

VOLUME III



Governor's Budget Proposal

Fiscal Year 2021

Commonwealth of the Northern Mariana Islands



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February 27, 2020

HAND DELIVERY

Ms. Vicky Villagomez
Special Assistant for Management and Budget
Commonwealth of the Northern Mariana Islands
Capitol Hill, Saipan, MP 96950
Email: omb.saipan@gmail.com

Subject: FY 2021 Budget Submission

Dear Ms. Villagomez:

Submitted herewith is the Commonwealth Development Authority's Fiscal Year 2021 budget; the Governor has been provided a copy. As required, an electronic submission will be transmitted via email to the email address noted above.

Please contact Christy Kintol, Office Manager at 234-6245 ext. 310 if you have any questions or concerns.

Si Yu'us Ma'ase,


MANUEL A SABLAN
Executive Director



COMMONWEALTH DEVELOPMENT AUTHORITY
FISCAL YEAR 2021
BUDGET

Schedule A

				FY 2019 Budget	FY 2020 Budget	FY 2021 Budget Proposal	change from FY2020
CASH AVAILABLE - OPERATIONS:				3,207,032	2,465,342	2,209,825	
2% OF CDA'S TOTAL ASSETS of \$83,046,833:						1,760,937	
Ordinary Income/Expense							
	Income						
		Surplus Funds:			823,539	442,811	(380,727)
		Projected Income		1,435,000	708,400	989,940	281,540
Total Projected Income + Cash Available				4,642,032	1,531,939	1,432,751	(99,187)
	Expense						
		5010X · Payroll Expenses					
		5010a · PERM Salaries		182,822	303,899	427,464	123,565
		5010b · UNGR Salaries		511,383	390,915	237,651	(153,264)
		5010d · DB Plan Contributions		107,537	105,416	84,373	(21,043)
		5010e · DC Contributions		9,797	8,745	10,596	1,851
		5010f · Medicare Contribution		10,211	10,075	9,789	(286)
		5010g · Health Ins. Prem Contrib		80,229	91,265	92,050	785
		5010h · Life Ins. Prem Contrib		8,909	8,978	8,435	(543)
		5010i · Lump-Sum Annl Leave Payout		10,000	10,000	10,000	-
		5010j · Social Security		43,661	43,078	41,857	(1,221)
		5019 - 5% Merit Bonus		-	5,000	-	(5,000)
		5020 - Annual Leave Accrual		-	-	-	-
		Total Payroll Expenses		964,549	977,371	922,216	(55,155)
		5100 · Advertising & Notices		3,000	3,000	5,000	2,000
		5105 · Audit Fees		25,000	25,000	27,500	2,500
		<u>5110X · Auto Expenses</u>					
		5110a · Gas for Agency Cars		2,000	3,000	2,000	(1,000)
		5110b · Vehicle Repair & Maint		2,000	2,000	2,000	-
		5110c · Mileage Allowance Paid		100	100	150	50
		5110d · Vehicle Rental		-	-	-	-
		5115 · Bank Charges & Adjustments		7,000	7,000	7,000	-
		<u>5120X · BoD Expenses</u>					
		5120a · Compensation		3,000	3,000	1,000	(2,000)
		5120b · Per Diem		7,000	25,000	30,000	5,000
		5120c · Travel		7,000	15,000	15,000	-
		5120d · Ground Transportation		3,000	3,000	3,000	-
		5120e · Other		5,000	5,000	2,000	(3,000)
		Board Functions		1,500	2,000	1,500	(500)
		5120f - QC		500	-	-	-
		5120g - Stakeholders Meeting		5,000	5,000	5,000	-
		5120h - Prof.Dev (registrations & fees)		40,000	14,000	12,000	(2,000)
		<u>5130X · Communications</u>					
		5130a · DCD		10,000	12,000	13,000	1,000
		5135 · Computer Parts & Maint.		1,000	1,000	1,000	-

COMMONWEALTH DEVELOPMENT AUTHORITY
FISCAL YEAR 2021
BUDGET

Schedule A

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget Proposal	change from FY2020
	5140 · Computer Programming Svc	3,000	3,000	5,000	2,000
	<u>5160X · Foreclosed Prop Exp</u>				
	5160a · Appraisal & PTR	2,000	6,000	1,000	(5,000)
	5160b · Insurance	-	-	-	-
	5160c · Upkeep & Repairs	1,000	1,000	1,000	-
	5160d · Other (public notices/ads)	2,000	2,000	200	(1,800)
	<u>5170X · Insurance</u>	9,000	9,000	7,000	(2,000)
	5180 · Janitorial & Supplies	200	200	200	-
	<u>5190X · Bond Issues Expenses</u>				
	5190a - Legal Fees	-	-	-	-
	5190b - Advertising & Notices	-	-	-	-
	<u>5200X · Legal Fees</u>				
	5200a · DCD	20,000	20,000	90,000	70,000
	5200b · QC	5,000			
	5200c · BoD Meetings	6,000			
	5200d · Fcld Property-related	1,000			
	1231a - Loan Charges (legal & misc.)	3,000			
	5210 · Licenses & Fees	2,000	2,000	2,000	-
	5220 · Loan Processing Costs	500	-	-	-
	5222a · Misc. DCD	300	300	300	-
	5225 · Office Supplies	5,000	6,000	6,000	-
	5230 · Organization Dues	3,000	3,000	5,000	2,000
	5240 · Postage and Shipping	2,500	2,000	1,500	(500)
	5245 · Printing	6,000	5,000	5,000	-
	5250 · Prof Services - Other				
	Alarm Monitoring & Service	1,500	1,200	1,300	100
	Armored Courier	5,000	3,500	3,800	300
	Data Upload Services - credit reporting	900	900	900	-
	Equifax	1,500	1,500	1,500	-
	Shoretel Phone	1,300	-	-	-
	Webhosting	500	500	500	-
	DR Solution		-	3,000	3,000
	Other	500	-	-	-
	Consultants	-	20,000	-	(20,000)
	5255 · Publication Subscriptions	500	300	500	200
	5265 · Rental - Office	8,000	10,000	10,000	-
	5270 · Rental - Equipment	3,500	3,500	3,500	-
	5280 · Repairs & Maintenance	1,000	1,000	500	(500)
	5290a - SBDC Grants	25,000	25,000	25,000	-
	5290b - Other Grants/Projects	2,000	20,000	20,000	-
	5300 · Training - Staff - registration fees	10,000	10,000	5,000	(5,000)
	5310 · Travel - Staff (airfare, per diem & ground)	20,000	30,000	30,000	-

