered for and delivered to RHC.

63030: Fuel & Lubricant **Total: \$20,000**

To purchase fuel and lubricants for RHC's vehicles, generator, and ground maintenance equipment. Vehicles are being used for administrative & clinical errands, EHDP (sanitation inspections, etc.), sending out lab specimens, and health outreach activities.

63040: Supplies-Office **Total: \$5,000**

To purchase office supplies for RHC's clinical and administrative divisions/offices, which are needed to perform daily tasks.

63050: Supplies-Operations **Total:**
\$20,000

To purchase daily Housekeeping and Maintenance supplies to maintain safety and sanitary facilities for patients and staff.

63070: General Medical Supplies **Total: \$50,000**

Rota's General Medical Supplies; monthly average consumption @ \$4,166. Dental Clinic supplies.

64520: Buildings & Improvement **Total: \$50,000**

To build a housing structure for RHC's secondary generator, which is currently stationed at an exposed location outdoors.

64540: Machinery Tools & Equipment**Total: \$94,500**

To procure Maintenance Tools; SteriMed (Medical Waste System); Defibrillator; Vital Signs Monitor 6000 Series; Water Heater, and ER Procedure Light

64550: Computer System & Equipment**Total: \$10,000**

To procure and install a Security Surveillance Camera within RHC's facilities for constant monitoring of the exterior/interior accesses and movements during operational hours.

64560: Office Equipment**Total: \$10,000**

To procure requested office equipment that is needed within the clinic and administrative offices (new and replacements).

64570: Office Furniture & Fixtures**Total: \$25,000**

To purchase office chairs and tables. As per Infection Control recommendation, vinyl covered chairs are needed in medical divisions.

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe							
1912A	Rota Health Center	RESIDENT DIRECTOR	Filled	66,000	69,301	EC	69,301	N	-	Y	2,772	Y	4,297	FAMILY	15,598	Y	1,005	N	-	23,672	Filled	29
1912A	Rota Health Center	NURSE UNIT MANAGER - BSN	Vacant	-	62,071	EC	62,071	N	-	N	-	Y	3,848	N	-	Y	900	N	-	4,748	Vacant	13
1912A	Rota Health Center	REGISTERED NURSE (SNII-BSN)	Filled	56,301	59,117	EC	59,117	N	-	Y	2,365	Y	3,665	SINGLE	4,875	Y	857	Y	878	12,639	TBF	-
1912A	Rota Health Center	STAFF NURSE II	Vacant	-	53,620	EC	53,620	N	-	N	-	Y	3,324	N	-	Y	777	N	-	4,102	Total	42
1912A	Rota Health Center	STAFF NURSE II	Vacant	-	59,117	EC	59,117	N	-	N	-	Y	3,665	N	-	Y	857	N	-	4,522		
1912A	Rota Health Center	CLINICAL LABORATORY TECHNICIAN	Filled	51,478	54,052	EC	54,052	N	-	Y	2,162	Y	3,351	FAMILY	15,598	Y	784	N	-	21,895		
1912A	Rota Health Center	STAFF NURSE	Vacant	-	48,635	EC	48,635	N	-	N	-	Y	3,015	N	-	Y	705	N	-	3,721		
1912A	Rota Health Center	RADIOLOGY & X-RAY TECHNICIAN (LEAD RADIOLOG	Filled	46,654	48,987	FTE	48,987	N	-	Y	1,959	Y	3,037	COUPLE	9,993	Y	710	Y	858	16,558		
1912A	Rota Health Center	RADIOLOGY TECHNICIAN	Filled	48,988	51,438	EC	51,438	N	-	Y	2,058	Y	3,189	N	-	Y	746	Y	878	6,870		
1912A	Rota Health Center	LICENSED PRACTICAL NURSE IV	Filled	44,117	46,319	FTE	46,323	N	-	Y	1,853	Y	2,872	COUPLE	9,993	Y	672	Y	809	16,199		
1912A	Rota Health Center	STAFF NURSE	Vacant	-	-	-	-	N	-	N	-	Y	10,453	N	-	Y	-	N	-	10,453		
1912A	Rota Health Center	REGISTERED NURSE (SNI-BSN)	Filled	46,218	48,463	EC	48,528	N	-	N	-	Y	3,009	SINGLE	4,875	Y	704	N	-	8,587		
1912A	Rota Health Center	REGISTERED NURSE (SNI-BSN)	Filled	46,218	48,463	EC	48,528	N	-	N	-	Y	3,009	SINGLE	4,875	Y	704	N	-	8,587		
1912A	Rota Health Center	PHARMACY INTERN	Vacant	-	43,990	FTE	43,990	N	-	N	-	Y	2,727	N	-	Y	638	N	-	3,365		
1912A	Rota Health Center	LICENSED PRACTICAL NURSE	Vacant	-	38,108	EC	38,108	N	-	N	-	Y	2,363	N	-	Y	553	N	-	2,915		
1912A	Rota Health Center	ADMINISTRATIVE SPECIALIST	Filled	40,011	42,011	FTE	42,011	N	-	N	-	Y	2,605	FAMILY	15,598	Y	609	N	-	18,812		
1912A	Rota Health Center	TRADES SPECIALIST	Filled	42,012	44,112	FTE	44,112	N	-	N	-	Y	2,735	FAMILY	15,598	Y	640	N	-	18,973		
1912A	Rota Health Center	CLINICAL COORDINATOR (prior admin officer - clinic	Filled	43,374	34,564	FTE	45,543	N	-	Y	1,822	Y	2,824	FAMILY	15,598	Y	660	Y	605	21,509		
1912A	Rota Health Center	CERTIFIED NURSING ASST II	Filled	29,858	31,351	FTE	31,351	N	-	N	-	Y	1,944	FAMILY	15,598	Y	455	Y	546	18,543		
1912A	Rota Health Center	ENVIRONMENTAL HEALTH TECH	Filled	30,824	31,351	FTE	32,365	N	-	Y	1,295	Y	2,007	FAMILY	15,598	Y	469	Y	546	19,915		
1912A	Rota Health Center	MAINTENANCE CUSTODIAN	Filled	17,160	25,792	EC	25,792	N	-	N	-	Y	1,599	COUPLE	9,993	Y	374	Y	449	12,414		
1912A	Rota Health Center	PHLEBOTOMIST	Filled	27,082	28,436	FTE	28,436	N	-	N	-	Y	1,763	N	-	Y	412	Y	497	2,673		
1912A	Rota Health Center	PATIENT ACCESS REGISTRAR II (prior environmental	Filled	23,152	24,564	FTE	24,564	N	-	Y	983	Y	1,523	FAMILY	15,598	Y	356	N	-	18,460		
1912A	Rota Health Center	BUILDING CUSTODIAN	Filled	24,563	25,791	FTE	25,791	N	-	N	-	Y	1,599	SINGLE	4,875	Y	374	Y	449	7,296		
1912A	Rota Health Center	MEDICAL RECORDS TECHNICIAN	Filled	24,563	25,791	FTE	25,791	N	-	Y	1,032	Y	1,599	SINGLE	4,875	Y	374	Y	449	8,328		
1912A	Rota Health Center	ELIGIBILITY WORKER II	Filled	23,652	24,834	FTE	24,834	N	-	N	-	Y	1,540	N	-	Y	360	Y	439	2,339		
1912A	Rota Health Center	BUSINESS OFFICE SUPERVISOR	Filled	22,591	23,720	FTE	23,720	N	-	Y	949	Y	1,471	N	-	Y	344	Y	419	3,183		
1912A	Rota Health Center	TRADES HELPER	Vacant	-	22,280	FTE	22,280	N	-	N	-	Y	1,381	N	-	Y	323	N	-	1,704		
1912A	Rota Health Center	SECURITY GUARD	Filled	23,394	24,563	FTE	24,563	N	-	N	-	Y	1,523	N	-	Y	356	N	-	1,879		
1912A	Rota Health Center	PHARMACY TECH APPRENTICE (prior ASSISTANT)	Filled	23,394	24,563	FTE	24,563	N	-	Y	983	Y	1,523	N	-	Y	356	Y	429	3,291		
1912A	Rota Health Center	MEDICAL BILLING & CODING SPEC.	Filled	20,837	21,879	FTE	21,879	N	-	Y	875	Y	1,357	N	-	Y	317	Y	380	2,929		
1912A	Rota Health Center	PATIENT NAVIGATOR II (restructure medical referre	Filled	29,355	20,209	EC	30,823	N	-	N	-	Y	1,911	N	-	Y	447	N	-	2,358		
1912A	Rota Health Center	PATIENT COORDINATION - PD (restructure adminis	Vacant	-	19,246	FTE	19,246	N	-	N	-	Y	1,193	N	-	Y	279	N	-	1,472		
1912A	Rota Health Center	DENTAL ASSISTANT I (restructure trades specialist I	Filled	20,860	24,310	FTE	24,310	N	-	N	-	Y	1,507	N	-	Y	353	N	-	1,860		
1912A	Rota Health Center	CERTIFIED NURSING ASSISTANT I	Filled	21,218	22,279	FTE	22,279	N	-	N	-	Y	1,381	N	-	Y	323	N	-	1,704		
1912A	Rota Health Center	ELIGIBILITY WORKER I	Filled	19,463	20,436	FTE	20,436	N	-	N	-	Y	1,267	N	-	Y	296	Y	361	1,924		
1912A	Rota Health Center	HEALTH INFORMATION TECH	Filled	19,277	20,241	FTE	20,241	N	-	N	-	Y	1,255	N	-	Y	294	Y	351	1,899		
1912A	Rota Health Center	TRADES SPECIALIST (prior custodial worker I)	Filled	24,563	25,791	FTE	25,791	N	-	N	-	Y	1,599	SINGLE	4,875	Y	374	Y	449	7,296		
1912A	Rota Health Center	ENVIRONMENTAL HEALTH TRAINEE	Vacant	-	17,457	FTE	17,457	N	-	N	-	Y	1,082	N	-	Y	253	N	-	1,335		
1912A	Rota Health Center	REINSTATE TRADES SPECIALIST I	Vacant	-	19,246	FTE	24,310	N	-	N	-	Y	1,507	N	-	Y	353	N	-	1,860		
1912A	Rota Health Center	REINSTATE STAFF NURSE	Vacant	-	-	-	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	3,536		
1912A	Rota Health Center	REINSTATE STAFF NURSE	Vacant	-	-	-	46,218	N	-	N	-	Y	2,865	N	-	Y	670	N	-	3,536		
1912A	Rota Health Center			957,176	1,376,498	39	1,496,739	-	21,106	103,251	184,014	21,703	9,789		339,863							

ROTA HEALTH CENTER: 1912A/G2003R

Schedule B

Obj. Code	Item	FY 2025 REQUEST
62250	Communication	15,750
	For Direct Line, DSL, Fax Lines, and cell phone services provided by IT&E.	
62290	Licenses and Fees	1,000
	Annual CLIA certification of lab	
62300	Printing & Photocopying	2,000
	Printed forms necessary for the clinic's patient services and health education poster/handouts for patients/clients.	
62430	Rental-Housing	50,000
	Hotel/Apartment rental for medical providers, nurses, and or ancillary staff (from CHC) assigned to provide temporary coverage at RHC due to manpower shortages.	
62500	Travel	50,000
	For RHC's employees to travel off-island for training, workshops, and/or meetings. For personnel providing coverage at RHC.	
62660	Repairs & Maintenance	75,000
	Wing B Renovation & Repairs and renovation.	5000
	Wing D Repairs: Morgue and Chapel.	5000
	Ponding Basin Fencing Repair	
	Medical Equipment Repairs - Observation Room Panels and Call Buttons	
	Fire Alarm System & Fire Pump system replacement.	30,000
	Emergency Generator - installation.	20,000
	Oxygen Generator - preventative maintenance.	3,000
	PM for Morgue Chiller	
	PM for PBSI	
	Open account for general maintenance repairs	12,000
62680	Freight & Handling	25,000
	Shipment of medical supplies ordered from Saipan/Guam, lab specimen, and disposal of used sharps (in drums). Carriers: STAR Marianas, NAAI, and chartered boat.	
63020	Food Items	2,000
	To provide dietary meals to RHC's observed patients. Meals are currently being catered and delivered to RHC.	
63030	Fuel & Lubricant	20,000
	To purchase fuel and lubricants for RHC's vehicles, generator, and maintenance equipment.	
63040	Supplies - Office	5,000
	To purchase office supplies for RHC, needed in order to perform daily tasks.	

63050	Supplies - Operation	20,000
	To purchase daily Housekeeping and Maintenance supplies to.	
63070	General Medical Supplies	50,000
	Rota's General Medical Supplies Dental Clinic Supplies	
64520	Buildings & Improvement	50,000
	Generator House	50,000
64540	Machinery Tools & Equipment	94,500
	Maintenance Tools	1,000
	SteriMed (Medical Waste System)	50,000
	Defibrillator	17,000
	Vital Signs Monitor 6000 Series	2,500
	Water Heater	20,000
	ER Procedure Light	4,000
64550	Computer Systems & Equipment	10,000
	Security Surveillance Cameras	10,000
64560	Office Equipment	10,000
	To procure office equipment needed within the clinic and administrative offices (new and replacements).	
64570	Office Furniture & Fixtures	25,000
	To purchase office chairs and tables. As per Infection Control recommendation, vinyl covered chairs are needed in medical divisions.	
	TOTAL	505,250

2025 Budget Request

BU	Business Unit	Position	FTE STATUS	FY 2024 Actual	FY 2024 Budget	No of FTE	FY 2025 Gross Pay	DB 61190	DC 61195	SS 61196	Health Ins 61210	Mcare 61220	Life 61180	Other Differential	TOTAL Fringe								
1874A	Medical Referral Adm	INTERIM DIRECTOR (SPN)	Filled	65,000	68,250	EC	68,250	N	-	Y	2,730	Y	4,232	N	-	Y	990	N	-	-	7,951	Filled	21
1874A	Medical Referral Adm	HEALTH NETWORK ADMINISTRATOR (CONUS)	Filled	70,000	73,500	EC	73,500	N	-	N	-	Y	4,557	SINGLE	4,875	Y	1,066	N	-	-	10,498	Vacant	5
1874A	Medical Referral Adm	TECHNICAL ANALYST (HI)	Filled	36,749	38,587	EC	38,587	N	-	N	-	Y	2,392	N	-	Y	560	N	-	-	2,952	TBF	-
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT	Vacant	-	27,562	EC	27,562	N	-	N	-	Y	1,709	N	-	Y	400	N	-	-	2,109	Total	26
1874A	Medical Referral Adm	MEDICAL REFERRAL COORDINATOR (SPN)	Filled	28,350	29,768	EC	29,768	N	-	Y	1,191	Y	1,846	SINGLE	4,875	Y	432	N	-	-	8,343		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (HI)	Filled	32,288	33,074	EC	33,902	N	-	N	-	Y	2,102	SINGLE	4,875	Y	492	N	-	-	7,468		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	26,250	27,562	EC	27,562	N	-	N	-	Y	1,709	N	-	Y	400	N	-	-	2,109		
1874A	Medical Referral Adm	PATIENT COORDINATOR (CONUS)	Filled	49,999	60,901	FTE	52,499	N	-	N	-	Y	3,255	N	-	Y	761	N	-	-	4,016		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	26,250	27,562	EC	27,562	N	-	N	-	Y	1,709	N	-	Y	400	N	-	-	2,109		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	26,250	27,562	FTE	27,562	N	-	N	-	Y	1,709	SINGLE	4,875	Y	400	Y	488	-	7,471		
1874A	Medical Referral Adm	OFFICER IN CHARGE, MRS (SPN) (lateral tfr to EHD)	Vacant	-	62,071	EC	62,071	N	-	N	-	Y	3,848	N	-	Y	900	N	-	-	4,748		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	26,250	27,562	EC	27,562	N	-	N	-	Y	1,709	SINGLE	4,875	Y	400	Y	488	-	7,471		
1874A	Medical Referral Adm	MEDICAL REFERRAL COORDINATOR (SPN)	Filled	28,350	29,768	EC	29,768	N	-	N	-	Y	1,846	N	-	Y	432	N	-	-	2,277		
1874A	Medical Referral Adm	MEDICAL REFERRAL COORDINATOR (SPN)	Filled	36,749	38,587	FTE	38,587	N	-	N	-	Y	2,392	COUPLE	9,993	Y	560	N	-	-	12,945		
1874A	Medical Referral Adm	MEDICAL REFERRAL COORDINATOR (SPN)	Filled	28,350	29,768	EC	29,768	N	-	Y	1,191	Y	1,846	SINGLE	4,875	Y	432	N	-	-	8,343		
1874A	Medical Referral Adm	OFFICER IN CHARGE, MRS (HI)	Filled	49,506	50,715	FTE	51,981	N	-	N	-	Y	3,223	FAMILY	15,598	Y	754	N	-	-	19,575		
1874A	Medical Referral Adm	MEDICAL REFERRAL COORDINATOR (SPN)	Filled	28,350	29,768	FTE	29,768	N	-	Y	1,191	Y	1,846	N	-	Y	432	N	-	-	3,468		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	31,500	33,074	FTE	33,074	N	-	N	-	Y	2,051	COUPLE	9,993	Y	480	N	-	-	12,523		
1874A	Medical Referral Adm	LEAD LOGISTICS COORDINATOR (SPN)	Filled	41,309	43,374	FTE	43,374	N	-	Y	1,735	Y	2,689	FAMILY	15,598	Y	629	Y	761	-	21,412		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (HI)	Filled	32,288	33,074	FTE	33,902	N	-	N	-	Y	2,102	N	-	Y	492	N	-	-	2,594		
1874A	Medical Referral Adm	ACCOUNTING TECHNICIAN (SPN) (PRIOR ACCOUNT)	Filled	24,149	29,768	EC	29,768	N	-	N	-	Y	1,846	N	-	Y	432	N	-	-	2,277		
1874A	Medical Referral Adm	MEDICAL REFERRAL ASSISTANT (GU)	Filled	26,250	27,562	FTE	27,562	N	-	N	-	Y	1,709	N	-	Y	400	N	-	-	2,109		
1874A	Medical Referral Adm	LEAD CASE WORKER (SPN)	Filled	40,000	42,001	FTE	42,001	N	-	N	-	Y	2,604	COUPLE	9,993	Y	609	N	-	-	13,206		
1874A	Medical Referral Adm	FINANCIAL ANALYST (GU)	Vacant	-	33,074	FTE	33,074	N	-	N	-	Y	2,051	N	-	Y	480	N	-	-	2,530		
1874A	Medical Referral Adm	OFFICER IN CHARGE, MRS (GU)	Vacant	-	50,715	FTE	50,715	N	-	N	-	Y	3,144	N	-	Y	735	N	-	-	3,880		
1874A	Medical Referral Adm	ACCOUNTANT (GU)	Vacant	-	33,074	FTE	33,074	N	-	N	-	Y	2,051	N	-	Y	480	N	-	-	2,530		
1874A	Medical Referral Adm			754,187	1,008,285	26	1,002,805	-	8,037	62,174	90,424	14,541	1,736								176,911		



**Northern
Marianas
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Fiscal Year

2025

APPROPRIATIONS REQUEST

Adopted by Board of Regents: February 23, 2024

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TAB 1



Northern Marianas College

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February 26, 2024

NMC Corr. No. 24-04

The Honorable Arnold I. Palacios
Governor
Commonwealth of the Northern Mariana Islands
Caller Box 10007
Saipan, MP 96950

Re: Proposed FY 2025 Appropriations Budget for the Northern Marianas College

Dear Governor Palacios:

On behalf of the Northern Marianas College (NMC) Board of Regents, our more than 1,400 students, faculty, staff, administrators, and community stakeholders, we sincerely thank you for your proactive leadership during this critical time in our Commonwealth. Your administration's commitment to fiscal, economic, and social stability have truly set the tone for our community, and the College will continue to serve as a close partner as you diligently work to ensure the delivery of essential services, rebuild our economy, and stabilize our public finances.

We share your commitment to economic recovery, which is why we continue to move forward with key initiatives that will directly benefit our economy. The rebuilding of our campus facilities is infusing much needed tax revenue and investment dollars into our economy. Our wide array of degree and training programs are providing targeted workforce development for key industries like construction management, small business entrepreneurship, and health care. And new programs like USDA's NextGen grant, pursuit of Sea Grant status, and the CNMI Green Growth Initiative are all bringing additional grant funds that are focused on diversifying our economy. Indeed, your support of NMC translates directly into reviving the CNMI economy.

That is why we look forward to your continued support with our appropriations budget request. Your support will maintain the momentum of building new facilities and new programs, secure NMC's favorable accreditation status, and ensure the College's role as stewards of a diversified economy and a sustainable community.

As you know, the College has been able to do a lot more with less. In addition to implementing several cost-containment measures to save money, we have streamlined existing operations and maximized current resources in order to maintain our educational quality and workforce development initiatives, as well as to protect the livelihoods of our entire Proa Tribe. However, the College remains in a growth mode as we continue to build our new campus and create new academic programs to better meet the needs of our students and our community. We need an appropriation that supports this important work that will have a lasting impact on the Commonwealth for generations to come.

With this being said, we write to respectfully request an appropriation of **\$17,197,297.00** for Fiscal Year 2025, as approved by the College's Board of Regents (BOR). This request is justified by our three strategic priorities and seven strategic goals:

TAKE CARE OF OUR COMMUNITY

Invest in our economy

As an economic engine of the Commonwealth, the College remains committed to its goal of meeting workforce needs and promoting entrepreneurial initiatives. Workforce development is a critical priority shared by our entire community, and the College is taking a comprehensive and collaborative approach with the CNMI Public School System (PSS) and the Northern Marianas Technical Institute (NMTech) to implement transformative skill-learning into curriculum, engage prospective employers and industry leaders to better align with current and emerging workforce needs and trends, and enhance current career services through mentorships, internships, and apprenticeships to build a viable, skilled labor force in anticipation of the end of the CNMI-Only Transitional Worker (CW-1) program on December 31, 2029. Additionally, the College is the host institution of the CNMI Small Business Development Center (SBDC), which will help support small business revenue and job growth, build a healthy entrepreneurial ecosystem, and create a business-friendly environment in the CNMI through homegrown innovation. This appropriation will help fund the College's workforce development initiatives and the local funding match required for the CNMI SBDC, as required by the US Small Business Administration.

Foster a spirit of stewardship

As an island community, the College is committed to leading research efforts in regenerative living that protects our environment, cultivating transformative behaviors that promote social justice, inclusion, and equity, and protecting our islands' indigenous legacy. NMC-CREES continues to serve our youth, adults, and communities on all three islands through innovative research in agriculture, aquaculture, and nutrition, as well as through extension services in farming and gardening. NMC-CREES has helped the island of Rota diversify its agroforestry plots, helped Tinian re-establish its ability to safely process animal products through its slaughterhouse, and successfully offered summer leadership camps for our youth. Every year, the CNMI Government is expected to match NMC-CREES's effort through a 50% match of the Hatch and Smith-Lever funds received. The College is working diligently to be an intellectual hub for innovation, where new ideas and underrepresented voices are heard both within and beyond the classroom. This includes the coordination of more campus events and community outreach activities that engage students and College stakeholders in understanding and addressing the biggest issues facing our Commonwealth from good governance to economic development. Moreover, the College intends to promote cultural enrichment that elevates Chamorro and Carolinian studies within our curriculum and through more publications. This appropriation will ensure the continued success of NMC-CREES, as well as help the College develop as a true intellectual hub and protector of our unique island heritage here in the Marianas for generations to come.

TAKE CARE OF OUR RESOURCES

Build state-of-the-art facilities

As you know, Super Typhoon Yutu destroyed more than 80% of our College's facilities, including most of our classrooms. The area where these facilities stood is now flattened and ready to build desperately needed classrooms and learning spaces for students as well as provide resource areas for faculty and staff. The temporary classroom structures (tents) are now at the end of their life spans, and the College must build and secure safer learning spaces for the student and investments in the learning we have made. While the College has successfully secured grants to help build the new facilities, most of these grants are on a "reimbursement" basis, and we anticipate the rebuild to have an impact on the College's tuition revenue, which is already committed to pay for utilities, adjunct salaries, classroom furniture, facilities, repairs, and other critical operational expenses. For the past several years, this source of revenue has also been used to supplement the appropriations budget in funding NMC's evolving personnel needs. This appropriation will help build state-of-the-art facilities to house new classrooms, learning spaces, and community hubs for training and professional development. Moreover, the overall rebuild is part of the College's overarching goal of developing a college town within the As Terlaje-Dandan area on Saipan, which will create increased economic opportunities for local businesses, attract

highly qualified faculty and staff to the College, and foster an enhanced learning environment for our students.

Secure financial vitality

A strong link exists between how much is invested in education and the health of the local economy. Higher measures of educational attainment in our community are an indication of more skilled and productive workers who are able to contribute to our economy. Therefore, having a financially stable College will help ensure vitality within our current programs and services for our workforce. With 16 consecutive years of favorable audit opinions on our financial statements, the College continues to be designated as a “low risk” auditee by independent auditors. We are a model for the Commonwealth as true financial stewards, and this appropriation will help maintain this positive standing.

Ensure quality

Accreditation is a clear demonstration of the College’s commitment to providing quality education and services as an institution of higher education. As you know, the College recently had its accreditation by the Western Association of Schools and Colleges Senior College and University Commission reaffirmed for eight years—the longest accreditation term in the College’s history. The milestone came with a multitude of recognitions, with the commission praising the college for its timely, comprehensive, and effective response to Super Typhoon Yutu and to the COVID-19 pandemic; and for its resilient faculty, student, and staff who have remained steadfast amidst geopolitical uncertainties and socioeconomic disruptions. Our recent accreditation review cited several areas that need additional funding and support, including the prioritization of information technology personnel and infrastructure and staffing for data management and assessment. In line with this, we will continue implementing systematic improvement processes to measure performance, ensure accountability, and optimize our organizational structure for efficiency and effectiveness in line with best practices in higher education. This appropriation will help us ensure quality in everything we do for the community.

TAKE CARE OF OUR PEOPLE

Empower students to succeed

Our students are the lifeblood of our College, and their success correlates with the success of our Commonwealth. The College is diligently working to launch new certificate and degree programs based on the needs of our community and student data in order to build a viable, skilled labor force. Following the COVID-19 pandemic, the College continues to emphasize the importance of our nursing program and the development of allied health programs to add to the frontline of healthcare workers needed for our vulnerable population, our education program to foster the next generation of teachers needed for a post-pandemic world, our business program to help stimulate economic recovery and diversify our industries, and our programs in accounting, computer applications, natural resource management, and other areas to meet the CNMI’s workforce needs. This appropriation will help the College offer a wider range of engaging programs, develop targeted student support services, and provide accelerated curricular and career pathways.

Cultivate our employees

While our students are our lifeblood, our employees are our greatest assets. Work is underway to streamline current operations to create a modern workforce that serves the needs of our students, our community, and our region. Our College is a community of learners, committed to teaching the next generation of CNMI leaders and the upskilling of our people so that they can have meaningful careers to support their families and our economy. This appropriation will help the College retain our dedicated faculty and staff, whose abilities, knowledge, and experience cannot be replaced.

We here at the College have made every attempt to present a realistic budget submission. The ideal figure needed to provide essential services for our students and community could easily reach over \$20 million. However, our request is significantly less than such figure. This appropriations request includes vital resources to support our strategic priorities and goals, including the minimum critical positions

required for the College to continue providing quality academic programs and student support services. The College will continue to take care of our community, our resources, and our people by ensuring that operations are effective and efficient and that accreditation is maintained.

By cultivating stewardship through scholarship, the College continues to inspire the Marianas through a quality education at an affordable price, helping thousands of our students, graduates, and stakeholders seek a better life for themselves and their families. With a growing enrollment, a reaffirmed accreditation for a historic eight years, and new facilities well on their way, the College is uniquely positioned to contribute to the growth and sustainability of the economy and ecosystem of the Marianas.

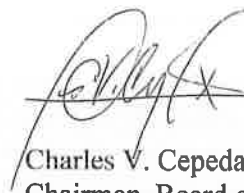
We look forward to your favorable support of our request and hope that you see it represents an investment for the people of our Commonwealth. While we are currently facing a fiscal storm and turbulent times, we here at the College believe that we must sail ahead with a focus on learning to lift the tide for everyone. We are confident that with you as our Governor and the captain of our islands' proa, we will overcome these rough waters and reach new lands of prosperity for everyone who calls the Marianas home.

Thank you, Si Yu'us Ma'ase, and Ghilisow for the opportunity to submit this budget proposal.

Sincerely,



Galvin Deleon Guerrero, EdD
President



Charles V. Cepeda
Chairman, Board of Regents

cc: Virginia Villagomez
Special Assistant for Management and Budget

TAB 2



Mission

The mission of Northern Marianas College is to cultivate stewardship through scholarship. Embracing our agency and cultural identity on the global stage, the College strives to take care of our community, our resources, and our people by cultivating the structured pursuit of knowledge across the Marianas.

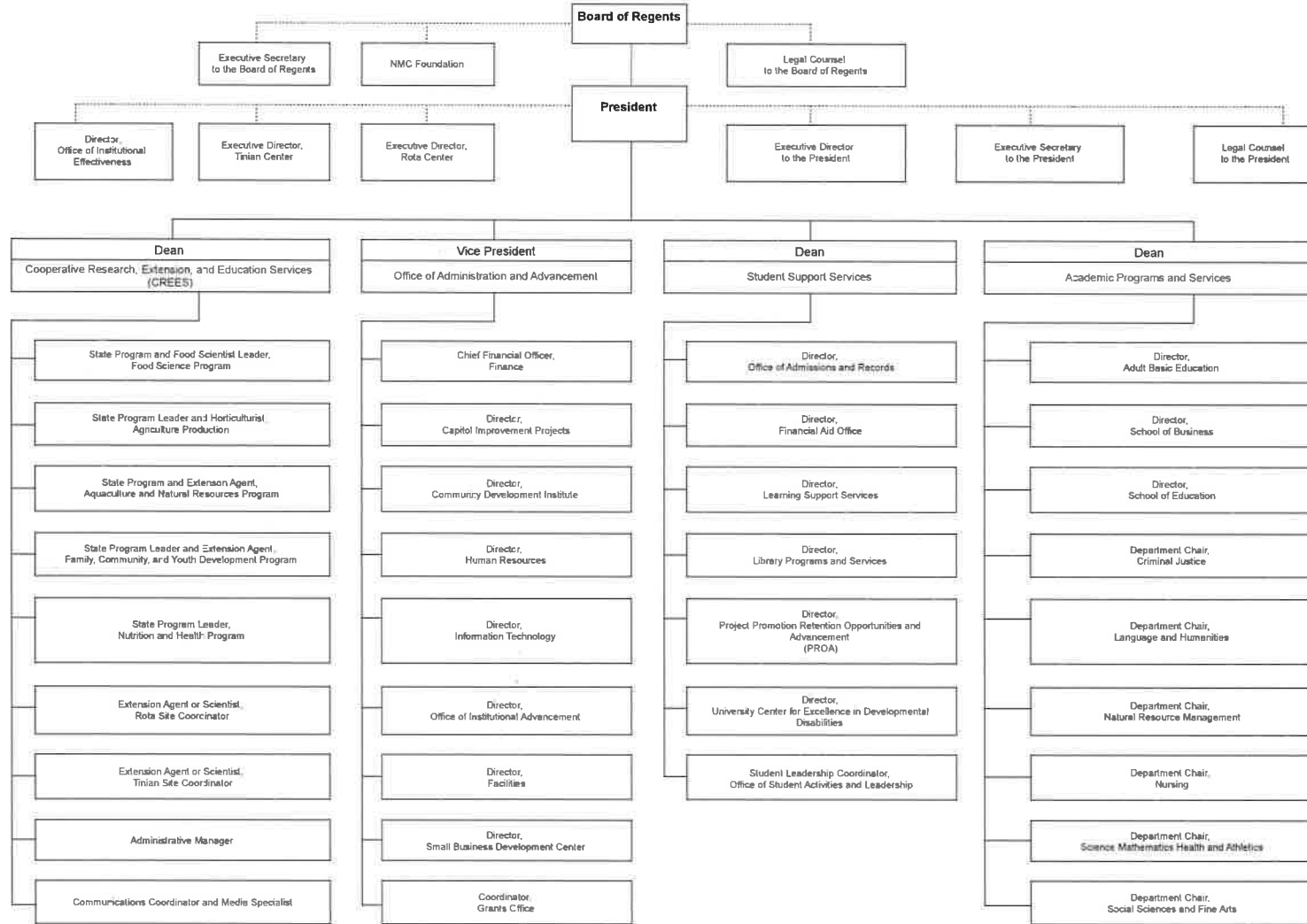
Vision

Sailing ahead with a focus on learning, let us lift the tide for everyone.