COMMONWEALTH DEVELOPMENT AUTHORITY
FISCAL YEAR 2021
BUDGET

Schedule A

			FY 2019 Budget	FY 2020 Budget	FY 2021 Budget Proposal	change from FY2020
		5330X · Utilities (office)				
		5330a - Power	15,000	18,000	15,000	(3,000)
		5330b - Water	200	500	-	(500)
		5340X - SSBCI Program				
		5340a - Travel & per diem	3,000	3,000	500	(2,500)
		5340c - Legal Fees/audit				
		5340d - Registration & Other				
		5350 - Youth Training Programs	5,000	-	2,000	2,000
		5360X - CDA San Jose Bldg. (common area & units)				
		5360a - Janitorial & Maint.	20,000	20,000	20,000	-
		5360b - Power	1,500	1,500	4,000	2,500
		5360c - Water & Sewer	15,000	20,000	20,000	-
		5360e - Repairs & Maintenance	10,000	20,000	10,000	(10,000)
		5360f - Moving & Relocation Expenses	-	-	-	-
		5360g - Generator (Fuel & Maintenance)	1,000	500	2,000	1,500
		Total Operating Expense	345,500	395,500	430,350	34,850
		Total Payroll & Operating Expense	1,310,049	1,372,871	1,352,566	(20,305)
		Capital Outlay				
		1410a- Computer Equip/Computer	30,000	30,000	30,000	-
		1420a - Building Improvement	50,000	20,000	30,000	10,000
		1430a - Office Equipment	2,000	3,000	2,000	(1,000)
		1440a - Machinery & Vehicles	5,000	30,000	-	(30,000)
		1460a - Furniture & Fixture	-	900	4,000	3,100
		1470a - Building Mach. & Equip	-	-	-	-
		1481a - Land Improvements	-	60,000	-	(60,000)
		Total Capitol Outlay	87,000	143,900	66,000	(77,900)
		TOTAL EXPENSE & CAPITAL OUTLAY	1,397,049	1,516,771	1,418,566	(98,205)
		5227 · OPA 1% of Budget	13,970	15,168	14,186	(982)
		TOTAL:	1,411,019	1,531,939	1,432,751	(99,187)



MARIANAS VISITORS AUTHORITY

FISCAL YEAR 2021 OPERATIONS BUDGET

**Approved by: MVA Board of Directors
March 12, 2020 Regular Board Meeting**

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I. MISSION STATEMENT

Governing Law

The Marianas Visitors Authority (MVA) was created by statute for the purpose of enhancing tourism in the Commonwealth of the Northern Mariana Islands. 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. 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 Northern Mariana Islands.

Mission Statement

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.

Primary Duty is to promote the CNMI as a destination of choice to the travelling public. To accomplish this, MVA's enabling legislation includes:

- Organizing and conducting programs, advertising, and further featuring the NMI 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 NMI;
- 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 Northern Mariana Islands;
- 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 NMI;
- Promoting the preservation of the cultural heritage of the NMI;
- 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 CNMI.

Direct Beneficiaries

The direct beneficiaries and stakeholders of MVA are represented by visiting tourists, government agencies, the private business sector, Board of Directors, NMI local residents, and the local 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">• Governs the overall activities of MVA• Supports and reviews the performance of the MVA Managing Director• Approves the Annual Budget• Evaluates the salaries and compensation of the Executives• Maintains overall responsibility on the performance of MVA to its direct beneficiaries and stakeholders• Establishes policies for the Organization• Approves the Fund Requirement of the Organization• Resolves any critical issues of the Organization• Endorses the overall programs of MVA
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 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• Oversees its own procurement of goods and services
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 incentive and motivation 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• Declares rules and regulations and establishes reasonable fees necessary to carry out statutory mandates• Communicates data with relevant government agencies for enforcement purposes concerning guesthouses and bed & breakfasts• 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