TAB 3



Northern Marianas College Organizational Chart



Adopted by: Charles V. Cepeda, Chairman
NMC Board of Regents

Date: September 22, 2022

Attested by: Galvin Deleon Guerrero, EdD
NMC President

TAB 4

BUDGET NARRATIVE

Departmental Overview

NMC Board of Regents:

- The Northern Marianas College Board of Regents is responsible for ensuring that the College accomplishes its mission by monitoring progress toward the College's strategic goals and student learning outcomes.
 - Chairperson: Charles V. Cepeda
 - Vice Chairperson: Elaine H. Orilla
 - Treasurer: Irene T. Torres
 - Regent: Zenie P. Mafnas
 - Regent: Jesus M. Tudela
 - Regent: Michelle L. Sablan
 - Regent: William M. Cing

Office of the President: NMC President, Galvin S. Deleon Guerrero, EdD

- The President of Northern Marianas College is the chief executive officer of the College, responsible for the execution of the College's mission, implementation of College policies adopted by the Board of Regents through procedures, and oversees academic programs and student services.
- Positions directly reporting to the NMC President:
 - Vice President, Administration & Advancement
 - Dean, Academic Programs and Services
 - Dean, Student Support Services
 - Dean, Cooperative Research Extension & Education Services
 - Executive Director, Rota Center
 - Executive Director, Tinian Center
 - Director, Office of the President
 - Director, Office of Institutional Effectiveness

Office of Administration & Advancement: Vice President, Frank Eliptico

- Provides oversight to all areas of the college related to administrative operations and resource development including:
 - Marketing & Communications
 - Information Technology
 - Financial Services
 - Community Development Institute
 - Small Business Development Center
 - Facilities/Administrative Services
 - Capital Improvement Projects
 - Human Resources

Office of Academic Programs and Services: Interim Dean, Lorraine Maui

- Provides oversight to all areas of the college related to academic programs and services:
 - School of Education Programs and Courses
 - School of Business Programs and Courses
 - Nursing Program and Courses
 - Criminal Justice Program and Courses
 - Natural Resources Management Program and Courses
 - Liberal Arts Program and Courses
 - Social Sciences and Fine Arts Department and Courses
 - Languages and Humanities Department and Courses
 - Science, Math, Health and Athletics Department and Courses
 - Distance Learning Education Department
 - Adult Basic Education Programs and Courses
 - Prior Learning Assessment Programs and Courses

Office of Student Support Services: Dean, Charlotte Cepeda

- Provides oversight to all areas of the college related to student support services:
 - Enrollment Services
 - Associated Students of Northern Marianas College
 - Learning Support Services
 - Disability Support Services
 - Career Services
 - International Student Services
 - Library Programs & Services
 - Student Activities & Leadership
 - Financial Aid Office
 - Testing Services
 - University Center for Excellence in Development Disabilities (UCEDD)
 - Project Promotion Retention Opportunities and Advancement (PROA)

Cooperative Research, Extension, and Education Services: Interim Dean, Patricia Coleman

- Provides oversight to all areas of the college related to cooperative research, extension, and education services:
 - Agriculture Production Program
 - Family, Community, and Youth Development Program
 - Aquaculture and Natural Resources Program
 - Nutrition and Health Program
 - Food Sciences Program

Key Initiatives

The Northern Marianas College Strategic Master Plan:

STRATEGIC PRIORITY: Take care of our people.

Goal 1: Empower students to succeed.

Objective 1.1: Offer a wider range of engaging programs.

Action Step 1.1.1: Diversify course modalities to suit student and institutional needs.

Action Step 1.1.2: Launch new certificate and degree programs based on student data and community-needs assessment figures.

Action Step 1.1.3: Expand partnerships and articulation agreements with other colleges and universities to expand degree-program offerings.

Objective 1.2: Develop targeted student support services.

Action Step 1.2.1: Refine and develop policies and procedures that support the holistic wellness of students.

Action Step 1.2.2: Implement a cohort-based mentorship program that integrates enhanced and expanded wrap-around student support services.

Action Step 1.2.3: Reimagine developmental course offerings to expedite and improve completion rates and better prepare students for college level courses.

Objective 1.3: Provide accelerated curricular and career pathways.

Action Step 1.3.1: Repackage existing degree programs into accelerated curricula that blend prior learning assessment, cohort-and site-based learning, and interdisciplinary courses.

Action Step 1.3.2: Reinforce collaboration between academic departments and the Community Development Institute to grow new curricular offerings for the community.

Action Step 1.3.3: Increase collaboration with the CNMI Public School System and the Northern Marianas Technical Institute to offer more dual enrollment and parallel curricular programs.

Goal 2: Cultivate our employees.

Objective 2.1: Offer competitive compensation and benefits.

Action Step 2.1.1: Establish an incremental and sustainable salary scale that keeps pace with inflation rates and cost of living adjustments.

Action Step 2.1.2: Incentivize and reward additional workload undertaken outside of listed duties and responsibilities.

Action Step 2.1.3: Explore and develop new employee benefits that reflect emerging trends in the modern workforce.

Objective 2.2: Embrace a growth mindset in personal and professional development.

Action Step 2.2.1: Refine and develop policies and procedures that support the holistic wellness of employees.

Action Step 2.2.2: Establish a development fund and education leave policies and procedures to support employees' ongoing personal and professional growth.

Action Step 2.2.3: Refine program-specific and institution-wide professional development to address performance needs generated from aggregated employee evaluations and to be more clearly aligned with clearly defined learning and behavioral outcomes

Objective 2.3: Facilitate collaboration and engagement across the institution.

Action Step 2.3.1: Establish a formal peer mentoring program within and across programs and departments.

Action Step 2.3.2: Facilitate interdepartmental team- and cross-teaching in academic courses and professional development sessions.

Action Step 2.3.3: Explore and develop job-shadowing opportunities that diversify professional skills, increase awareness and understanding of programs, and promote professional camaraderie across the institution.

STRATEGIC PRIORITY: Take care of our resources.

Goal 3: Build state-of-the-art facilities.

Objective 3.1: Provide a robust and secure information technology infrastructure.

Action Step 3.1.1: Implement a straightforward and efficient cloud-based enterprise system for all information technology functions.

Action Step 3.1.2: Build redundancies into information technology services, applications, backups, and other relevant structures.

Action Step 3.1.3: Reinforce the safety and security of information technology systems.

Objective 3.2: Build facilities that ensure resilience against natural disasters.

Action Step 3.2.1: Ensure that new facilities comply with identified design guidelines.

Action Step 3.2.2: Build redundancies into campus design regarding power, water, and green energy sources.

Action Step 3.2.3: Construct environmentally-friendly buildings.

Objective 3.3: Design facilities that welcome all stakeholders with open, accessible, and appealing designs.

Action Step 3.3.1: Ensure that new facilities comply with or, where appropriate, exceed applicable local and federal laws and regulations regarding access for individuals with various abilities.

Action Step 3.3.2: Create spaces and corresponding policies and procedures that allow for and encourage community-wide events to be held on college campuses.

Action Step 3.3.3: Engage individuals, groups and organizations from the community in holding community-wide events on college campuses.

Goal 4: Secure financial vitality.

Objective 4.1: Increase and diversify revenue streams.

Action Step 4.1.1: Acquire strategic assets to turn into revenue generating opportunities.

Action Step 4.1.2: Repackage and repurpose college programs to provide additional revenue-generating training, research, consultation, and auxiliary services to the local and regional community.

Action Step 4.1.3: Expand the recruitment of international students for short-term certificate programs and long-term degree programs.

Objective 4.2: Expand philanthropic contributions.

Action Step 4.2.1: Expand the scope and activities of the Northern Marianas College Foundation to engage more local, regional, national, and international support for the institution.

Action Step 4.2.2: Continue developing and improving the Northern Marianas College brand to reinforce the local, regional, national, and international reputation and prestige of the institution.

Action Step 4.2.3: Diversify sources of philanthropic contributions to increase alumni giving, innovate tax incentives, and launch estate planning.

Objective 4.3: Solidify more consistent funding from various sources.

Action Step 4.3.1: Identify and participate in federal formula or block grant programs available to the Northern Marianas and the region.

Action Step 4.3.2: Explore and cultivate legislative options to generate alternative revenue streams.

Action Step 4.3.3: Develop sustainable tuition policies and procedures that allow tuition rates to affordably yet incrementally keep pace with inflation rates and regional financial constraints.

Goal 5: Ensure quality.

Objective 5.1: Implement systematic improvement processes.

Action Step 5.1.1: Refine operational processes and systems through automation.

Action Step 5.1.2: Implement a standardized, centralized, cloud-based data system.

Action Step 5.1.3: Enact performance assessments for the entire college for feedback, improvement, and guidance for better proficiency.

Objective 5.2: Employ research-based accountability measures.

Action Step 5.2.1: Explore and pilot promising accountability practices from within the institution as well as from regional, national, and international institutions and industries.

Action Step 5.2.2: Revise the employee evaluation system to provide more routine and aggregate data on employee performance using metrics aligned with best practices in higher education.

Action Step 5.2.3: Maintain an updated master list of best practices to fit college capacity, planning, implementation, evaluation, continuous improvement, and sustainability.

Objective 5.3: Optimize governance and organizational structures for efficiency and effectiveness.

Action Step 5.3.1: Routinely evaluate governance and organizational structures for efficiency and effectiveness using metrics aligned with best practices in higher education.

Action Step 5.3.2: Modify and amend governance and organizational structures to respond to findings in routine evaluations of those structures or to keep pace with emerging trends in higher education.

Action Step 5.3.3: Employ systems thinking in guiding the institution as it evolves as a learning organization that prioritizes learning.

STRATEGIC PRIORITY: Take care of our community.

Goal 6: Invest in our economy.

Objective 6.1: Meet workforce needs.

Action Step 6.1.1: Implement transformative labor-force skill learning into curriculum.

Action Step 6.1.2: Engage prospective employers and industry leaders in reviewing and revising certificate and degree programs in order to more effectively align with current and emerging workforce needs and trends.

Action Step 6.1.3: Enhance current career services by providing more mentorship opportunities, expanding internship partnerships with prospective employers, and refining job placement processes and monitoring.

Objective 6.2: Promote entrepreneurial initiatives.

Action Step 6.2.1: Integrate financial literacy and entrepreneurial capacity into the institution's core curriculum.

Action Step 6.2.2: Host collaborative, competitive, and other community events that promote the awareness and practice of entrepreneurship and cultivate networking opportunities between College stakeholders and the broader business community.

Action Step 6.2.3: Create a Center for Entrepreneurship with the Small Business Development Center at the institution that will provide students and community members with the tools, expertise, and networking opportunities to start a business.

Objective 6.3: Cultivate problem-solving skills.

Action Step 6.3.1: Transform learning in the classroom through project-based work that tackles pressing social, economic, and environmental problems at the local, regional, national, or international level.

Action Step 6.3.2: Require capstone courses to integrate measurable service-learning activities that address local, regional, national, or international issues.

Action Step 6.3.3: Expand the institution's research capacity in order to guide and collaborate with government agencies and nonprofit entities in combating social, economic, and environmental problems at the local, regional, national, or international level.

Goal 7: Foster a spirit of stewardship.

Objective 7.1: Practice regenerative living that protects our environment.

Action Step 7.1.1: Lead research efforts that identify promising practices in regenerative living that can be deployed at the institutional, local, and regional levels.

Action Step 7.1.2: Model research-based practices in regenerative living at the institutional level that can be replicated at the local and regional levels.

Action Step 7.1.3: Collaborate with local and regional partners and leaders to develop and implement coordinated regenerative policies and practices that collectively protect the environment.

Objective 7.2: Cultivate transformative behaviors that promote diversity, equity, inclusion, justice, and access.

Action Step 7.2.1: Revise current curricula and develop new academic programs with a renewed focus on diversity, equity, inclusion, justice, and access.

Action Step 7.2.2: Transform learning in the classroom through project-based work on social justice and underrepresented voices.

Action Step 7.2.3: Coordinate more campus events and community outreach activities that engage students and college stakeholders in understanding and addressing social injustice, exclusion, and inequity.

Objective 7.3: Promote cultural enrichment that protects our islands' indigenous legacy.

Action Step 7.3.1: Reinforce local and regional partnerships that elevate Chamorro and Carolinian studies within academia.

Action Step 7.3.2: Create and showcase more publications, art, media, and artifacts related to Chamorro and Carolinian culture and history.

Action Step 7.3.3: Lead local and regional efforts to translate key publications into Chamorro and Carolinian languages.

Accomplishments

Please see the appended NMC 2023 Citizen Centric Report included in Tab 4.

Performance Measures

Table 1. Enrollment for Degree and Certificate Programs for Fall 2022

<i>Total Unduplicated Student Headcount</i>		1,319
<i>Number of Certificates & Degrees Awarded in Academic Year 2022-2023</i>		
Certificates of Completion: Fire Science Technology		0
Certificates of Completion: Basic Law Enforcement		71
<i>Customs & Biosecurity Track</i>	31	
Certificates of Completion: Nursing Assistant		19
Associate of Arts, Business		18
Associate of Arts, Liberal Arts*		73
<i>Education Emphasis</i>	21	
<i>Health and Physical Education Emphasis</i>	5	
<i>Pre-Engineering Emphasis</i>	4	
<i>Social Work Emphasis</i>	5	
Associate of Applied Science in Business Administration*		29
<i>Accounting Emphasis</i>	6	
<i>Business Management Emphasis</i>	17	
<i>Computer Application Emphasis</i>	8	
Associate of Applied Science, Criminal Justice		17
Associate of Applied Science, Hospitality Management		4
Associate of Applied Science, Fire Science Technology		0
Associate of Applied Science, Natural Resource Management		13
Associate of Science, Nursing		16
Bachelor of Science in Business Management		41
<i>Accounting Concentration</i>	19	
Bachelor of Science in Education*		33
<i>Early Childhood Education Concentration</i>	6	

<i>Elementary Education Concentration</i>	10
<i>Rehabilitation & Human Services Concentration</i>	14
<i>Special Education Concentration</i>	3
Total Certificates ¹ and Degrees Conferred	334
Number of Graduates in 2022	367
Number of Graduates in 2023	326

Table 2. Community Development Institute (CDI) Inclusive of Workforce Development Approximate Number of Clients (duplicated) Served in FY 2023

<i>Number of Clients</i>	246
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Table 3. Adult Basic Education Clients Served in Program Year 2022-2023

<i>Unduplicated Enrollment</i>	151
<i>Number of Graduates</i>	40

Table 4. Building and strengthening the CNMI's Workforce by providing academic courses and training services with the allocated funding derived from the Commonwealth Workers (CW) fees

<i>FY 2023 Total</i>	\$185,058
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Impact of CW Funds on Academic Programs - Helped service an enrollment of 1,389 (duplicated) from Fall 2022 to Summer 2023.

Number of students (unduplicated) served under the Business Program	
Fall 2022	420
Spring 2023	362
Summer 2023	72
Number of students (unduplicated) served under the Nursing Program	
Fall 2022	242
Spring 2023	235
Summer 2023	58

Table 5. Federal revenue. Majority of the grant revenues received by the College are restricted and do not go to general operations of the college for academic and instructional programs

<i>FY 2023 Grant Award Estimate</i>	\$26,618,208
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**NOTE: Students can pursue more than one emphasis or concentration in a degree program. This is why the total number of emphases and/or concentrations awarded can exceed the total number of degrees awarded.*

¹*Offered on a cohort basis*



Citizen Centric Report

NORTHERN MARIANAS COLLEGE

2023



Mission

The mission of Northern Marianas College is to cultivate stewardship through scholarship. Embracing our agency and cultural identity on the global stage, the College strives to take care of our community, our resources, and our people by cultivating the structured pursuit of knowledge across the Marianas.

Vision

Sailing ahead with a focus on learning, let us lift the tide for everyone.

About NMC

Sailing ahead with a focus on learning and a commitment to stewardship, Northern Marianas College (NMC) transforms lives, creates opportunities, and empowers the workforce of the Commonwealth of the Northern Mariana Islands (CNMI) to be active and productive citizens within the communities of Saipan, Tinian, and Rota. A public land grant and Asian American and Native American Pacific Islander-Serving institution, NMC is the only public institution of higher education in the CNMI and is accredited by the Senior College and University Commission of the Western Association for Schools and Colleges. Since first opening its doors in 1981, NMC continues to inspire the Marianas through a quality education at an affordable price by offering a diverse set of academic and certificate programs for students seeking a better life for themselves and their families through global engagement and a unique understanding of our island heritage.

NMC Breaks Ground on New Student Center and Continues Progress on Other New Facilities

In August 2023, NMC officially broke ground on its new Student Center, the first of several new buildings on the college campus. Situated at the highest peak of As Terlaje Hill, the NMC Student Center will be a prominent structure along Chalan Monsignor Guerrero with an innovative design that is student-centric, energy-efficient, and culturally symbolic of our indigenous roots. The building will be three (3) stories in height with approximately 45,000 square feet of enclosed space to house a double-height student dining and multi-purpose hall, student services, library, bookstore, and office spaces dedicated to student support services. The NMC Student Center is scheduled to be completed by Fall 2025 and is funded by the US Department of Education and the Federal Emergency Management Agency (FEMA) with supplemental funds provided by the US Department of the Interior's Office of Insular Affairs (OIA). Northern Marianas College also continues to make considerable progress toward the building and development of other brand new buildings that will be part of the campus.



Accreditation

The Northern Marianas College is a Land-Grant institution that is accredited by the Senior College and University Commission of the Western Association for Schools and Colleges.



Strategic Priorities and Goals

Take care of our people

- Empower students to succeed
- Cultivate our employees

Take care of our resources

- Build state-of-the-art facilities
- Secure financial vitality
- Ensure quality

Take care of our community

- Invest in our economy
- Foster a spirit of stewardship

Board of Regents

Charles V. Cepeda
Chairman, Saipan

Elaine H. Orilla
Vice-Chairwoman, Rota

Irene T. Torres
Treasurer, Saipan

Zenie P. Mafnas
Regent, Saipan

Jesse M. Tudela, EdD
Regent, Saipan

Michelle L. Sablan
Regent, Saipan

William M. Cing
Regent, Tinian

Leadership

Galvin Deleon Guerrero, EdD
President

Frankie M. Eliptico
Vice President
Office of Administration and Advancement



About Programs Finances Outlook



Program Accomplishments

NMC Fall Enrollment (12 Years)



*Initial, provisional figure. Subject to change.

NMC Degrees and Certificates Awarded (Academic Year 2013-14 to 2022-23)

Degrees and Certificates ²	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	Total
BS in Education¹	36	30	40	22	14	24	18	19	19	33	255
Early Childhood Education Concentration	3	3	5	5	1	2	2		2	6	29
Elementary Childhood Education	25	14	14	12	6	11	9	11	9	10	121
Rehabilitation & Human Services Concentration	7	11	17	5	7	7	5	8	5	14	86
Special Education Concentration	3	4	5	2		5	3		3	3	28
BS in Business Management			10	9	33	20	26	22	30	41	191
Accounting Concentration					8	8	8	10	14	19	67
AA in Business	4	11	8	10	11	13	15	17	20	18	127
AA in Liberal Arts¹	64	78	57	57	73	75	79	88	108	73	752
Education Emphasis		25	13	19	26	23	29	33	36	21	225
Health and Physical Education Emphasis			1			3	3	4	1	5	17
Pre-Engineering Emphasis										4	4
Social Work Emphasis						2	2	9	15	5	33
AAS in Business Administration¹	13	8	19	30	39	32	49	41	46	29	306
Accounting Emphasis	4	5	10	14	18	14	14	10	12	6	107
Business Management Emphasis	7	6	10	9	18	17	20	24	26	17	162
Computer Applications Emphasis	5		2	11	11	8	16	10	10	8	81
AAS in Criminal Justice	8	12	9	17	23	21	20	14	29	17	170
AAS in Hospitality Management	4	13	6	9	16	10	11	10	10	4	93
AS in Fire Science Technology						1		1	1		3
AS in Natural Resources Management	6	7	9	11	16	7	6	0	4	13	88
AS in Nursing	22		15	18	17	6	13	21	23	16	151
CC in Basic Law Enforcement²					30	47	14	0	44	71	206
Customs and Biosecurity Track										31	31
CC in Fire Science Technology²				38	31				31		100
CC in Nursing Assistant²				10		10	11	10	18	19	78
Total Degrees and Certificates Awarded	157	159	173	231	303	266	262	252	383	334	2520



Credentials Conferred in AY 2022-2023

170 Associate Degrees **74** Bachelor Degrees

90 Certificates of Completion **38** Adult School Program Diplomas **2** HISET High School Equivalency Diplomas

The numbers above do not include the hundreds of individuals who are served through NMC's noncredit programs and community services, including NMC Community Development Institute, the Cooperative Research, Extension, and Education Services, the University Center for Excellence in Developmental Disabilities, and other programs at NMC.

AA: Associate of Arts
 AAS: Associate of Applied Science
 AS: Associate of Science
 BS: Bachelor of Science
 CC: Certificate of Completion

¹Students can pursue more than one emphasis or concentration in a degree program. This is why the total number of emphases and/or concentrations awarded can exceed the total number of degrees awarded.

²Certificate programs are offered on a cohort basis.



Veterans Enrolled at NMC

Total enrollment of students using the GI Bill.

NMC thanks all service members for their service to the country.

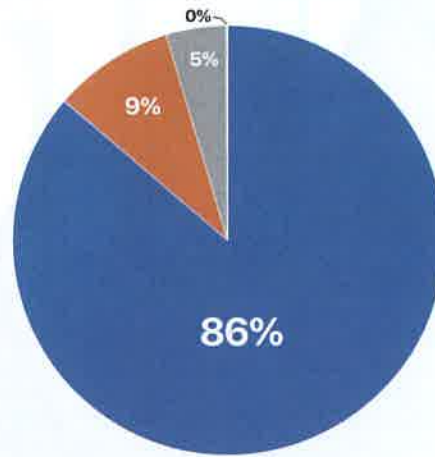


International Students

Total enrollment of students on temporary visas of all types.

Finances

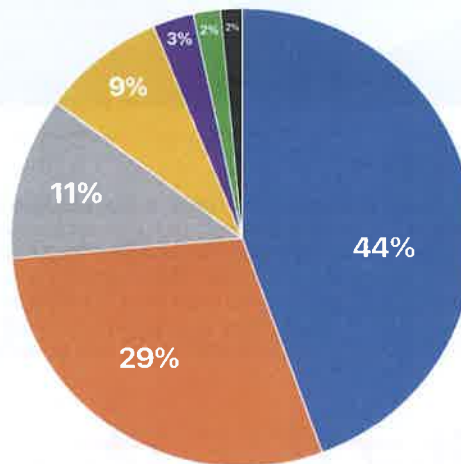
NMC Operating Revenues Fiscal Year 2022	
Federal Grants	\$20,661,135
Tuition and Fees (Net)	\$2,190,989
Other Revenue	\$1,085,350
Gifts and Donations	\$20,318
Net Operating Revenues	\$23,957,792



NMC Operating Revenues FY2022

- Federal Grants
- Tuition and Fees
- Other Revenue
- Gifts and Donations

NMC Operating Expenses Fiscal Year 2022	
Salaries and Benefits	\$9,336,041
Services	\$6,153,583
Miscellaneous	\$2,408,436
Benefits	\$1,814,538
Insurance, Utilities, and Rent	\$606,105
Depreciation	\$401,863
Supplies	\$314,601
Total Operating Expenses	\$21,035,167



NMC Operating Expenses FY22

- Salaries
- Services
- Miscellaneous
- Benefits
- Insurance, Utilities, and Rent
- Depreciation
- Supplies

Cost of Attendance (In-State) 2023-2024	Resident (Dependent) 1	Resident (Living Alone) 2	Resident (Living w/ Dependent) 3
Tuition	\$3,078.00	\$3,078.00	\$3,078.00
Fees	\$960.00	\$960.00	\$960.00
Books/Supplies	\$1,600.00	\$1,600.00	\$1,600.00
Room/Board	\$3,600.00	\$6,800.00	\$10,400.00
Transportation	\$2,000.00	\$2,000.00	\$2,000.00
Personal Expense	\$1,200.00	\$1,200.00	\$2,400.00
Health Insurance	--	--	--
Total (Full-Time Status)	\$12,438.00	\$16,038.00	\$20,438.00

✓ Fiscal Responsibility

NMC is considered a "low risk" auditee by its independent third party external auditor and has been issued sixteen (16) consecutive years of unqualified (favorable) audit opinions of its financial statements. The designation means less administrative burden for NMC in applying for and administering federal grants, fewer audit requirements, and higher confidence in the institution by federal agencies and the community.

To view the audit report, visit www.marianas.edu, Our College > Resource Documents

💰 Financial Aid

- Federal Financial Aid Recipients: **1074** students
- CNMI Scholarship Recipients: **399** students
- SHEFA Recipients: **496** students



Flying to Full Status!

Back in September, Representatives from the National Oceanic and Atmospheric Administration Sea Grant Association and Dr. Jonathan Pennock, National Sea Grant Director, gathered with NMC leadership members to explore the diverse academic, research and extension projects undertaken by NMC that align with Sea Grant goals.

NMC Pursues Sea Grant Status

In February 2023, NMC submitted a letter of intent to the National Oceanic and Atmospheric Administration's (NOAA) National Sea Grant College Program to initiate the formal process of becoming a Sea Grant institution. With a mission to enhance the use and conservation of coastal and marine resources to create a strong and sustainable economy, a healthy environment, and resilient communities, the Sea Grant network consists of federal-university partnerships between NOAA and 34 university-based programs in every coastal and Great Lakes state, Puerto Rico, and Guam. In September 2023, NMC hosted more than 30 Sea Grant network directors, representatives, and researchers on Saipan as part of the National Sea Grant Association Fall Meeting. During the Sea Grant network visit, NMC presented on its current research portfolio, which encompasses aquaculture, hydroponics, and food science, as well as its Natural Resource Management Program's focus areas and curriculum development.

Building the *Next Generation's* Capacity

NMC Secures \$10M Competitive Grant to Cultivate Next Generation Agritourism Workforce

In June of this year, the U.S. Department of Agriculture (USDA) awarded \$10M to Northern Marianas College to help create, cultivate and expand the "Next Generation" Food Science, Agriculture, Aquaculture, Human Sciences and Agritourism workforce for the Northern Mariana Islands. The USDA competitive grant will fund an NMC-designed workforce development program that aims to contribute to the economic and socio-cultural growth of Pacific Islander and other underrepresented insular communities in the U.S. Scholarship and financial aid will be provided to both undergraduate and graduate students to diversify the professionals in food, agricultural, and related sciences to workforce development in the NMI.

\$197K Awarded to NMC to Bolster Local Natural Resource Management Workforce

The U.S. Department of Agriculture - National Institute of Food and Agriculture has awarded the Northern Marianas College's Natural Resource Management Program \$197,000 to build student and professional capacity in agricultural and natural resource management through upcoming Geographic Information System (GIS) and Remote Sensing coursework at NMC.

By developing GIS and Remote Sensing courses, and making these courses available to both enrolled students and the public through certificate courses, the capacity of the existing Natural Resource Management workforce will be strengthened and students will be equipped with the technical skills demanded by current industry standards.

USDA Awards NMC \$151K to Modernize Agricultural Studies Through Virtual Reality

The United States Department of Agriculture's (USDA) National Institute for Food and Agriculture (NIFA) has recently awarded the Northern Marianas College \$151,370 to enhance agricultural and food science education through the implementation of Virtual Reality (VR) technology. This will help NMC expose faculty and students to agriculture and food science VR environments, enable students to participate in interactive VR labs, and assist in the creation of VR video content that highlights agriculture and food experiences in the CNMI.

By granting students access to cutting-edge technology, NMC's VR education project aims to improve their learning experiences and inspire their interest in food and agriculture science. This initiative not only opens doors for students to explore exciting career opportunities in agriculture but also positions NMC as a pioneer in the use of VR technology in education.

TAB 5

Northern Marianas College
 BU - 1605 Northern Marianas College

Class Code	Object Classification	FY 2022 Budget PL 22-08	FY 2023 Budget PL 22-22	FY 2024 Budget PL 23-09	FY 2025 Budget Request	Governor's FY 2025 Proposal
Revenue:						
General Fund Allocation						
Total Division Revenues & Subdies		\$0	\$0	\$0	\$0	\$0
a. PERSONNEL						
61090	WAGES / SALARIES-CSC					
61100	WAGES / SALARIES-UNG				\$8,103,500	
61110	OVERTIME COMPENSATION					
b. FRINGE BENEFITS						
61180	PERSONNEL INSURANCE				\$94,805	
61190	RETIREMENT CONTRIBUTIONS				\$47,605	
61195	401K DC RET EMPLR CONTR				\$208,358	
61196	FICA @ 6.20%				\$502,417	
61200	SUBSISTANCE				\$25,200	
61210	HEALTH INSURANCE PREMIUM				\$1,052,319	
61220	MEDICARE CONTRIBUTION				\$117,501	
61230	LUMP SUM PAYMENT OF A/L					
61240	WORKMEN'S COMPENSATION					
61260	HOLIDAY PAY					
61299	PERSONNEL APPROPRIATIONS OVERLOAD/ADJUNCT/ADDED DUTIES	\$3,001,495	\$3,001,495	\$3,991,195	\$800,000	\$0
TOTAL PERSONNEL		\$3,001,495	\$3,001,495	\$3,991,195	\$10,951,706	\$0
NUMBER OF POSITIONS		149	149	149	176	0
d. TRAVEL						
62500	TRAVEL					
62500.10	TRANSPORTATION					
62500.20	PER DIEM					
62500.30	SUBSISTENCE					
62500.40	REGISTRATION					
TOTAL TRAVEL		\$0	\$0	\$0	\$0	\$0
e. EQUIPMENT						
63120	EQUIPMENT UNDER \$5000					
64540	MACHINERY, TOOLS & EQUIPMENT					
64550	COMPUTER SYSTEM & EQUIPMENT					
64560	OFFICE EQUIPMENT					
64570	OFFICE FURNITURE & FIXTURES					
64580	VEHICLES - PUB SVC & ADMIN					
TOTAL EQUIPMENT		\$0	\$0	\$0	\$0	\$0
f. SUPPLIES						
63010	BOOKS & LIBRARY MATERIALS					
63020	FOOD ITEMS					
63030	FUEL & LUBRICATIONS					
63040	SUPPLIES - OFFICE					
63050	SUPPLIES - OPERATIONS					
TOTAL SUPPLIES		\$0	\$0	\$0	\$0	\$0
g. CONTRACTUAL						
62060	PROFESSIONAL SERVICES					
62080	ADVERTISING					
62250	COMMUNICATIONS					
62260	DUES AND SUBSCRIPTIONS					
62300	PRINTING & PHOTOCOPYING					
62440	RENTAL - OFFICE					
62460	RENTAL-OFFICE EQUIPMENT					
62470	RENTAL-HEAVY EQUIPMENT					
62480	RENTAL - OTHERS					
62660	REPAIRS & MAINTENANCE					
62680	FREIGHT & HANDLING					
62690	PERSONNEL TRAINING COSTS					
62750	CLEANING SERVICES					
TOTAL CONTRACTUAL		\$0	\$0	\$0	\$0	\$0
h. CONSTRUCTION						
64050	BUILDINGS & IMPROVEMENTS					
64280	ARCHITECTURAL & ENGINEERING					
64290	PROJECT INSPECTION					
64320	CONSTRUCTION (Initial Engagement Cost)				\$3,000,000	
64340	CONTINGENCIES					
64420	DEMOLITION & REMOVAL					
64520	IMPROVEMENTS					
TOTAL CONSTRUCTION		\$0	\$0	\$0	\$3,000,000	\$0
i. OTHER						
62050	OFFICIAL REPRESENTATION					
62290	LICENSES & FEES					
62670	ALL OTHERS BUDGET (CNMI ARCHIVES Operation)				\$50,000	
	ALL OTHERS BUDGET (ARPA)	\$4,968,490				
62710	UTILITIES-POWER				\$400,000	
62720	UTILITIES-WATER					
62810	MISC Adjustments					
64250	ADMIN & LEGAL EXPENSE					
65400	SCHOLARSHIPS AND GRANTS					
65600	CONTRIBUTIONS AND DONATIONS					
65800	TRANSFERS OUT-GOVT AGENCY					
TOTAL OTHERS		\$4,968,490	\$0	\$0	\$450,000	\$0
j. Total ("ALL OTHERS") (d-i)		\$4,968,490	\$0	\$0	\$3,450,000	\$0
TOTALS Personnel and All Others		\$7,969,985	\$3,001,495	\$3,991,195	\$14,401,706	\$0
62070	PUBLIC AUDITOR 1% FEE	\$79,700	\$30,015	\$39,912	\$144,017	\$0
	Budget - Non General Fund (CW)	\$800,000	\$185,058	\$258,000		
	Budget - Non General Fund (CIG)	\$750,000	\$750,000			
Total Division Expenditure Request		\$9,599,685	\$3,966,568	\$5,021,331	\$14,545,723	\$0

APPROPRIATIONS FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department	Government Corporation
Activity	Northern Marianas College
Business Unit	1605