	<ul style="list-style-type: none"> 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
DIVISION	SERVICES
Research	<ul style="list-style-type: none"> Accomplishes statistical research and analysis towards the support of policy development and marketing for the CNMI 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 Produces reports such as the Visitor Arrivals Statistics to the CNMI 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 Generates Load Factor on direct flights to Saipan from Japan, Korea, China, and Guam
Marketing	<ul style="list-style-type: none"> Prepares Annual Budget on Marketing Strategies for Tourism Endorses maximum exposure for our destination in all source countries within the allotted budget through cooperative marketing efforts with travel agencies, airlines, and retail promotions Fosters maximum usage of the Familiarization Tour Strategy for both travel agents and media representatives in order to obtain both the highest quality and highest spending visitors attainable and the largest number of visitors the islands can physically accommodate
Community Programs	<ul style="list-style-type: none"> Prepares the Annual Budget on Community Projects benefiting the Tourism Industry of the CNMI Develops annual signature events to generate off-island publicity and offer tourists a variety of activities to choose from Supports improvements of CNMI products for tourists Partners with industry members to further educate the community on the importance of the tourism industry Partners with Tinian and Rota Mayor's Office community programs representative to create events aimed at attracting travel to our sister islands Create programs that foster cultural and historical values to our visitors
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 Regulates the compliance on regulations, policies, and procedures on fund disbursement Submits Management Reports and other reports to government agencies Consolidates and analyzes the Annual Budget and Financial Statements
Procurement Section	<ul style="list-style-type: none"> Manages all RFP, ITB, Contracts, and Small Purchase Orders for MVA services Oversees and implements the compliance of the procurement regulations Manages and controls the inventory assets of MVA
Field Operations (Tinian and Rota)	<ul style="list-style-type: none"> Maintains and improves existing tourist destinations Coordinates with MVA headquarters on all advertising events 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
Product Development	<ul style="list-style-type: none"> Defines, launches, and maintains programs towards the enhancement of the CNMI as a tourist destination. Such programs include the following: <ul style="list-style-type: none"> Evaluating the tourism-attraction value of current sites Monitoring and upgrading the content and upkeep of these existing sites Increasing the overall number of sites

	<ul style="list-style-type: none"> • Supervises, controls, and monitors destination enhancement site repair/improvement expenditures and contracts in accordance with procurement conditions • Monitors all tourism sites and ensures that proper upkeep is maintained, contracting as necessary for ongoing repair and maintenance • Monitors the performance of contractors to ensure that all site repair and maintenance work is performed in an efficient and timely manner, accomplishing the contractual requirements • Works in close coordination with MVA business members, tour-travel partners, and government agencies in the planning, development, and execution of destination enhancement projects • Ensures timely and accurate ordering of supplies and materials for site enhancement and timely contracting of subcontracted work projects • Manages subcontractor relationships and assists in building effective partnerships in the development, maintenance, and enhancement of tourist sites
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B. KEY INITIATIVES

1. FY2021 FINANCIAL HIGHLIGHTS

MVA's funding source is primarily through its entitlements. This is 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.

Enactment of Public Law 20-17 in fiscal year 2018 amended § 2159 providing not less than two percent (2%) but not less than \$300,000 of the funds per fiscal year shall be remitted to the Municipalities of Saipan, Tinian, and Rota to implement charter flight tourism incentives, promotional programs, tourism enhancement activities, beautification projects, island-wide cleanup and to include purchasing supplies and equipment for such projects.

In fiscal year 2019, under Public Law 20-67 - CNMI Budget Act, the twenty percent (20%) of taxes collected under 4 CMC § 1405(B) or Alcoholic Beverage Containers Tax was transferred to PSS.

For fiscal year 2020, under Public Law 21-08 - CNMI Budget Act, \$92,000 from 4 CMC § 1803, MVA's share in the HOT (80%) and the twenty percent (20%) of taxes collected under 4 CMC § 1405(B) or Alcoholic Beverage Containers Tax was allocated to establish an Inter-Island Air Transportation Incentive Program to be administered by MVA in coordination with the Commonwealth Ports Authority.

FUNDING LEVEL

MVA's anticipated funding level for FY 2021 is at \$10,581,927 from its share from the Hotel Occupancy Tax.

MVA's FY 2021 Projected Funding Level	
HOT Entitlement (80% per PL18-1)	\$ 10,581,927
Less: 2.5% Deducted by DOF for Enforcement of PL18-1	(264,548)
HOT Entitlement for MVA	\$ 10,317,379
Add: Container Tax and ther revenues	-
FY 2021 Projected revenue for MVA	\$ 10,317,379
Less Support to Government Agencies:	
Saipan, Tinian, Rota municipalities (PL20-17)	(900,000)
FY2021 Projected available funding for MVA Operations	\$ 9,417,379

2. ASSUMPTIONS

2a. CONCERNS FACING TOURISM

MVA's mandate is to promote our islands as an ideal destination to travelers from countries in Asia, Oceania, and throughout the world. This function is hampered by the major issues listed below:

- The outbreak of the Novel Coronavirus adversely affects the tourism industry in the Marianas. The GENERAL OFFICE OF MINISTRY OF CULTURE AND TOURISM OF THE PEOPLE'S REPUBLIC OF CHINA issued a document on January 26 which orders all national travel agencies and online travel companies to temporarily suspend business group travel and "ticket + hotel" products until further notice. On January 29, the Honorable Governor Torres issued an Executive Order seeking to suspend travelers from mainland China from flying directly and indirectly into the CNMI due to the coronavirus threat. Following the Executive Order, President Trump issued a proclamation on suspension of entry as immigrants and nonimmigrants of persons who pose a risk of transmitting 2019 novel coronavirus. All flights from China including Hong Kong have been temporarily suspended until further notice.
- From China, there are more than 18,500 cancelled bookings from January 22 – March 29; and from Korea, we have more than 16,000 cancelled flight bookings from January 28 to February 21. With the increasing number of confirmed cases in Korea and Japan, it is fair to say that we will be receiving more cancellations