Table 1. 100% Appropriations Funded

Title - 100% Appropriations Funded	Incumbent	* FY '24 PAY LEVEL *				* FY '25 PAY LEVEL REQUEST *		
		Grade/Step	Base Salary (Appropriation)	Base Salary (Federal)	FY24 Ret. Plan	Grade/Step2	Base Salary (Appropriation)2	Ret. Plan
Accountant I, Account Payable	Claveria, Maureen V.	16/02	\$ 33,554		DC	16/04	\$ 35,944	DC
Accountant I, Cashier/Travel	Garcia, Crystal Marie P.	16/02	\$ 33,554		DC	16/04	\$ 35,944	DC
Accountant II, Accounts Receivables	Villagomez, Catherine	18/05	\$ 40,938		DC	18/07	\$ 43,853	DC
Accountant II, Payroll	Flores, Jocelyn R.	18/02	\$ 36,923		DC	18/04	\$ 39,553	DC
Accountant IV, Federal Accountant	Palacios, Katherine	23/05	\$ 51,999		DC	23/07	\$ 55,703	DC
Admin Assistant II, Facilities	Manibusan, Jose	07/04	\$ 23,370		NA	07/06	\$ 25,034	NA
Admin Assistant III	Cing, Priscilla	16/05	\$ 37,202		NA	16/07	\$ 39,852	NA
Admin Assistant III, Nursing	Mendiola, Andrew P.	09/01	\$ 23,194		DC	09/03	\$ 24,846	DC
Admin Assistant III, School of Business	Hofschneider, Geraldine	09/03	\$ 24,846		DC	09/05	\$ 26,616	DC
Admin Assistant III, School of Edu	Norita, Belinda	09/04	\$ 25,716		NA	09/06	\$ 27,548	NA
Admin Assistant III, SMHA	Sullivan, Janson Curtis	09/02	\$ 24,006		NA	09/04	\$ 25,716	NA
Admin Manager I	Prater, Margarita	10/05	\$ 27,920		NA	10/07	\$ 29,909	NA
Admin Manager I, CRC	Dela Cruz, Josephine	18/01	\$ 35,675		NA	18/03	\$ 38,216	NA
Admin Manager II, L&H	Deleon Guerrero, Monalyn C.	14/04	\$ 32,665		DC	14/06	\$ 34,991	DC
Admin Manager III, IT	Mithnoy, John	16/01	\$ 32,420		NA	16/03	\$ 34,729	NA
Admin Manager IV	Blas, Shirley Ann	20/04	\$ 43,524		DC	20/06	\$ 46,624	DC
Admin Manager IV	Sakisat, Erlynn R.	20/02	\$ 40,630		NA	20/04	\$ 43,524	NA
Assessment Specialist	Rodgers, Geraldine	22/02	\$ 44,710		NA	22/04	\$ 47,894	NA
Assistant Professor	Skang-Ngewakl, Ruthie Elsie	27/02	\$ 44,701		DC	27/04	\$ 47,884	DC
Assistant Professor 1	Larson, Larrisa	27/01	\$ 43,189		DC	27/03	\$ 46,265	DC
Assistant Professor 2	Algaier, Poonsri	29/09	\$ 61,512		NA	29/11	\$ 65,894	NA
Assistant Professor 2	Cabanes, Florita	29/01	\$ 46,713		DC	29/03	\$ 50,040	DC
Assistant Professor 2	Cepeda, Rosaline	29/01	\$ 46,713		NA	29/03	\$ 50,040	NA
Assistant Professor 2	Johnson, Eric	29/09	\$ 61,512		NA	29/11	\$ 65,894	NA
Assistant Professor 2	Keller, Resida	29/01	\$ 46,713		DC	29/03	\$ 50,040	DC
Assistant Professor 2	Liban, Lorna	28/01	\$ 44,917		DC	28/03	\$ 48,116	DC
Assistant Professor 2	Nurmi, Michael	29/05	\$ 53,604		DC	29/07	\$ 57,422	DC
Assistant Professor 2	Pak, Seung Ho	28/01	\$ 44,917		DC	28/03	\$ 48,116	DC
Assistant Professor 2	Walsh, Adam	27/01	\$ 43,189		NA	27/03	\$ 46,265	NA
Assistant Professor 2	Wicksman, Barry	29/08	\$ 59,432		DC	29/10	\$ 63,665	DC
Assistant Professor 2	Winkfield, Kathleen	27/01	\$ 43,189		DC	27/03	\$ 46,265	DC
Assistant Professor 2, Business Management	Maui, Wilhelm	29/01	\$ 46,713		NA	29/03	\$ 50,040	NA
Assistant Professor 2, Education	Diaz, Amanda	29/02	\$ 48,348		NA	29/04	\$ 51,792	NA
Assistant Professor 2, Elementary Education	Masiwemai, Charlene S.	27/01	\$ 43,189		DC	27/03	\$ 46,265	DC
Assistant Professor 2, Health & Athletics	Myers, Denise J.	27/01	\$ 43,189		DC	27/03	\$ 46,265	DC
Assistant Professor 2, Health & PE	Lunde, Lisa A.	29/05	\$ 53,604		NA	29/07	\$ 57,422	NA
Associate Director, Financial Aid Office	Deleon Guerrero, Vernaliza Y.	22/06	\$ 51,305		DC	22/08	\$ 54,960	DC
Associate Professor	Papadopoulos, Constantine	30/12	\$ 73,057		DB	30/12	\$ 73,057	DB
Associate Professor	Tsang, Mary	30/01	\$ 50,040		DC	30/03	\$ 53,604	DC
Associate Professor II, Early Childhood Edu	Forti, Sara A.	29/01	\$ 46,713		DC	29/03	\$ 50,040	DC
Associate Professor, Nursing	Lee, Ji Hye	30/01	\$ 50,040		NA	30/03	\$ 53,604	NA
Associate Professor, Science	Gaul, Willson	30/01	\$ 50,040		NA	30/03	\$ 53,604	NA
Associate Professor, Special Edu	Yates, Randy	30/03	\$ 53,604		NA	30/05	\$ 57,422	NA
Budget & Resource Management Officer	Ngewakl, Timberley	25/03	\$ 53,416		NA	25/05	\$ 57,220	NA
Career Office Manager	Deleon Guerrero, Neda	23/03	\$ 48,542		NA	23/05	\$ 51,999	NA
Chief Accountant	Abu, Wilfredo A.	25/04	\$ 55,285		DC	25/06	\$ 59,223	DC
Chief Financial Officer	Attao, David	X-2/05	\$ 68,851		NA	X-2/07	\$ 73,755	NA
Communications Manager, OIA	Dandan, Miguel	20/05	\$ 45,048		NA	20/07	\$ 48,256	NA
Content Creator/Digital Media Specialist, OIA	Huiganga, Casey Drew	17/02	\$ 35,199		DC	17/04	\$ 37,706	DC
Counselor, Disability Support Services	Sarmiento, Dawn Margaret V.	21/01	\$ 41,180		NA	21/04	\$ 44,113	NA
Counselor, Early Intervention	Arriola Clarice D.	21/02	\$ 42,621		NA	21/04	\$ 45,657	NA

APPROPRIATIONS FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department	Government Corporation								
Activity	Northern Marianas College								
Business Unit	1605								
Counselor, Student Success	Carnacho, Guadalupe Paulina A.	21/02	\$ 42,621		DC	21/04	\$ 45,657	DC	
Database Administrator I	Buno, Renedel	22/01	\$ 43,138		NA	22/03	\$ 46,275	NA	
Database Administrator I	Fejeran-Hanson, Jennifer	22/01	\$ 43,138		DC	22/03	\$ 46,275	DC	
Dean, Student Support Services	Cepeda, Charlotte	X-4/01	\$ 70,030		NA	X-4/03	\$ 74,986	NA	
Department Chair, Nursing	Aldan, Rosa T.	36/03	\$ 55,139		DB	36/05	\$ 59,131	DB	
Department Chair, SMHA/Lib Arts Coordinator	Deleon Guerrero, Velma	36/04	\$ 57,131		DC	36/06	\$ 61,200	DC	
Director, Community Development Institute	Sablan, Monique B.	X-01/02	\$ 56,925		DC	X-01/04	\$ 60,979	DC	
Director, Financial Aid	Manglona-Propst, Daisy	25/03	\$ 53,416		NA	25/05	\$ 57,220	NA	
Director, Learning Support Services	Inos, Christine A.	25/02	\$ 51,639		NA	25/04	\$ 55,285	NA	
Director, Library Prog and Svcs	Pastula, Matthew W.	25/04	\$ 55,235		NA	25/06	\$ 59,223	NA	
Director, Office of Institutional Effectiveness	Reyes, Vilma	X-2/01	\$ 60,030		NA	X-2/03	\$ 64,274	NA	
Director, School of Education	Merar, Roland	37/02	\$ 55,942		DC	37/04	\$ 59,931	DC	
Executive Director, Tinian Center	Aguon, Maria H.	X-1/01	\$ 55,000		DC	X-1/03	\$ 58,917	DC	
Executive Secretary I	Sablan, Isabel	20/05	\$ 45,048		NA	20/07	\$ 48,256	NA	
Executive Secretary I, Board of Regents	Camacho, Helen B.	20/04	\$ 43,524		DC	20/06	\$ 46,624	DC	
Financial Aid Specialist II	Galang, Abigail C.	15/02	\$ 31,937		NA	15/04	\$ 34,265	NA	
Financial Aid Specialist II	Manglona, Colleen Genae V.	15/04	\$ 34,265		DC	15/06	\$ 36,706	DC	
Institutional Researcher /Evaluatior	HacsKaylo, Lisa	25/03	\$ 53,416		DC	25/05	\$ 57,220	DC	
Instructor, Business	Dela Cruz, Jamin Daniel	27/01	\$ 43,139		DC	27/03	\$ 46,265	DC	
Instructor/Coordinator, NRM	McClellan, Kelsey Lynn	35/02	\$ 50,841		NA	35/04	\$ 54,462	NA	
Interim Bookstore Manager	Sablan, Elphidia	20/02	\$ 40,630		NA	20/04	\$ 43,524	NA	
Interim Dean, APS/Director, Adult Basic Education	Mau, Lorraine T.	X-4/01	\$ 70,000		NA	X-4/03	\$ 74,986	NA	
Interim Director, Facilities	Lizama, Barnaby Q	X-1/01	\$ 55,000		NA	X-1/03	\$ 58,917	NA	
Interim Director, Information Technology	Ortiz, Jerome	X-1/01	\$ 55,000		DC	X-1/02	\$ 56,925	DC	
Interim Director, Marketing & Communications	Travilla, Raymond	25/01	\$ 49,864		NA	25/03	\$ 53,416	NA	
Interim Director, School of Business	Hunter, Barbara C.	25/02	\$ 51,609		NA	25/04	\$ 55,285	NA	
Interim Executive Director, Rota Center	Hocog, Diana B.	X-1/01	\$ 55,000		DC	X-1/03	\$ 58,917	DC	
Interim Procurement Manager	Garces, Odin	25/04	\$ 55,285		DC	25/06	\$ 59,223	DC	
Library Technician II	Smith, Magzil	16/05	\$ 37,202		NA	16/07	\$ 39,852	NA	
Media Specialist III	Atalig, Jesus C.	15/04	\$ 34,265		DC	15/06	\$ 36,706	DC	
Network Specialist II	Deleon Guerrero, James	23/03	\$ 48,542		NA	23/05	\$ 51,998	NA	
Network Specialist III, Learning Technology	Camacho-Rengual, Daisie Mae	24/01	\$ 47,535		DC	24/03	\$ 50,921	DC	
President	Deleon Guerrero, Galvin S.	UNG	\$ 100,000		DC	UNG	\$ 100,000	DC	
Professor	Solomon, Beylul	30/08	\$ 63,665		DC	30/10	\$ 68,200	DC	
Professor, Hospitality	Zhang, Yunzi	29/02	\$ 48,348		DC	29/04	\$ 51,792	DC	
Professor, Psychology	Kline, James T.	31/01	\$ 53,604		DC	31/03	\$ 57,422	DC	
Program Coordinator I	Sablan, Gregorio	15/04	\$ 34,265		NA	15/06	\$ 36,706	NA	
Program Coordinator, Dist Learning Edu	Hunter, William	22/02	\$ 44,710		NA	22/04	\$ 47,894	NA	
Program Manager III, CDI	Sasamoto, Geraldine B	22/02	\$ 44,710		NA	22/04	\$ 47,894	NA	
Project Coordinator, IT	Calvo, Ryan	23/01	\$ 45,315		DC	23/03	\$ 48,542	DC	
Registrar	Matsunaga, Isabel P.	18/01	\$ 35,675		NA	18/03	\$ 38,216	NA	
Specialty Instructor I	Aldan, Johnny	27/06	\$ 51,295		DB	27/08	\$ 54,948	DB	
Specialty Instructor, Nursing	Lee, Breanna	27/03	\$ 46,265		NA	27/05	\$ 49,560	NA	
Supply Specialist I	Benavente, Jennifer Lucia A.	10/02	\$ 25,182		NA	10/04	\$ 26,976	NA	
Supply Specialist II	Suzuki, Robert	17/04	\$ 37,706		DC	17/06	\$ 40,391	DC	
Vice President, Administration & Advancement	Elptico, Frank	UNG	\$ 85,000		DC	UNG	\$ 85,000	DC	
LTA: Admin Manager IV	Duan, Lili	20/02	\$ 40,630		DC	20/04	\$ 43,524	DC	
LTA: Administrative Manager III, SSFA	Alepuyo, Kaylene C.	16/02	\$ 33,554		NA	16/04	\$ 35,944	NA	
LTA: Admissions Counselor	Bellas, Victoria Simone	21/01	\$ 41,180		NA	21/03	\$ 44,113	NA	
LTA: Associate Professor, SSFA	Fife, III, William J.	30/01	\$ 50,040		DC	30/03	\$ 53,604	DC	
LTA: CNMI Archivist	Muna, Raymond J.	34/01	\$ 46,827		DC	34/02	\$ 48,466	DC	
LTA: Director, Office of the President	Bautista, Kevin	X-1/01	\$ 55,000		DC	X-1/03	\$ 58,917	DC	
LTA: Drafter/Building Safety Technician	Castro, Rolando N.	18/04	\$ 39,553		NA	18/06	\$ 42,370	NA	
LTA: Enrollment Specialist	Pena, Baby Angel	14/02	\$ 30,493		NA	14/04	\$ 32,665	NA	
LTA: Facilities Assistant	Emata, John	08/01	\$ 22,111		NA	08/03	\$ 23,686	NA	
LTA: Instructor/Coordinator, Criminal Justice	Taimanao, Zorlyn	35/02	\$ 50,841		DC	35/04	\$ 54,462	DC	

APPROPRIATIONS FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department	Government Corporation							
Activity	Northern Marianas College							
Business Unit	1605							
LTA: Interim Department Chair, L&H/Assistant Professor 2	Burrell, Ajani	28/01	\$ 44,917		DC	28/03	\$ 48,116	DC
LTA: Interim Director, Enrollment Services	Dela Cruz, Fermin John Berki	25/04	\$ 55,285		NA	25/06	\$ 59,223	NA
LTA: IT Support Specialist I	Barcelo, Milbert	16/02	\$ 33,554		DC	16/04	\$ 35,944	DC
LTA: IT Support Specialist III	Brien, Ricardo V.	22/02	\$ 44,710		DC	22/04	\$ 47,894	DC
LTA: Maintenance Worker (AC, Ventilation, & Air Purifiers)	Larin, Estelito	10/01	\$ 24,331		NA	10/03	\$ 26,064	NA
LTA: Personnel Specialist III	Deala, Mary Antonitte	22/01	\$ 43,198		DC	22/03	\$ 46,275	DC
LTA: Program Coordinator I, Testing Services	Sablan, Suvanna	14/02	\$ 30,493		NA	14/04	\$ 32,665	NA
LTA: Program Manager I, Student Leadership Coordinator	Pangelinan, Maia	19/03	\$ 40,088		DC	19/05	\$ 42,943	DC
LTA: Supply Specialist I	Quitugua, Clint T.	10/02	\$ 25,182		NA	12/04	\$ 26,976	NA
116			\$ 5,322,597	\$0.00			\$ 5,679,629	

Table 2. Positions Partially Funded by Appropriations

Title - Partially Funded by Appropriations	Incumbent	* FY '24 PAY LEVEL *				* FY '25 PAY LEVEL REQUEST *		
		Grade/Step	Base Salary (Appropriations)	Base Salary (Federal)	FY 24 Ret. Plan	Grade/Step2	Base Salary (Appropriation)2	Ret. Plan
*Extension Agent & State CNMI Program Leader, Aquaculture and Natural Res	Ogo, Michael C.	36/09	\$ -	\$ 67,854	DB	36/09	\$ -	DB
Assistant Professor, ABE	Mafnas, Velma I.	35/01	\$ 12,319	\$ 39,011	DC	35/01	\$ 12,319	DC
Assistant Professor, ABE	Cabrera, Elsie	35/01	\$ 18,992	\$ 32,338	DC	35/01	\$ 18,992	DC
Director, Capital Improvement Projects	Fusco, Rachel Ann	X-1/04	\$ 15,245	\$ 30,490	DC	X-1/06	\$ 16,331	DC
Director, Human Resources	Masga, Polly	X-1/02	\$ 51,233	\$ 5,693	NA	X-1/04	\$ 54,882	NA
Personnel Specialist III	Torres, Brian T.	22/02	\$ 22,355	\$ 22,355	NA	22/04	\$ 23,947	NA
6			\$ 120,144	\$ 197,740			\$ 126,471	

*The grant terms and conditions for these federally funded positions allow a maximum of 5% for employer retirement contributions. The difference is funded by local appropriations.

Table 3. Vacant Positions 100% Funded by Appropriations

Title - Vacant Positions	Note	* FY '24 PAY LEVEL *				* FY '25 PAY LEVEL REQUEST *		
		Grade/Step	Base Salary (Appropriations)	Base Salary (Federal)	FY 24 Ret. Plan	Grade/Step2	Base Salary	Ret. Plan
Accountant II, Fund Certification	VICE: Garces, Odin					18/03	\$ 38,216	DC
Associate Professor	VICE: Hunter, Barbara C.					29/03	\$ 50,040	DC
Dean, Academic Programs & Services	VICE: Bermudes, Clement					X-4/01	\$ 70,000	DC
Maintenance Manager	VICE: Lizama, Barnaby Q.					18/06	\$ 42,370	DC
Marketing Specialist I	VICE: Travilla, Raynard					10/02	\$ 25,182	DC
Network Specialist III (Systems Administrator)	VICE: Ortiz, Jerome					24/04	\$ 52,703	DC
Program Coordinator I, Rota Center	VICE: Hocog, Diana B.					14/07	\$ 36,216	DC
Supply Specialist II	VICE: Sablan, Elphidia					12/02	\$ 27,711	DC
Associate Professor 1	VACANT (VICE: Bunts-Anderson, Kimberly)					30/10	\$ 68,200	DC
Admin Manager II, Enrollment Services	VACANT (VICE: Gabrido, Kenneth)					14/02	\$ 30,493	DC
Assistant Professor 2	VACANT (VICE: Harmon, David)					29/01	\$ 46,713	DC
Information Security Officer	VACANT (VICE: Manglona, Michael Joseph)					24/02	\$ 49,199	DC
Assistant Professor 2	VACANT (VICE: Pangelinan, Jesse T.)					27/02	\$ 44,701	DC
Program Coordinator I, Foundation	VACANT (VICE: Sablan, Carla)					10/08	\$ 30,956	DC
Grants Coordinator	VACANT (VICE: Torres, William Albert)					24/02	\$ 49,199	DC
Associate Professor, Business-Computer App	VACANT (VICE: Cupp, J. William)					30/02	\$ 51,792	DC
Bookstore Assistant	VACANT (VICE: Elphidia Sablan)					10/02	\$ 25,182	DC
Computer Lab Assistant	VACANT (VICE: Quitugua, John)					12/04	\$ 29,684	DC
Counselor, International Student Success	VACANT (VICE: Omojala, Ajike)					21/02	\$ 42,621	DC
Counselor, Student Success	VACANT (VICE: Torres, Roxanne)					21/02	\$ 42,621	DC
Database Administrator II	VACANT (VICE: Marcelo, Dennis A.)					24/02	\$ 49,199	DC
Department Chair, L&H	VACANT (VICE: Yntema, Sarah)					36/02	\$ 53,332	DC
Department Chair, SSFA	VACANT (VICE: Sharts, Thomas)					26/02	\$ 53,332	DC
Director, Enrollment Services	VACANT (VICE: Castro, Manny)					25/04	\$ 55,285	DC
Director, School of Business	VACANT (VICE: Debra A Steed)					37/02	\$ 55,945	DC
Financial Aid Specialist II	VACANT (VICE: Alegre, Roy)					15/02	\$ 31,987	DC
Grants Specialist	VACANT (VICE: Camacho, Cecilia Patricia)					22/02	\$ 44,710	DC
Institutional Researcher/Evaluator	VACANT (VICE: Palacios, Keane)					22/02	\$ 44,710	DC

APPROPRIATIONS FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department	Government Corporation				
Activity	Northern Marianas College				
Business Unit	1605				
Instructor, L&H	VACANT (VICE: Murphy, Victoria Rose)	30/01	\$	50,040	DC
Instructor, Sociology	VACANT (VICE: Sharts, Thomas)	27/02	\$	44,701	DC
Enrollment Communications Specialist (Public Relations Specialist)	VACANT (VICE: Dela Cruz, Fermin John B)	22/01	\$	43,198	DC
Personnel Specialist I-II	VACANT (VICE: Bellas, Victoria)	16/02	\$	33,554	DC
Program Coordinator II (COVID-19 Stud Outreach)	VACANT (VICE: Pangelinan, Maia)	12/01	\$	26,774	DC
Title IX Coordinator, HRO	VACANT (VICE: Bellas, Victoria)	24/02	\$	49,199	DC
34			\$	-	
			\$	1,489,765	

Table 4. New Positions 100% Funded by Appropriations

Title - Vacant Positions	Note	* FY '24 PAY LEVEL *				* FY '25 PAY LEVEL REQUEST *		
		Grade/ Step	Base Salary (Appropriation)	Base Salary (Federal)	FY24 Ret. Plan	Grade/ Step2	Base Salary	Ret. Plan
Architectural Technician/Project Inspector	VACANT (VICE: NEW)					18/02	\$ 36,923	DC
Content Creator/Graphic Designer, OIA	VACANT (VICE: NEW)					15/02	\$ 31,987	DC
Contracts Manager, PPMO	VACANT (VICE: NEW)					22/02	\$ 44,710	DC
Coordinator, Science/Math	VACANT (VICE: NEW)					27/02	\$ 44,701	DC
Coordinator, Service Learning (OSAL)	VACANT (VICE: NEW)					14/02	\$ 30,493	DC
Counselor	VACANT (VICE: NEW)					21/02	\$ 42,461	DC
Counselor	VACANT (VICE: NEW)					21/02	\$ 42,461	DC
Data Manager, President's Office	VACANT (VICE: NEW)					23/02	\$ 46,901	DC
Data Reporting Analyst, OIE/IT	VACANT (VICE: NEW)					20/02	\$ 40,630	DC
Database Administrator I (Enrollment), IT	VACANT (VICE: NEW)					23/02	\$ 46,901	DC
Deputy Director of CIP	VACANT (VICE: NEW)					X-1/04	\$ 30,490	DC
Enrollment Specialist	VACANT (VICE: NEW)					14/02	\$ 30,493	DC
Executive Assistant to Vice President	VACANT (VICE: NEW)					UNG	\$ 45,000	DC
Instructor, Science/Math	VACANT (VICE: NEW)					27/02	\$ 44,701	DC
Programmer Analyst, Enrollment	VACANT (VICE: NEW)					22/01	\$ 43,198	DC
Senior Developer, IT	VACANT (VICE: NEW)					22/02	\$ 44,710	DC
Senior Web & Digital Media Specialist	VACANT (VICE: NEW)					24/02	\$ 49,199	DC
Software Support Specialist, IT	VACANT (VICE: NEW)					24/02	\$ 49,199	DC
Training and Development Coordinator, HRO	VACANT (VICE: NEW)					14/02	\$ 30,493	DC
Videographer, OIA	VACANT (VICE: NEW)					15/02	\$ 31,987	DC
20			\$	-			\$	807,635

Table 5. Summary

	CURRENT	
WAGES & OTHERS:		
Wages	\$5,806,100	122
Overtime		0
Differentials	\$0	0
Total Wages & Others	\$5,806,100	122
BENEFITS:		
Life Insurance - 1.8%	\$53,452	60
Retirement (DB) - 20%	\$47,605	4
Retirement (DC) - 4%	\$116,462	60
FICA - 6.2%	\$359,978	121
Medicare - 1.45%	\$84,188	121
Health Insurance	\$450,165	83
Subsistence	\$25,200.00	
Total Benefits	\$1,137,051	
TOTAL FTES, PERSONNEL COMPENSATION, & BENEFITS FUNDED BY APPROPRIATIONS:	\$6,943,151	122

VACANCIES	
\$ 1,489,765	34
\$ -	0
\$ -	0
\$ 1,489,765	34
\$ 26,816	34
\$ -	0
\$ 59,591	34
\$ 92,365	34
\$ 21,602	34
\$ 379,134	34
\$ -	
\$ 579,507	
\$ 2,069,272	34

NEW	
\$ 807,635	20
\$ -	0
\$ -	0
\$ 807,635	20
\$ 14,537	20
\$ -	0
\$ 32,305	20
\$ 50,073	20
\$ 11,711	20
\$ 223,020	20
\$ -	
\$ 331,647	
\$ 1,139,282	20

Northern Marianas College
BU 1627 - NMC Board of Regents

Class Code	Object Classification	FY 2022 Budget PL 22-08	FY 2023 Budget PL 22-22	FY 2024 Budget PL 23-09	FY 2025 Budget Request	Governor's FY 2025 Proposal
Revenue:						
General Fund Allocation						
Total Division Revenues & Subsidies		\$0	\$0	\$0	\$0	\$0
a. PERSONNEL						
61090	WAGES / SALARIES-CSC					
61100	WAGES / SALARIES-UNG					
61110	OVERTIME COMPENSATION					
b. FRINGE BENEFITS						
61180	PERSONNEL INSURANCE					
61190	RETIREMENT CONTRIBUTIONS					
61195	401K DC RET EMPLR CONTR					
61196	FICA @ 6.20%					
61200	SUBSISTANCE					
61210	HEALTH INSURANCE PREMIUM					
61220	MEDICARE CONTRIBUTION					
61230	LUMP SUM PAYMENT OF A/L					
61240	WORKMEN'S COMPENSATION					
61260	HOLIDAY PAY					
61299	PERSONNEL APPROPRIATIONS OVERLOAD/ADJUNCT/ADDED DUTIES FACULTY RANKING ADJUSTMENT					
	TOTAL PERSONNEL	\$0	\$0	\$0	\$0	\$0
	NUMBER OF POSITIONS					
d. TRAVEL						
62500	TRAVEL				\$49,242	
62500.10	TRANSPORTATION					
62500.20	PER DIEM					
62500.30	SUBSISTENCE					
62500.40	REGISTRATION					
	TOTAL TRAVEL	\$0	\$0	\$0	\$49,242	\$0
e. EQUIPMENT						
63120	EQUIPMENT UNDER \$5000					
64540	MACHINERY, TOOLS & EQUIPMENT					
64550	COMPUTER SYSTEM & EQUIPMENT					
64560	OFFICE EQUIPMENT					
64570	OFFICE FURNITURE & FIXTURES					
64580	VEHICLES - PUB SVC & ADMIN					
	TOTAL EQUIPMENT	\$0	\$0	\$0	\$0	\$0
f. SUPPLIES						
63010	BOOKS & LIBRARY MATERIALS					
63020	FOOD ITEMS					
63030	FUEL & LUBRICATIONS					
63040	SUPPLIES - OFFICE				\$6,000	
63050	SUPPLIES - OPERATIONS					
	TOTAL SUPPLIES	\$0	\$0	\$0	\$6,000	\$0
g. CONTRACTUAL						
62060	PROFESSIONAL SERVICES				\$50,000	
62080	ADVERTISING				\$1,500	
62250	COMMUNICATIONS					
62260	DUES AND SUBSCRIPTIONS				\$7,000	
62300	PRINTING & PHOTOCOPYING					
62440	RENTAL - OFFICE					
62460	RENTAL-OFFICE EQUIPMENT					
62470	RENTAL-HEAVY EQUIPMENT					
62480	RENTAL - OTHERS					
62660	REPAIRS & MAINTENANCE					
62680	FREIGHT & HANDLING					
62690	PERSONNEL TRAINING COSTS					
62750	CLEANING SERVICES					
	TOTAL CONTRACTUAL	\$0	\$0	\$0	\$58,500	\$0
h. CONSTRUCTION						
64050	BUILDINGS & IMPROVEMENTS					
64280	ARCHITECTUAL & ENGINEERING					
64290	PROJECT INSPECTION					
64320	CONSTRUCTION					
64340	CONTINGENCIES					
64420	DEMOLITION & REMOVAL					
64520	IMPROVEMENTS					
	TOTAL CONSTRUCTION	\$0	\$0	\$0	\$0	\$0
i. OTHER						
62050	OFFICIAL REPRESENTATION				\$1,500	
62290	LICENSES & FEES					
62670	ALL OTHERS BUDGET ONLY	\$50,651	\$50,646	\$50,646	\$7,360	
	ALL OTHERS BUDGET (ARPA)	\$73,515				
62710	UTILITIES-POWER					
62720	UTILITIES-WATER					
62810	MISC Adjustments					
64250	ADMIN & LEGAL EXPENSE					
65400	SCHOLARSHIPS AND GRANTS					
65600	CONTRIBUTIONS AND DONATIONS					
65800	TRANSFERS OUT-GOVT AGENCY					
	TOTAL OTHERS	\$124,166	\$50,646	\$50,646	\$8,860	\$0
j. Total ("ALL OTHERS") (d-i)		\$124,166	\$50,646	\$50,646	\$122,602	\$0
TOTALS Personnel and All Others		\$124,166	\$50,646	\$50,646	\$122,602	\$0
62070	PUBLIC AUDITOR 1% FEE	\$1,242	\$506	\$506	\$1,226	\$0
Total Division Expenditure Request		\$125,408	\$51,152	\$51,152	\$123,828	\$0

Northern Marianus College
BU 1627 - NMC Board of Regents

Budget Details

Class Code	Object Classification		FY 2025 Budget Request
a. PERSONNEL			
61090	WAGES / SALARIES-CSC		
61100	WAGES / SALARIES-UNG		
61110	OVERTIME COMPENSATION		
b. FRINGE BENEFITS			
61180	PERSONNEL INSURANCE		
61190	RETIREMENT CONTRIBUTIONS		
61195	401K DC RET. EMLPR CONTR.		
61196	FICA @ 6.20%		
61200	SUBSISTANCE		
61210	HEALTH INSURANCE PREMIUM		
61220	MEDICARE CONTRIBUTION		
61230	LUMP SUM PAYMENT OF A/L		
61240	WORKMEN'S COMPENSATION		
61260	HOLIDAY PAY		
61299	PERSONNEL APPROPRIATIONS OVERLOAD/ADJUNCT/ADDED DUTIES FACULTY RANKING ADJUSTMENT TOTAL PERSONNEL		\$0
d. TRAVEL			
		(4) BOR Regular Meetings, (4) BOR Special Meeting, (20) BOR Committee Meetings, (2) BOR Retreat/Summit, National Legislative Summit and WASC Senior Meeting	
62500	TRAVEL		\$49,242
62500.10	TRANSPORTATION		
62500.20	PER DIEM		
62500.30	SUBSISTENCE		
62500.40	REGISTRATION		
TOTAL TRAVEL			\$49,242
e. EQUIPMENT			
63120	EQUIPMENT UNDER \$5000		
64540	MACHINERY, TOOLS & EQUIPMENT		
64550	COMPUTER SYSTEM & EQUIPMENT		
64560	OFFICE EQUIPMENT		
64570	OFFICE FURNITURE & FIXTURES		
64580	VEHICLES - PUB. SVC & ADMIN		
TOTAL EQUIPMENT			\$0
f. SUPPLIES			
63010	BOOKS & LIBRARY MATERIALS		
63020	FOOD ITEMS		
63030	FUEL & LUBRICATIONS		
63040	SUPPLIES - OFFICE	General office supplies, Toner Cartridges (\$150 x 6 x 4qtr)	\$6,000
63050	SUPPLIES - OPERATIONS		
TOTAL SUPPLIES			\$6,000
g. CONTRACTUAL			
62060	PROFESSIONAL SERVICES	Legal Services	\$50,000
62080	ADVERTISING	Advertise Board of Regents Regular Meetings and Special Meetings	\$1,500
62250	COMMUNICATIONS		
		Association of Governing Boards (AGB); Association of Community College Trustees (ACCT)	
62260	DUES AND SUBSCRIPTIONS		\$7,000
62300	PRINTING & PHOTOCOPYING		
62440	RENTAL - OFFICE		
62460	RENTAL-OFFICE EQUIPMENT		
62470	RENTAL-HEAVY EQUIPMENT		
62480	RENTAL - OTHERS		
62660	REPAIRS & MAINTENANCE		
62680	FREIGHT & HANDLING		
62690	PERSONNEL TRAINING COSTS		
62750	CLEANING SERVICES		
TOTAL CONTRACTUAL			\$58,500
h. CONSTRUCTION			
64050	BUILDINGS & IMPROVEMENTS		
64280	ARCHITECTURAL & ENGINEERING		
64290	PROJECT INSPECTION		
64320	CONSTRUCTION		
64340	CONTINGENCIES		
64420	DEMOLITION & REMOVAL		
64520	IMPROVEMENTS		
TOTAL CONSTRUCTION			\$0
i. OTHER			
62050	OFFICIAL REPRESENTATION	Representation	\$1,500
62290	LICENSES & FEES		
		Honorarium for published meetings (Regular & Special Meetings) \$3,360, Board Retreat/Summit \$4,000	
62670	ALL OTHERS BUDGET ONLY ALL OTHERS BUDGET (ARPA)		\$7,360
62710	UTILITIES-POWER		
62720	UTILITIES-WATER		
62810	MISC Adjustments		
64250	ADMIN & LEGAL EXPENSE		
65400	SCHOLARSHIPS AND GRANTS		
65600	CONTRIBUTIONS AND DONATIONS		
65800	TRANSFERS OUT-GOV'T AGENCY		
TOTAL OTHERS			\$8,860
j. Total ("ALL OTHERS") (d-i)			\$122,602
TOTALS Personnel and All Others			\$122,602
62070	PUBLIC AUDITOR 1% FEE		\$1,226
Total Division Expenditure Request			\$123,828