- FY 2019 was a very difficult year in terms of visitor arrivals. The devastation caused by Super Typhoon Yutu in October 2018 lead to the closure of the Saipan International Airport and to the many months following recovery of flights and demand from our source markets. Total arrivals for the year were down 30 percent; over 400,000 visitors.
- Several hotels remained closed to undergo major renovations to the damaged facilities caused by Super Typhoon Yutu as some hotels were only partially opened limiting access to certain facilities.
- The damage done from Super Typhoon Yutu to the Ada Gymnasium sporting facilities disrupted professional teams from overseas to come and train for their off-season training.
- Major source markets were hit by softening economies, trade wars with the United States, and a declining currency exchange rate left a negative effect on the CNMI's tourism industry. Tourism is a volatile industry, often influenced by national and international factors outside our local control.
- MVA did not meet its projected revenue for FY 2019 of \$14 million. MVA's share in the actual HOT entitlement collected for FY 2019 is at \$11.9 million, however, only 63% was remitted to MVA by the end of fiscal year 2019. This caused a reduction in the marketing budgets in our source markets and delayed payment to vendors, both local and off-shore marketing offices.
- For FY 2020, we have budgeted \$13.6 million. The MVA continues to devote most of our budget to marketing and promotions at \$9.2 million. About 12% goes to personnel, and the remainder covers our signature events, destination enhancement projects, and other expenses, including administrative costs and at least \$300,000 each to the municipalities of Saipan, Tinian, and Rota as required by law. But with the situation of the ongoing novel coronavirus, we will be expecting a drastic cut to the original projected budget.
- The closure of the Mariana Resort & Spa in 2018 resulted in loss of jobs, loss of revenue for the central government and hotel occupancy tax for MVA's operations and marketing, not to mention the many community contributions the hotel has made, like the use of the Kan Pacific pool – the only Olympic size swimming pool in the Marianas - for our youth and adults swimming programs.
- Public land leases for two of our largest hotels, Fiesta Resort & Spa and the international brand Hyatt Regency Saipan, are expiring very soon.
- Marketing is an essential but exceptionally costly investment, especially within our major source country markets of Japan, Korea, and China. Our industry competitors spend several times the amount we do in these countries. The primary source of MVA's budget comes from the Hotel Occupancy Tax (HOT) as mandated by PL18-1. We currently estimate that the MVA receives far less than its fair share of the attainable revenue from the HOT. There are now hundreds of guest houses, bed and breakfasts, short-stay apartments and similar establishments for illegal modes of lodging. These

represent a small portion of the vast unpaid HOT by unreported guests in both legal and illegal lodgings.

- MVA takes responsibility for the maintenance and rehabilitation of tourist sites. This task is very costly and challenging especially with tight funding, limited resources, and the shortage of manpower among construction companies in the CNMI.
- Delay in the completion of major developments and the dilemma faced by current businesses in the CNMI resulting from the lack of manpower has been caused by the limit of the CNMI-Only Transitional Worker non-immigrant program or CW program imposed by the USCIS. Investor confidence in the continuation of the CW program beyond 2019 or 2029 may negatively affect the tourism industry. The CNMI does not offer a stable investor climate due to the CNMI's lack of immigration control.

2b. TOURISM UPDATE

- As of January 2020, the Marianas has received 182,370 visitors this fiscal year beginning in October, a 80% increase compared to the same period in 2018 right after Super Typhoon Yutu. Individually, the Korea market has over doubled this fiscal year-to-date compared to last year. China continues to struggle and is actually down 2%.

Novel Coronavirus

- The Novel Coronavirus was first detected in Wuhan, China, in December 2019 and has since infected thousands of people globally. Considering that the CNMI will not be receiving tourists from mainland China for Quarter 2 and most likely Quarter 3 of fiscal year 2020, the CNMI economy will suffer greatly. In addition, the situation in Korea is worsening due to Korea having the highest number of confirmed cases of Novel Coronavirus outside of China. On a side note, Korea is our top market as of visitor arrivals and China is at number 2. Japan is not quite affected compared to the top two markets of Korea and China, but it is fair to say that we are bound to be receiving negative news from Japan considering the confirmed cases of Novel Coronavirus are increasing in Japan as well.
- In the Korea market for FY 2020, we are developing airline sponsorships, co-op promotions, and program development campaign with airline partners and travel agencies to boost sales. We are supporting our key travel partners in creating packages tied to signature events such as the Saipan Marathon and the Taste of the Marianas. We will be conducting city seminars in the Seoul and Busan regions to introduce new possibilities and a renewed point of view about our destination.
- In Japan for FY 2020, Skymark Airlines launched its regular, daily direct flights from Tokyo, Japan, to Saipan beginning Nov. 29, 2019. These flights will bring an estimated 48,000 visitors to The Marianas from Japan, which averaged only about 1,000 visitors a month in fiscal year 2019.
- We are working closely with Skymark Airlines on co-op promotions to further promote the Narita-Saipan flight. We are also discussing possible flights to Nagoya and Osaka. We have launched a major marketing campaign entitled "Sport Islands:

The Marianas” in an effort to revive sports tourism. Under this marketing campaign, MVA is conducting weekly outdoor activities for visitors and the public, such as the Saipan Morning Run on Friday mornings in Garapan, and more activities are planned for the coming months.

- In order to revive the China market in FY2020, the MVA has been conducting sales missions targeting East China where there are only two direct flight routes, Shanghai and Hangzhou, to Saipan. We are targeting second and third tier cities in East China to develop new travel packages with new travel agencies by introducing our island destination and its great potential for the market. We will take advantage of our online platforms to further promote The Marianas destination as a safe place to travel despite the ongoing Coronavirus outbreak. We will continue to support our charter flight partners by conducting co-op promotions to boost sales.

Conclusion

- With the ban of inbound travelers from China due to the Novel Coronavirus, The Marianas is looking to sustain its tourism-based economy by attracting more visitors from Korea and Japan.
- New marketing efforts and aggressive airline enticement will continue with Japan and Korea markets. Increased funding is necessary in order to achieve our goal of securing and sustaining new airlines.
- We will continuously meet with key travel partners from the Korea and Japan markets into considering adding more flights to the CNMI and also working closely to launch new promotions to boost sales.

2c. PURPOSE

MVA will use the funds collected from the HOT to:

- a. Promote The Marianas as a coronavirus-free destination.
- b. Overwhelm negative images of COVID-19 with positive feedback and beautiful images to emphasize our continuing recovery; further improve our social media presence in off-shore and emerging markets; and work closely with popular social media platforms such as Facebook, YouTube, Instagram, Kakao, Wechat, Weibo and Youku, as well as reputedly well-established websites such as TripAdvisor, Expedia and other key travel sites. This positive increase in exposure will allow the MVA to attract targeted users and gather essential data. The data gathered will provide us a key understanding of our competitive position, marketing successes, tourist shopping trends and more. Collecting market data at a low-cost is essential due to our limited budget. Also, creating a user friendly mobile app for the visitors to take advantage of getting easy access to all the information from local businesses, safety tips, and even tourist sites under one mobile platform.
- c. Continue to work closely with the Entertainment Industry to conduct projects with famous celebrities from our source markets and other potential markets to leverage the popularity of The Marianas destination to the viewers most especially millennials who show great interest in celebrity activities. Utilize our MVA Ambassadors from each

source market who are famous celebrities to boost awareness of the Marianas destination.

- d. 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.
- e. With the MVA's interest in seeking ways to create 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, Taiwan, Russia, and U.S. states and territories), and potential new markets. Also, 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. The MVA is seeking to hire a global marketing company with outstanding credentials that is capable of demonstrating measurable success in the development of tourism destination branding and marketing that is geared towards tourism development.
- f. Attract more high-end visitors via upscale promotional campaigns in all our source market countries. The additional revenue from these higher grade visitors will increase overall funding to the CNMI government and will filter back through our economy and improve the quality of life for all CNMI residents.
- g. Promote multi-island visits by emphasizing the unique travel appeal each island has to offer.
- h. Develop online marketing strategies to expand our reach to social media users. Utilize the various social media platforms which will allow us to provide customized information and real time information.

C. ACCOMPLISHMENTS

Accomplishments for FY2019 & FY2020

Marketing

- Fiscal year 2019 proved to be a difficult year for our tourism industry due to the impact of Super Typhoon Yutu that hit our islands in late October 2018. Due to the typhoon, we have received only 5,595 visitor arrivals for the month of November 2018 totaling up to 424,858 visitor arrivals, which is 182,685 shy of fiscal year 2018's 607,543 visitor arrivals.

Korea Market

- MVA Korea secured 192,178 in visitor arrivals from Korea which was 6,037 more than China's 186,141 visitor arrivals for fiscal year 2019 despite being the latest market to resume air service post Super Typhoon Yutu. Korea remains our top market as of fiscal year 2019.
- MVA Korea has successfully secured an average of 80% and above load factor for all Korean airlines for fiscal year 2019 through various co-op projects/promotions with key travel agencies and airline partners.
- MVA Korea gained substantial PR exposures during FY19 with 1,025 media exposures to an ad value of \$8,674,430 and circulation of 384,484,698.
- And more recently, we just beat out Cebu as the destination of choice for 1,200 pax from Orange Life insurance company and they will be coming sometime this year as three separate groups. We have also currently welcomed a popular TV show called "Soccer Adventure" in early January of 2020 with 3 episodes airing in February and a combined viewer rating of 4.5% equivalent to 660,000,000 people viewing the show. The MVA was also able to secure a reward vacation trip for the cast members of a popular K-Drama called "Stove League" in February of 2020.
- For FY19 TV home shopping, the MVA along with cooperation from the key tour agency partners in Korea was able to secure 559 bookings out of 3,800 calls.
- MVA Korea held meetings with various editors and advertising directors to build stronger relationships with media and consumer brands and to provide information about latest marketing and PR activities to promote The Marianas in Korea. MVA Korea also discussed methods to raise destination awareness among readers in more effective ways through both print and digital channels.
- MVA Korea was able to successfully create the first ever Marianas Dive Map mobile app to establish The Marianas as a top-of-mind destination for scuba divers and leisure sports enthusiasts.

China Market

- MVA China has successfully maintained and strengthened the cooperation partnership with the airlines which are providing regular and charter flights to the CNMI by securing a stable flight capacity of 17 flights offering 4,393 seats per week with coverage of more than 30 Chinese cities by domestic and international air routes in fiscal year 2019.
- MVA China has spared no effort to support 24 MICE groups, for a total 5,545 MICE tourists that visited the CNMI. This is increased by 70% compared to fiscal year 2018.
- The Marianas was awarded the 2019 Best Island Travel Destination Award by National Tourism, the leading authentic tourism media in China, and the 2019 Best Organization Award from the Xi'an + Silk Road International Tourism Expo.
- MVA China created the first-ever cartoon image "Mari & Ana" who resembles a native Chamorro girl and a Carolinian boy through the WeChat platform. The images received universal acclaim from the market and the emojis have generated 4,000+ downloads & 60,000+ transmissions.
- The Marianas was ranked the #1 most popular Pacific island destination among Chinese tourists, according to Mafengwo, one of China's largest online websites that enables users to share travel experiences.
- The Marianas was also listed in the top 10 semi-guided destinations, according to Tuniu, one of the top online travel agencies in China.

- As for FY2019, MVA China has supported or coordinated 5 agent FAM trips to The Marianas and engaged more than 200+ contacts from travel agencies all over China.
- In FY2019, MVA China & charter partners reached 23 cities all around China via advertisement or events. It was the first time for MVA to initiate own road shows in Qingdao, Jinan, Changsha and Wuhan, which are potential markets for Beijing, Guangzhou and Asiana flights. Western China was also explored via trade shows in Xi'an and Chongqing.