Northern Marianas College

BU 1605a - NMC CREES

Class Code	Object Classification	FY2025 Budget Request (50% Match)	Governor's FY 2025 Proposal
Revenue:			
General Fund Allocation			
Total Division Revenues & Subsidies			
a. PERSONNEL			
61090	WAGES / SALARIES-CSC	\$1,056,388	
61100	WAGES / SALARIES-UNG		
61110	OVERTIME COMPENSATION		
b. FRINGE BENEFITS			
61180	PERSONNEL INSURANCE	\$11,999	
61190	RETIREMENT CONTRIBUTIONS	\$1,696	
61195	401K DC RET EMPLR CONTR	\$25,835	
61196	FICA @ 6.20%	\$65,496	
61200	SUBSISTANCE	\$0	
61210	HEALTH INSURANCE PREMIUM	\$148,780	
61220	MEDICARE CONTRIBUTION	\$15,318	
61230	LUMP SUM PAYMENT OF A/L		
61240	WORKMEN'S COMPENSATION		
61260	HOLIDAY PAY		
61299	PERSONNEL APPROPRIATIONS OVERLOAD/ADJUNCT/ADDED DUTIES FACULTY RANKING ADJUSTMENT		
	TOTAL PERSONNEL	\$1,325,512	\$0
	NUMBER OF POSITIONS	59	
d. TRAVEL			
62500	TRAVEL		
62500 10	TRANSPORTATION		
62500 20	PER DIEM		
62500 30	SUBSISTENCE		
62500 40	REGISTRATION		
	TOTAL TRAVEL	\$0	\$0
e. EQUIPMENT			
63120	EQUIPMENT UNDER \$5000		
64540	MACHINERY, TOOLS & EQUIPMENT		
64550	COMPUTER SYSTEM & EQUIPMENT		
64560	OFFICE EQUIPMENT		
64570	OFFICE FURNITURE & FIXTURES		
64580	VEHICLES - PUB. SVC & ADMIN		
	TOTAL EQUIPMENT	\$0	\$0
f. SUPPLIES			
63010	BOOKS & LIBRARY MATERIALS		
63020	FOOD ITEMS		
63030	FUEL & LUBRICATIONS		
63040	SUPPLIES - OFFICE		
63050	SUPPLIES - OPERATIONS		
	TOTAL SUPPLIES	\$0	\$0
g. CONTRACTUAL			
62060	PROFESSIONAL SERVICES		
62080	ADVERTISING		
62250	COMMUNICATIONS		
62260	DUES AND SUBSCRIPTIONS		
62300	PRINTING & PHOTOCOPYING		
62440	RENTAL - OFFICE		
62460	RENTAL-OFFICE EQUIPMENT		
62470	RENTAL-HEAVY EQUIPMENT		
62480	RENTAL - OTHERS		
62660	REPAIRS & MAINTENANCE		
62680	FREIGHT & HANDLING		
62690	PERSONNEL TRAINING COSTS		
62750	CLEANING SERVICES		
	TOTAL CONTRACTUAL	\$0	\$0
h. CONSTRUCTION			
64050	BUILDINGS & IMPROVEMENTS		
64280	ARCHITECTURAL & ENGINEERING		
64290	PROJECT INSPECTION		
64320	CONSTRUCTION		
64340	CONTINGENCIES		
64420	DEMOLITION & REMOVAL		
64520	IMPROVEMENTS		
	TOTAL CONSTRUCTION	\$0	\$0
i. OTHER			
62050	OFFICIAL REPRESENTATION		
62290	LICENSES & FEES		
62670	ALL OTHERS BUDGET ONLY	\$648,076	
62710	UTILITIES-POWER		
62720	UTILITIES-WATER		
62810	MISC Adjustments		
64250	ADMIN & LEGAL EXPENSE		
65400	SCHOLARSHIPS AND GRANTS		
65600	CONTRIBUTIONS AND DONATIONS		
65800	TRANSFERS OUT-GOV'T AGENCY STUDENT EXPENSES		
	TOTAL OTHERS	\$648,076	\$0
j. Total ("ALL OTHERS") (d-i)		\$648,076	\$0
TOTALS Personnel and All Others		\$1,973,588	\$0
62070	PUBLIC AUDITOR 1% FEE	\$19,736	\$0
Total Division Expenditure Request		\$1,993,324	\$0

NMC CREES FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department
Activity
Business Unit

Government Corporation
Northern Marianas College
1605a

Title	Last Name	* FY '25 PAY LEVEL *		
		Grade/ Step	Grant Funded Base Salary	FY25 Ret. Plan2
*Extension Agent & State CNMI Program Leader, Aquaculture and Natural Resources	Ogo, Michael	36/09	\$ 67,854	DB
**Director, Capital Improvement Projects	Fusco, Rachel Ann	X-1/06	\$ 16,331	DC
**Director, Human Resources	Masga, Polly	X-1/04	\$ 6,098	NA
**Personnel Specialist III	Torres, Brian T.	22/04	\$ 23,947	NA
Admin Assistant III (NEXTGEN)	Atalig, Tomas M.	09/02	\$ 24,006	DC
Budget Technician	Lazaro, Rosemarie L.	25/01	\$ 33,554	DC
Counselor (NEXTGEN)	Pangelinan, Crystal C.	21/02	\$ 42,621	DC
Entomologist	Herdon, James D.	36/03	\$ 55,199	NA
Extension Agent & State/Territory Program Leader, Family, Community, and Youth Dev	Belyeu-Camacho, Tayna	36/09	\$ 67,854	NA
Extension Agent, FCYD	Suzuki Jr., Robert	32/01	\$ 42,555	NA
Extension Agent, Nutrition & Health	Sikuyan, Ashley Marie G.	32/02	\$ 44,044	DC
Extension Aide I (Agroforestry)	Ayuyu, Peter O.	01/02	\$ 16,373	DC
Extension Aide I (EFNEP), Rota	Cabrera, Daisy	01/02	\$ 16,373	NA
Extension Aide II (Agroforestry)	Mendiola, Deron T.	12/02	\$ 27,711	NA
Extension Aide II (Agroforestry)	Tudela, Keoni	12/02	\$ 27,711	NA
Extension Aide II (EFNEP), Saipan	Maratita, Allison P.	12/02	\$ 27,711	NA
Extension Aide II (EFNEP), Tinian	Cepeda, Nikki	12/01	\$ 26,774	NA
Extension Aide II, Aquaculture Tinian	Muna, Jacob Blaire A.	12/02	\$ 27,711	NA
Extension Aide II, Tinian	Palacios, Samson	12/04	\$ 29,684	DC
Extension Aide III	Omechelang, Polly	16/01	\$ 32,420	DC
Extension Aide III (Agroforestry)	Pangelinan, Tom	16/02	\$ 33,554	DC
Extension Aide III (EFNEP), Saipan	Macaranas, Naedeem C.	16/02	\$ 33,554	DC
Extension Aide III (FCYD)	Sanchez, Jacklynn U.	16/01	\$ 32,420	NA
Extension Aide III (FCYD), Rota	Barcinas, Tonica	16/04	\$ 35,944	NA
Interim Admin Manager, CREES	Deleon Guerrero, Joaquin	20/05	\$ 45,048	DC
Interim Dean, CREES	Coleman, Patricia	X-1/06	\$ 71,261	NA
Media Specialist II	Gatdula, Michaela	08/05	\$ 25,373	NA
Professor/State Program & Food Science Leader, Food Science	Sarker, MD Zaidul Islam	36/10	\$ 70,229	DC
Program Coordinator III	Kintol, Margaret N.	18/02	\$ 36,923	DC
Research Assistant (Agriculture)	Joseph, Bill	04/04	\$ 20,245	DC
Research Assistant I (Aquaculture)	Barcinas, Jerry B.	01/01	\$ 15,819	NA
Research Assistant I (Aquaculture)	Lizama, Kimo H.	01/01	\$ 15,819	NA
Research Assistant I (Aquaculture), Tinian	San Nicolas, Henry	01/01	\$ 15,819	NA
Research Assistant II (Food Science)	Masga, Franco	12/02	\$ 27,711	DC
Research Assistant II (Food Science)	King, Milagros I.	12/02	\$ 27,711	NA
Research Assistant II, Agriculture Production Program	Lee, Winnie	12/01	\$ 26,774	NA
LTA: Extension Agent, Agroforestry and Food & Nutrition	Deleon Guerrero, Jesse Ray C.	32/02	\$ 44,044	NA
LTA: Extension Aide I (Agroforestry)	Genem, John Y.	01/01	\$ 15,819	NA
LTA: Program Manager III	Johnson, Dawn Karim	22/01	\$ 43,198	NA
LTA: Research Assistant II (Aquaculture)	Calvo II, Daniel	12/01	\$ 26,774	DC
Extension Aide II	VICE: Deleon Guerrero, Joaquin	12/04	\$ 29,684	DC
Extension Agent, Prog Lead: CHL,EFNEP, & Child Obesity	VICE: Coleman, Patricia	33/04	\$ 52,617	DC
Agriculture Research/Extension Agent (Agri Prod)	VACANT (VICE: Route, Arnold)	32/02	\$ 44,044	DC

NMC CREES FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department
Activity
Business Unit

Government Corporation
Northern Marianas College
1605a

Title	Last Name	Grade/ Step	* FY '25 PAY LEVEL *	
			Grant Funded Base Salary	FY25 Ret. Plan2
Animal Scientist	VACANT (VICE: Turnbull, Dr. Gerald)	36:08	\$ 65,559	DC
Extension Aide I, Saipan	VACANT (VICE: Dela Cruz, Ramon)	01:12	\$ 23,095	DC
Extension Agent, (Agri Prod) Tinian	VACANT (VICE: Duponcheel, Lawrence)	32:02	\$ 44,044	DC
Extension Agent, (Agric Prod)	VACANT (VICE: Eisenberg, Amy)	32:02	\$ 44,044	DC
Extension Agent, FCYD	VACANT (VICE: Tudela, Margarita)	32:06	\$ 40,044	DC
Extension Aide (Aqua) I-III, Rota	VACANT (VICE: Ada-Hocog, Rose)	16:02	\$ 33,554	DC
Extension Aide I-III (FCYD)	VACANT (VICE: Mundo, Beda G)	16:02	\$ 33,554	NA
Research Assistant (Agri Prod) I-II, Rota	VACANT (VICE: Camacho, Peter)	12:02	\$ 27,711	DC
Scientist, Horticulture/Crop	VACANT (VICE: Verma, Virendra)	36:10	\$ 70,229	DC
Agricultural Economist	VACANT (VICE: NEW)	36:07	\$ 63,342	DC
Extension Aide I-III (Agroforestry), Rota	VACANT (VICE: NEW)	16:02	\$ 33,554	DC
Extension Aide I-III (Agroforestry), Saipan	VACANT (VICE: NEW)	16:02	\$ 33,554	DC
Extension Aide I-III (Agroforestry), Tinian	VACANT (VICE: NEW)	16:02	\$ 33,554	DC
LTA: Admin Assistant I	VACANT (VICE: NEW)	09:02	\$ 24,006	DC
Program Manager I-III (Communications Manager)	VACANT (VICE: NEW)	22:02	\$ 44,710	DC
Researcher/Evaluator (Food Science Program)	VACANT (VICE: NEW)	22:06	\$ 51,306	DC
59	Total		\$ 2,112,776	

*The grant terms and conditions for these federally funded positions allow a maximum of 5% for employer retirement contributions. The difference is funded by local appropriations.

**Position is partially funded by appropriations.

	AMOUNT	FTES
WAGES & OTHERS:		
Wages	\$ 2,112,776	59
Overtime	\$ -	0
Differentials	\$ -	0
Total Wages & Others	\$ 2,112,776	59
BENEFITS:		
Life Insurance - 1.8%	\$ 23,999	59
Retirement (DB) - 20%	\$ 3,393	1
Retirement (DC) - 4%	\$ 51,669	34
FICA - 6.2%	\$ 130,992	59
Medicare - 1.45%	\$ 30,635	59
Health Insurance	\$ 297,560	40
Subsistence	\$ -	0
Total Benefits	\$ 538,248	
TOTAL FEDERAL FUNDED FTES, PERSONNEL COMPENSATION, & BENEFITS:	\$ 2,651,024	59

Northern Marianas College
BU 1605b - Small Business Development Center

Class Code	Object Classification	FY2025 Budget Request	Governor's FY 2025 Proposal
Revenue:			
General Fund Allocation			
Total Division Revenues & Subsidies			
a. PERSONNEL			
61090	WAGES / SALARIES-CSC	\$433,335	
61100	WAGES / SALARIES-UNG		
61110	OVERTIME COMPENSATION		
b. FRINGE BENEFITS			
61180	PERSONNEL INSURANCE	\$4,094	
61190	RETIREMENT CONTRIBUTIONS	\$0	
61195	401K DC RET EMPLR CONTR	\$10,462	
61196	FICA @ 6.20%	\$26,867	
61200	SUBSISTANCE	\$0	
61210	HEALTH INSURANCE PREMIUM	\$48,089	
61220	MEDICARE CONTRIBUTION	\$6,283	
61230	LUMP SUM PAYMENT OF A/L		
61240	WORKMEN'S COMPENSATION		
61260	HOLIDAY PAY		
61299	PERSONNEL APPROPRIATIONS OVERLOAD/ADJUNCT/ADDED DUTIES FACULTY RANKING ADJUSTMENT		
	TOTAL PERSONNEL	\$529,130	\$0
	NUMBER OF POSITIONS	9	
d. TRAVEL			
62500	TRAVEL		
62500 10	TRANSPORTATION		
62500 20	PER DIEM		
62500 30	SUBSISTENCE		
62500 40	REGISTRATION		
	TOTAL TRAVEL	\$0	\$0
e. EQUIPMENT			
63120	EQUIPMENT UNDER \$5000		
64540	MACHINERY, TOOLS & EQUIPMENT		
64550	COMPUTER SYSTEM & EQUIPMENT		
64560	OFFICE EQUIPMENT		
64570	OFFICE FURNITURE & FIXTURES		
64580	VEHICLES - PUB SVC & ADMIN		
	TOTAL EQUIPMENT	\$0	\$0
f. SUPPLIES			
63010	BOOKS & LIBRARY MATERIALS		
63020	FOOD ITEMS		
63030	FUEL & LUBRICATIONS		
63040	SUPPLIES - OFFICE		
63050	SUPPLIES - OPERATIONS		
	TOTAL SUPPLIES	\$0	\$0
g. CONTRACTUAL			
62060	PROFESSIONAL SERVICES		
62080	ADVERTISING		
62250	COMMUNICATIONS		
62260	DUES AND SUBSCRIPTIONS		
62300	PRINTING & PHOTOCOPYING		
62440	RENTAL - OFFICE		
62460	RENTAL-OFFICE EQUIPMENT		
62470	RENTAL-HEAVY EQUIPMENT		
62480	RENTAL - OTHERS		
62660	REPAIRS & MAINTENANCE		
62680	FREIGHT & HANDLING		
62690	PERSONNEL TRAINING COSTS		
62750	CLEANING SERVICES		
	TOTAL CONTRACTUAL	\$0	\$0
h. CONSTRUCTION			
64050	BUILDINGS & IMPROVEMENTS		
64280	ARCHITECTURAL & ENGINEERING		
64290	PROJECT INSPECTION		
64320	CONSTRUCTION		
64340	CONTINGENCIES		
64420	DEMOLITION & REMOVAL		
64520	IMPROVEMENTS		
	TOTAL CONSTRUCTION	\$0	\$0
i. OTHER			
62050	OFFICIAL REPRESENTATION		
62290	LICENSES & FEES		
62670	ALL OTHERS BUDGET ONLY		
62710	UTILITIES-POWER		
62720	UTILITIES-WATER		
62810	MISC Adjustments		
64250	ADMIN & LEGAL EXPENSE		
65400	SCHOLARSHIPS AND GRANTS		
65600	CONTRIBUTIONS AND DONATIONS		
65800	TRANSFERS OUT-GOV'T AGENCY		
	STUDENT EXPENSES		
	TOTAL OTHERS	\$0	\$0
j. Total ("ALL OTHERS") (d-i)		\$0	\$0
TOTALS Personnel and All Others		\$529,130	\$0
62070	PUBLIC AUDITOR 1% FEE	\$5,291	\$0
Total Division Expenditure Request		\$534,422	\$0

SMALL BUSINESS DEVELOPMENT CENTER PERSONNEL SERVICE WORKSHEET FY 2025

Department Government Corporation
 Activity Northern Marianas College
 Business Unit 1605b

Title	Last Name	* FY '25 PAY LEVEL *		
		Grade/Step	Grant Funded Base Salary	FY25 Ret. Plan
CNMI SBDC Network Director/Tinian Business Advisor	Borja, Benjamin Huk L.	25/01	\$ 49,864	NA
Network Director, SBDC	Deleon Guerrero, Nadine Rose C.	X-3/01	\$ 65,000	NA
LTA: Associate Network Director/Saipan Business Advisor	Palec, Mercilynn C. K.	X-1/02	\$ 56,925	NA
LTA: CNMI SBDC Network Admin Office Manager, Rota and Tinian	Magofna, Adelpa Lynn K.	20/01	\$ 39,256	DC
LTA: Marketing Manager/Outreach Specialist	Tudela, Roman Franklin M.	22/02	\$ 44,710	DC
CNMI SBDC Network Administrative Office Manager	VACANT (VICE: Hofschneider, Charmaine Rose R.)	20/02	\$ 40,630	DC
CNMI SBDC Network Director/Rota Business Advisor	VACANT (VICE: NEW)	25/02	\$ 51,609	DC
Digital Content/Marketing Coordinator	VACANT (VICE: NEW)	20/02	\$ 40,630	DC
Innovation Incubator Program Manager	VACANT (VICE: NEW)	22/02	\$ 44,710	DC
9	Total		\$ 433,335	

	AMOUNT	FTES
WAGES & OTHERS:		
Wages	\$ 433,335	9
Overtime	\$ -	0
Differentials	\$ -	0
Total Wages & Others	\$ 433,335	9
BENEFITS:		
Life Insurance - 1.8%	\$ 4,094	5
Retirement (DB) - 20%	\$ -	0
Retirement (DC) - 4%	\$ 10,462	6
FICA - 6.2%	\$ 26,867	9
Medicare - 1.45%	\$ 6,283	9
Health Insurance	\$ 48,089	5
Subsistence	\$ -	0
Total Benefits	\$ 95,795	
TOTAL FEDERAL FUNDED FTES, PERSONNEL COMPENSATION, & BENEFITS:	\$ 529,130	9

NMC FEDERALLY FUNDED PERSONNEL SERVICE WORKSHEET FY 2025

Department Government Corporation
 Activity Northern Marianas College
 Business Unit 1605