Japan Market

- Recently, MVA presented its annual Marianas Seminar & Workshop series for travel trade and media reps in Japan on February 25th, 26th, and the 28th, touting direct, daily service by Skymark Airlines in a bid to woo Japanese travelers at a time when tourism is declining globally due to COVID-19. The seminars promoted the destination to travel trade and media representatives and introduced new marketing plans, including upcoming campaigns and events. This year's seminars were attended by 42 participants in Osaka on Feb. 25, 35 participants in Nagoya on Feb. 26, and 87 participants in Tokyo on Feb. 28. The seminars also play a critical role in informing the market of new attractions, activities, dining options and hotel properties in The Marianas and provide an opportunity for MVA members to conduct one-on-one meetings with key travel partners in Japan.
- MVA Japan secured a partnership with Skymark Airlines immediately after Delta Air Lines announced its suspension of the Narita-Saipan route. In fiscal year 2019, MVA Japan was able to secure 19 charter flights through Skymark Airlines in a span of 7 months.
- Skymark Airlines announced on September 19, 2019, that they would launch daily regular flights between Narita International Airport and Saipan by the end of 2019. This marks Skymark Airlines' first international route.
- In an effort to revive the CNMI tourism industry after Super Typhoon Yutu, Access Inc. dba MVA Japan donated JPY1,000,000 which is roughly USD\$10,000 and Skymark Airlines donated roughly USD\$30,000.
- MVA Japan attended nearly 19 seminars/workshops in FY19 to further promote our destination and network with tourism related companies and partners on opening up possibilities to work together.
- In an effort to promote indirect flights to Saipan via Incheon, MVA Japan launched on October 16, 2019, a new promotional project named "Stopover is a New Standard for Trips! Saipan & Korea Two Cities Trips" in partnership with Asiana Airlines, Korea Tourism Organization and Incheon Airport.
- MVA Japan launched a new Marianas promotion, focusing on sports available on the islands, with a special logo, "Sport Islands – Saipan, Tinian, Rota – Your Body and Mind Start Moving."
- To promote The Marianas for summer vacation and to boost demand for Skymark Airlines' August and September charter flights, MVA Japan launched digital display advertisements at three high traffic railway stations in Tokyo, starting with JR Shinagawa for the week of June 24, 2019, through June 30, 2019, followed by Metro Shinjuku and Roppongi for the week of July 1-7, 2019.
- MVA Japan gained substantial PR exposures during FY2019 with 126 media exposures equivalent to an ad value of \$25,414,209.60 and circulation of 56,776,050.

Taiwan Market

- MVA Taiwan has successfully positioned The Marianas as a diving, watersports, and photography tourism destination by appointing Taiwanese underwater photographer Yorko Summer as the MVA Ocean Tourism Ambassador in 2018- 2019.
- Key agents and Vietnam Bamboo Airlines are planning on Taipei/Saipan charter flight service in 2020.
- MVA Taiwan secured over \$3 million in unpaid advertising value through its PR campaigns in FY 2019 with exposure secured in 483 publications/outlets.
- MVA Taiwan made its 6th year creative campaign titled "2018 Intern to the Marianas" which is considered as "The Best Internship in the World." This creative campaign has earned an exposure value of over \$215,000 and has generated an estimated \$13,500 PR value in May after the MVA Taiwan press release.

Tour Guide Certification Program

- The Official Marianas Guide Program launched on October 23, 2017, in conjunction with the Northern Marianas College. Since then, nearly 400 tour guides and over 90 tour operators have applied for the program.
- Safety and information sharing with tour guides as well as our visitors remain the focus.
 - Safety videos with emphasis on road and environmental safety are complete and available online. Safety videos have been distributed to rental car companies so that their customers can be informed about safety concerns through the videos before renting a vehicle.
- The Official Marianas Guide Manual is complete with accompanying videos that give general cultural and historical significance of each site as well as safety information. The first batch of six videos that covers the Marpi area is complete and available on the MVA website. The videos are now part of the NMC training curriculum and they can be viewed through KSPN as well as the arrival section at the airport and at Managaha.
- Five Safety Warning signs were installed at key locations including Forbidden Island Lookout, Lau Lau Beach, Obyan Beach and Ladder Beach. Some signs suffered damage during Yutu and have been repaired through FEMA.
- In September 2018, Tour Guide Certification program received the PATA Gold Award for Training and Education.
- With their consent, names of Official Marianas Guides and Operators are published on the MVA website for added enforcement and marketing value.
- Submitted for the 2019 PATA Gold Award, the Official Marianas Guide e-Newsletter was launched in the summer of 2018 to better inform not only our tour guides but our community and agencies as well as our overseas offices allowing everyone involved in the industry to make more informed decisions. The content includes safety reminders and timely information about happenings on our islands as well as visitor arrival numbers at different sites.
- In partnership with the Human Resources Manager, the Citizen-Centric Report, mandated by public law, was compiled, conceptualized, designed and submitted in a timely manner.

Community Projects Program

The positive response received from our partners and the community allowed MVA to continue with these new signature events:

- IRONMAN 70.3 Saipan was inaugurated in March 2017 with nearly 200 athletes from around the world. The IRONMAN 70.3 Saipan to be held in October 2018 was cancelled due to Super Typhoon Yutu. A record of 280 participants registered. We have received news that the KFC Triathlon group will consider holding the event again in 2021. An Ironman Triathlon is one of a series of long-distance triathlon races organized and licensed by the World Triathlon Corporation (WTC), consisting of a 2.4-mile (3.86 km) swim, a 112-mile (180.25 km) bicycle ride and a marathon 26.22-mile (42.20 km) run, raced in that order.
- In addition to the KONQER obstacle course race in Saipan in May 2019, in September 2019 KONQER Rota was held for the first time. The obstacle course race was successful and now has the potential of gaining additional interest in our core markets and Guam.

Destination Enhancement/Product Development Projects

Destination Enhancement continues to plan and work on the improvement, restoration, rehabilitation and renovation of tourist sites in The Marianas.

MVA completed the following projects:

- Saipan
 - Landscape maintenance services on Garapan Beach Road & Coral Tree Avenue – To keep Royal Palm trees, Temple Fire Bougainvillea, Pink Tacoma trees and Ylang-ylang trees healthy and attractive on the two northern most traffic medians on Beach Road near American Memorial Park and Coral Tree Avenue, MVA contracted a landscape company to provide landscape maintenance services which include watering and fertilizing as well as the replacement of damaged or unhealthy plants.
 - Lifeguard, Security, Maintenance, and Cleaning services at selected tourist sites – To keep our community and visitors safe and satisfied, MVA contracted a company to provide daily lifeguard services at the Grotto dive site as well as security services at Banzai Cliff, Grotto, Bird Island, Laulau Beach, Obyan Beach, and Suicide Cliff. Maintenance of the restroom facilities are at Banzai Cliff, Last Command Post, and Grotto and trash pick-up services for Banzai Cliff, Grotto dive site, Bird Island Lookout, Suicide Cliff, Kalabera Cave, and the Last Command Post. All above services are daily (Monday through Sunday, including holidays).
 - Garapan Area Trash Collection Service – Garapan is the most populated tourist district on the island of Saipan. Visitors use Garapan streets to get to shops, restaurants, and the Street Market located at the Garapan Fishing Base. MVA contracted a company to provide daily collection and disposal of trash along both sides of the street shoulders, storm drains and catch basins including the removal and disposal of dirt, mud, or sediment buildup in the Garapan Area. MVA identified 8 routes: 1st Route – Beach Road (from American Memorial Park to Horiguchi Building); 2nd Route – Orchid Street (from Beach Road to Coral Tree Avenue); 3rd Route – Orchid Street (from Beach Road to Chalan Pale Arnold Highway); 4th Route – Paseo De Marianas (from Beach Road to Coral Tree Avenue); 5th Route – Micro Beach Road (from Fire Sub-station to Coral Tree Avenue); 6th Route – Garapan Street (from Bank of Guam to Bank of Saipan); 7th Route- Coconut Street (from Beach Road to Coral Tree Avenue); 8th Route – Coral Tree Avenue.
 - Christmas in The Marianas – To enrich our visitors' and locals' Christmas and New Years experience, MVA displayed a 30' Giant Scroll Tree, a giant Christmas ornament,

a giant gift box, and installed light towers with hanging string lights at the Paseo De Marianas.

- Banzai Cliff – Limited subsurface soil investigation was conducted. The purpose of this soil investigation was to explore and evaluate the subsurface conditions of the site materials at selected locations throughout the site to provide information and geotechnical engineering recommendations. Civil engineering design was completed. The civil design includes: site grading plan and drainage plan, driveway profiles, driveway cross sections, details for drainage/storm water control, hydrologic and hydraulic calculations.
 - Airport Latte Stone – New flowers were planted into the Latte Stone structure and illuminating solar lights were added.
 - Garapan Heritage Trail – This project was completed under a grant agreement by the MVA and the NMHC on February 7, 2018, concerning the preparation and erection of interpretive signs at historical sites within the vicinity of Garapan. Each sign contains historic images and interpretive information in five languages: English, Japanese, Korean, Russian, and Simplified Chinese.
 - War Memorial and Toyota intersection – This project is a part of the Flower Islands Project and it was completed under a grant agreement by the MVA and Saipan Mayor's Office. This project included beautifying the area with flowers according to landscape design.
 - Navy Hill Road and Chalan Pale Arnold intersection and Garapan and Quartermaster intersection – This project is a part of the Flower Islands Project and it was completed under a grant agreement by the MVA and Saipan Mayor's Office. This project included beautifying the areas with flowers according to landscape design.
 - Okinawa Memorial - This project is part of the Flower Islands Project and it included replacement of trees and plants that were damaged by Super Typhoon Yutu.
 - Ladder Beach – Bollards were installed for safety purposes in collaboration with Parks & Recreation.
 - Grotto – Completed Architectural and Engineering conceptual design for restroom facility, pavilions, lookout, and stairs.
 - Japanese Memorial – replaced flags and ropes.
 - NMI Museum – Assisted the museum with repairs of Old Japanese Laboratory and foundation for huts.
 - Beautify My Marianas – awarded \$100 for every 1 mile of trash clean at the selected locations.
 - Guardhouses at select tourist sites.
- Tinian - improvements to the following:
 - Suicide Cliff – Demolished dilapidated/hazardous bleachers
 - Taga Beach – Repaired broken tables and crumbling walls near the pavilions. Carved out stairs going down to the beach from the limestone rock
 - Tachogna Beach Natural Trail – Identified and cleared the trail
 - Long Beach Historical/Nature Trail – Trail was clean and historical locations were identified
 - Directional/sites signboards – Fabricated, repainted, and installed new signs at major tourist sites
 - Kammer Beach Pavilions – Repaired and repainted the pavilions
 - 3D Model Map – Completed and installed at the Tinian Airport
 - Solar Lights – Installed solar lights at Taga Beach and TINIAN sign
 - Pathway from Kammer Beach to Tachogna Beach – completed inspection and design
 - Beautify My Marianas- awarded \$100 for every 1 mile of trash clean at selected locations

- Rota – improvements to the following:
 - Bird Sanctuary – Restoration of the railings and pavilions
 - Rota Destination sign- Installed the sign
 - Latte Stone Quarry – Completed conceptual design of the observation deck
 - 3D Model Map – Completed and will be shipped to Rota for installation
 - Flower Islands Project – Purchased seedlings and planted flowers in collaboration with Rota Mayor’s Office
 - Beautify My Marianas – Awarded \$100 for every 1 mile of trash clean at the selected locations
 - Rota Cave Museum – Relocation ancient Latte Stones and Lusongs