Title	Last Name	* FY '25 PAY LEVEL *		
		Grade/Step	Grant Funded Base Salary	FY25 Ret. Plan
**Assistant Professor, ABE	Cabrera, Elsie	35/01	\$ 32,338	DC
**Assistant Professor, ABE	Mafnas, Velma I.	35/01	\$ 39,011	DC
**Director, Capital Improvement Projects	Fusco, Rachel Ann	X-1/04	\$ 30,490	DC
Associate Director, AHEC	Ogumoro-Uludong, Lescheweisei L.	22/06	\$ 51,305	DC
Career Counselor (Proa Pathway Partnership)	Alegre, Roy A.	21/02	\$ 42,621	NA
Director, Project PROA	Demapan, Kaelani	25/02	\$ 51,609	NA
Director, UCEDD	Babauta, Eileen A.	25/01	\$ 49,864	NA
Program Coordinator I, ABE	Morales, Leonard	14/07	\$ 36,216	DC
Program Coordinator II, ABE	Palacios, Franklin	12/01	\$ 26,774	DC
Teacher Aide I, ABE	Ngirmekur, Beverly S.	10/03	\$ 26,064	NA
LTA: Admin Manager I, CDI	Ada, Pamela Ann B.	10/02	\$ 25,182	DC
LTA: Counselor, PROA	Atalig, Johnson A.	21/01	\$ 41,180	DC
LTA: Counselor, Stud Support (Proa Pathway Partnership)	Castro, Malysa Q.	21/02	\$ 42,621	DC
LTA: Program Coordinator I, UCEDD	Sablan, Carla C.	10/10	\$ 33,160	DC
LTA: Program Manager III, Student Resources	Tenorio, Kyanna M.	22/01	\$ 43,198	DC
Program Manager II, Apprenticeship	VACANT (VICE: Olarte, Alyssia Ashley D.)	22/02	\$ 44,710	DC
**Deputy Director of CIP	VACANT (VICE: NEW)	X-1/04	\$ 30,490	DC
Administrative Manager I-II, UCEDD	VACANT (VICE: NEW)	09/02	\$ 24,006	DC
18	Total		\$ 670,840	

**Position is partially funded by appropriations:

	AMOUNT	FTES
WAGES & OTHERS:		
Wages	\$ 670,840	18
Overtime	\$ -	0
Differentials	\$ -	0
Total Wages & Others	\$ 670,840	18
BENEFITS:		
Life Insurance - 1.8%	\$ 7,394	10
Retirement (DB) - 20%	\$ -	0
Retirement (DC) - 4%	\$ 20,027	12
FICA - 6.2%	\$ 41,592	16
Medicare - 1.45%	\$ 9,727	16
Health Insurance	\$ 68,550	13
Subsistence	\$ -	0
Total Benefits	\$ 147,291	
TOTAL FEDERAL FUNDED FTES, PERSONNEL COMPENSATION, & BENEFITS:	\$ 818,131	18

NORTHERN MARIANAS COLLEGE
 FEDERAL PROGRAM BUDGETS
 FOR FISCAL YEAR ENDING 09/30/2024
 AS OF FEBRUARY 16, 2024

Code	Category	Smith Lever J(B)-(C) Ext 10/1/24-9/30/29	Smith Lever 3(D) Ext 10/1/24- 9/30/29	Research Div- Hatch 10/1/24- 9/30/26	CREES Total	CHL Center	Resident Inst	Resident Inst	USDA NIFA:	TAP-CNMI- 2022-13 Mangrove Crab Farming 8/18/22-9/30/25	USNSF EPIIC- CIRCI ET 10/1/23-9/30/26	USDA Community Facilities - Disaster Grant 7/1/21-9/30/26	Enhance Cross Discip Infra & Train - Admin/Rsrch 7/1/23-6/30/24	USDOL-State Apprenticeship Expansion 7/1/20-6/30/24	CNMI Area Health Edu Center (AHEC) 9/1/23-8/31/24	DHHS Admin	The Alliance of Students w Disabilities 8/1/23-7/31/24	DHHS	USDOE ABE Admin, Sec Prog 7/1/23- 9/30/24	Subtotal
						of Excellence Proj end 9/1/21-8/31/22 ext 8/31/24	Grant for IHE's Insular (Agri & NRM thru GIS) 9/1/23-8/31/26	Insular for IHE's (Agri & Food Sci thru VR) 9/1/23- 8/31/27	NextGen Agri-tourism: Regenerative Workforce Initiative 6/1/23- 5/31/28							on Dev. Disabilities- PBUCEDD 7/1/23-6/30/24		Expand Public Health Workforce 4/1/23-9/30/24		
51000	Personnel	2,028,157		1,919,018	3,947,175	70,926	120,000	300,770	143,613	210,881			22,289	158,281	76,219	126,154	3,975	9,192	199,739	5,349,213
52000	Travel				21,298	11,670	15,150	74,280	32,387	29,142				31,649	16,700	32,000	1,437	8,377	12,816	306,906
52500	Equipment								71,000				(61,000)							232,000
53000	Supplies				2,000	5,625	58,799	30,000	93,000	7,681					2,500	1,000			1,024	232,000
54000	Contractual							444,644	32,000	10,089				52,676	13,433	74,720		4,000		631,553
55000	Construction																			
56000	Student Expense					11,542		1,373,300							4,000	15,000	8,000	5,000	7,000	1,423,842
57000	Other				8,689	16,250	51,150	66,000	71,000	78,000		22,300	1,250	6,300	1,500	61,900	2,016	21,077	5,000	412,432
	Sub-Total	\$ 2,028,157	\$ -	\$ 1,919,018	\$ 3,947,175	\$ 102,913	\$ 165,087	\$ 125,099	\$ 2,288,994	\$ 443,000	\$ 335,784	\$ 183,300	\$ 23,539	\$ 248,906	\$ 114,352	\$ 330,774	\$ 15,428	\$ 47,646	\$ 225,578	\$ 5,397,576
58000	Indirect Charges					21,612	32,244	26,271	86,940	84,840	64,215		1,883	51,094	9,148	22,462	1,137	2,354	19,616	423,875
	Total	\$ 2,028,157*	\$ -	\$ 1,919,018*	\$ 3,947,175	\$ 124,525	\$ 197,331	\$ 151,370	\$ 2,375,934	\$ 527,840	\$ 399,999	\$ 183,300	\$ 25,422	\$ 300,000	\$ 123,500	\$ 353,236	\$ 16,565	\$ 50,000	\$ 245,194	\$ 9,027,391

Code	Category	USDOE Adult	USDOE- AANAPISI	USDOE- AANAPISI	USDOE	USDOE Fed	USDOE Fed	USDOE- Emergency	USDOE- CARES	USDOE-NMC	US EDA	US EDA	USSBA Small	USSBA CNMI	USDOJ NMC	USDOJ-CIP	USDOE	USDOE FEMA	Total	
		Ed-State Grant Prog (Insular) 7/1/23-9/30/24	Proj PROA 10/1/23- 9/30/24	Proa Pathway Partnership 10/1/23-9/30/24	Federal PELL & TEACH Grant 7/1/23- 6/30/24	Suppl Ed Opp Grant 7/1/23- 6/30/24	Work-Study Prog 7/1/23- 6/30/24	Assist. To Initt of Higher Edu Prog 12/23/19- 12/23/24	Institutional Aid 5/6/20- 6/30/2024	Minority Serving Institutions 6/8/20- 6/30/2024	Workforce Dev and Training Center 12/16/20- 12/15/25	Center for Research, Extension, & Dev Facility 2/1/21-2/10/26	Business Development Center 1/1/23- 12/31/24	SBDC Innovation Incubator 9/1/22 8/31/24	DOF CW Fund- US P110-229	Solar Project 7/1/17-9/30/22 ext 9/30/24	Compact Impact Fund	FEMA Stud Ctr Proj Phase 1-2		Stud Ctr Proj Management Costs
51000	Personnel		137,765	182,794				411,653	998,080				84,877	244,720	265,986	258,000			171,600	8,144,689
52000	Travel	20,943	10,555	117,640				22,198	593,222					89,796	89,200				30,000	1,280,419
52500	Equipment								605,082						50,000					2,687,082
53000	Supplies		5,000	2,000				640,036	1,500	39,371			1,000,000	800,000	30,000					952,715
54000	Contractual	62,828		30,906				2,230,000	281,680	300,000	1,740,000		9,000	30,000	111,000	140,000			1,370,391	8,590,813
55000	Construction							19,534,651		2,080,000	10,681,796									57,344,629
56000	Student Expense		120,470	180,160	2,683,322	74,412	63,665	3,600							489,453	750,000		11,638,719	4,549,471	
57000	Other		61,155	22,865				37,058	2,667,546	418,970			1,102,949	140,040	377,208		328		20,000	5,360,561
	Sub-Total	83,771	334,945	536,325	2,683,322	74,412	63,665	22,237,079	5,809,246	2,758,341	13,421,796	\$ 15,930,280	\$ 594,556	\$ 952,394	\$ 258,000	\$ 489,787	\$ 750,000	\$ 11,638,719	\$ 1,596,170	\$ 88,810,378
58000	Indirect Charges	4,409						125,870	292,648							26			335,196	1,181,964
	Total	\$ 88,180	\$ 334,945	\$ 536,325	\$ 2,683,322	\$ 74,412	\$ 63,665	\$ 22,362,949	\$ 6,101,894	\$ 2,758,341	\$ 13,421,796	\$ 15,930,280	\$ 594,556	\$ 952,394	\$ 258,000*	\$ 489,807	\$ 750,000*	\$ 11,638,719	\$ 1,931,365	\$ 89,992,341

- Notes:
 (*) - Estimated Amount - Final award has not been issued.
- 1) The CREES budget is composed of program grants
 - 2) NIFA Children's Healthy Living Center of Excellence Project (CHL Fwd System)
 - 3) USDA NIFA: Resident Instruction Grants for IHEs in Insular Areas: Project: Rldg Stud and Fwd Capacity in Agri and NRM Fields Through GIS and Remote Sensing Courses
 - 4) USDA NIFA: Resident Instruction Grants for IHEs in Insular Areas: Project: Enhancing Agri and Fwd Sci Ed in NMC through VR Tech
 - 5) USDA NIFA: NEXTGEN Agri-tourism: Regenerative Workforce Initiative for African American and Insular Communities
 - 6) USDOL Mangrove Crab Farming
 - 7) USNSF Enabling Partnerships to Increase Capacity (EPIIC) CIRCI ET
 - 8) USDA Rural Development -Community Facilities Disaster Grant Implementation
 - 9) DHHS National Institutes of Health (NIH) - Enhancing Cross-Disciplines
 - 10) USDOL State Apprenticeship Expansion
 - 11) HRSA through RCUH - CNMI Area Health Education Center
 - 12) DHHS through RCUH - University Center for Excellence in Development Disability
 - 13) USNSF through RCUH - The Alliance of Students with Disabilities
 - 14) DHHS PBUCEDD Expanding Public Health Workforce within Disabilities
 - 15) The Adult Basic Education (ABE) budget is composed of three program grants
 - 16) The USDOE Adult Education-State Grant Training Program funds the Islands of Saipan, Palau, Guam and American Samoa.
 - 17) The USDOE Asian American & Native American Pacific Islander-Serving Institutions Program funds the Project for the Promotion & Retention of Opportunities for Advancement (PROA)
 - 18) The USDOE Asian American & Native American Pacific Islander-Serving Institutions Program funds the Proa Pathway Partnership
 - 19) The Pell & Teach Grant represents funding that is awarded to students to pay for tuition and fees expense
 - 20) Student Expenses under the Supplemental Education Opportunity Grant is additional award to students to pay for tuition and fees expense.
 - 21) USDOL Federal Work-Study Program
 - 22) The USDOE Emergency Assistance to Institution of Higher Education Program is used towards reconstruction and recovery
 - 23) The USDOE CARES HEERF Institutional Aid is for costs associated with significant changes to operations/delivery of instruction due to COVID
 - 24) The USDOE NMC HEERF Minority Serving Institutions expenses associated due to COVID
 - 25) The US EDA -NMC Workforce Development Training Center Project
 - 26) The US EDA -NMC Center for Research, Extension, and Development Facility
 - 27) US SBA Small Business Development Centers
 - 28) US SBA CNMI SBDC Innovation Incubator
 - 29) The Commonwealth Workers Fund (PL 110-229)
 - 30) USDOL NMC Solar Project
 - 31) USDOL-CIP Compact Impact Fund to defray expenditures associated with health, education, social, and/or public safety services provided to FAS citizens
 - 32) USDOE FEMA NMC Student Center Construction Project Phase 1-2
 - 33) USDOE FEMA Category Z NMC Student Center Construction Project Inspections
 - 34) Travel Category: Program and department related travel is often required by grants and is used for program personnel and/or stakeholders to meet grant goals and objectives.
 - 35) Contractual Category: Used to fund contractual agreements that help the College meet grant stipulations and objectives.
 - 36) Others Category: Used to fund various grant related services, fees, and other program project needs.

Federal Grants Estimate

(Please refer to Federal/Sub-Recipient Listing)

CFDA No:

Business Unit:

Description: (* Restricted to Grant Activities and not to be co-mingled with local funds)

Class Code	Object Classification	FY2023 Grant Award Estimate	FY2024 Grant Award Estimate	FY 2025 Grant Award Ave Estimate
a. PERSONNEL				
61090	WAGES / SALARIES-CSC	9,657,022	8,144,689	8,900,856
61100	WAGES / SALARIES-UNG			
61110	OVERTIME COMPENSATION			
b. FRINGE BENEFITS				
61180	Personnel Insurance			
61195	401k DC Ret Emplr Contr			
61196	FICA Contribution			
61210	Health Insurance Premium			
61220	Medicare Contribution			
61231	Lump Sum - Merit Award PL19-83			
c. TOTAL PERSONNEL				
		\$9,657,022	\$8,144,689	\$8,900,856
d. TRAVEL				
62500	TRAVEL	1,025,144	1,280,419	1,152,781
62500 10	TRANSPORTATION			
62500 20	PER DIEM			
62500 30	SUBSISTENCE			
62500 40	REGISTRATION			
	TOTAL TRAVEL	\$1,025,144	\$1,280,419	\$1,152,781
e. EQUIPMENT				
63120	EQUIPMENT UNDER \$5000	972,703		
64540	MACHINERY, TOOLS & EQUIPMENT			
64550	COMPUTER SYSTEM & EQUIPMENT			
64560	OFFICE EQUIPMENT	1,259,416	2,687,082	1,973,249
64570	OFFICE FURNITURE & FIXTURES			
64580	VEHICLES - PUB SVC & ADMIN	18,995		
	TOTAL EQUIPMENT	\$2,251,114	\$2,687,082	\$1,973,249
f. SUPPLIES				
63010	BOOKS & LIBRARY MATERIALS			
63020	FOOD ITEMS			
63030	FUEL & LUBRICATIONS			
63040	SUPPLIES - OFFICE	86,390	952,715	519,553
63050	SUPPLIES - OPERATIONS			
	TOTAL SUPPLIES	\$86,390	\$952,715	\$519,553
g. CONTRACTUAL				
62060	PROFESSIONAL SERVICES	1,534,601	8,590,813	5,062,707
62080	ADVERTISING			
62250	COMMUNICATIONS			
62260	DUES AND SUBSCRIPTIONS			
62300	PRINTING & PHOTOCOPYING			
62440	RENTAL - OFFICE			
62460	RENTAL-OFFICE EQUIPMENT			
62470	RENTAL-HEAVY EQUIPMENT			
62480	RENTAL - OTHERS			
62660	REPAIRS & MAINTENANCE			
62680	FREIGHT & HANDLING			
62690	PERSONNEL TRAINING COSTS			
62750	CLEANING SERVICES			
	TOTAL CONTRACTUAL	\$1,534,601	\$8,590,813	\$5,062,707
h. CONSTRUCTION				
64050	BUILDINGS & IMPROVEMENTS			
64280	ARCHITECTURAL & ENGINEERING			
64290	PROJECT INSPECTION			
64320	CONSTRUCTION/RENOV/RETROFIT	1,750,325	57,344,629	29,547,477
64340	CONTINGENCIES			
64420	DEMOLITION & REMOVAL			
64520	IMPROVEMENTS			
	TOTAL CONSTRUCTION	\$1,750,325	\$57,344,629	\$29,547,477
i. OTHER				
62050	OFFICIAL REPRESENTATION			
62290	LICENSES & FEES			
62710	UTILITIES-POWER			
62720	UTILITIES-WATER			
62810	MISC Adjustments			
64250	ADMIN & LEGAL EXPENSE			
65400	SCHOLARSHIPS AND GRANTS			
65600	CONTRIBUTIONS AND DONATIONS			
65800	TRANSFERS OUT-GOV'T AGENCY			
	STUDENT EXPENSES	6,940,116	4,549,471	5,744,794
	OTHER	2,237,607	5,260,561	3,749,084
	INDIRECT/ADMIN COST	1,135,890	1,181,964	1,158,927
	TOTAL OTHERS	\$10,313,613	\$10,991,996	\$10,652,804
j. Total ("ALL OTHERS") (d-i)				
		\$16,961,186	\$81,847,653	\$48,908,570
Grand Total		\$26,618,208	\$89,992,341	\$57,809,426

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for

CNMI Public School System

FY 2025 Budget Submission

(No submission by CNMI Public School System)