MVA ongoing projects are as follows:

- Flower Islands Project Master Plan – A long and short term landscape design which will help rejuvenate and refresh the image of Saipan, Tinian, and Rota, as well as enhance the beauty of these islands by incorporating trees and colorful flowers into the professional landscape architecture
 - Preparation and planting of flowers and trees in collaboration with the Mayor’s Offices of Saipan, Tinian, and Rota
 - New locations were identified in Saipan, Tinian, and Rota for conceptual landscape design.
- Beautify My Marianas – MVA awards \$100 for every 1 mile where trash is collected.
- Landscape Maintenance Services on Garapan Beach Road & Coral Tree Avenue – To keep Royal Palm trees, Temple Fire Bougainvillea, Pink Tacamah trees and Ylang-ylang trees healthy and attractive on the two northern most traffic medians on Beach Road near American Memorial Park and Coral Tree Avenue, the MVA contracted a landscape company to provide landscape maintenance services which include watering and fertilizing as well as the replacement of damaged or unhealthy plants.
- Lifeguard, Security, Maintenance and Cleaning Services at Selected Tourist Sites - To keep our community and visitors safe, MVA contracted a company to provide daily lifeguard services at the Grotto dive site; security services at Banzai Cliff, Grotto, Bird Island Lookout, Laulau Beach, Obyan Beach and Suicide Cliff; maintenance of the restroom facilities at Banzai Cliff, the Last Command Post and the Grotto; and trash pick-up services at Banzai Cliff, the Grotto, Bird Island Lookout, Suicide Cliff, Kalabera Cave and the Last Command Post.
- Garapan Area Trash Collection Service – MVA contracted a company to provide daily collection and disposal of trash along both sides of the street shoulders, storm drains and catch basins, including the removal and disposal of dirt, mud, or sediment buildup in the Garapan Area.
- Pathway – Rehabilitation and beautification from Kammer Beach to Tachogna Beach

- 500 Sails – Grant was awarded to build a 40 foot, fully operational Chamorro sailing canoe.
- Carolinas Lookout – Grant was awarded to the Tinian Mayor’s Office for viewing deck construction.
- Freedom Is Nature Trail – Grant was awarded to the Rota Mayor’s Office for nature trail clearance, pavilions, beautification and others.
- Project Haligi – Collaboration between the MVA, Lady Diann Torres Foundation, Tasi Tours, Rotary Club of Saipan, Rota Mayor’s Office and Tinian Mayor’s Office to paint and beautify power poles on Saipan, Tinian, and Rota.

MVA provided funding to support other government agencies:

- Division of Parks and Recreation (\$50,000) – MVA provide financial assistance for the maintenance and upkeep of tourist sites.
- The Northern Mariana Islands Museum of History and Culture (\$50,000) – MVA extended financial assistance to the CNMI Museum of History and Culture.
- The Saipan Mayor’s Office (\$93,124) – MVA provided financial assistance for the purchase of lamp post flower boxes for the Flower Islands Project, replanting of plants and flowers along main roads.
- Garapan Heritage Trail (\$35,000) – MVA provided assistance to the Humanities Council for the Garapan Heritage Trail.
- 500 Sails – MVA provided \$45,000 for the construction of a 40-foot traditional sailing canoe to promote The Marianas maritime tradition.
- Tinian Mayor’s Office – An MOU was executed to fund the Carolinas Heights Viewing Deck (\$104,000). A&E for the project and clearing the site is completed.
- Rota Mayor’s Office – An MOU was executed to fund the Mt. Sabana 360 View Lookout (\$75,000).

D. PERFORMANCE INDICATORS

Indicators	FY2018 Actual	FY2019 Actual	FY2020 Projection	FY2021 Projection
Visitors Arrival				
TOTAL	607,593	424,858	268,700	268,700
Japan	39,238	11,846	47,184	47,184
Korea	295,260	192,178	139,051	139,051
China	236,577	186,141	50,814	50,814
Russia	1,850	1,107	-	-
Others	34,668	33,586	31,651	31,651
Air Seats by Source Country				
Total	762,828	762,828	401,098	401,098
Japan	43,061	43,061	54,162	54,162
Korea	401,636	401,636	200,303	200,303
China	171,046	171,046	61,807	61,807
Others	147,085	147,085	84,826	84,826
Market Share by Source Country				
Total	100%	100%	100%	100%
Japan	6.46%	2.79%	17.56%	17.56%
Korea	48.60%	45.23%	51.75%	51.75%
China	38.94%	43.81%	18.91%	18.91%
Russia	0.30%	0.26%	0.00%	0.00%
Others	5.71%	7.91%	11.78%	11.78%
Signature Events Participation – Local & Tourists	10,000	10,000	10,000	10,000
Marketing Promotion Exposure Values	\$ 79,200,000	\$ 79,200,000	\$ 38,000,000	\$ 40,000,000

Particulars	FY2018 Actual	FY2019 Actual	FY2020 Projection	FY2021 Projection
Average Occupancy Rate	85.60%	79.58%	65.22%	63.38%
Average Room Rate	\$ 152.97	\$ 147.74	\$ 150.50	\$ 150.50
Estimated Annual Revenue	\$ 128,893,666	\$ 101,914,597	\$ 83,972,769	\$ 88,182,709
Estimated HOT	\$ 19,334,050	\$ 15,287,190	\$ 12,595,915	\$ 13,227,406
Estimated MVA HOT Entitlement (net of 2.5%)	\$ 15,080,559	\$ 11,924,008	\$ 9,824,814	\$ 10,317,377

FUTURE PLANS

Marketing Programs

- With television remaining one of the most influential types of media for inspiring people to make travel decisions, MVA will continue to use it to strategically promote The Marianas. Various channels and newly emerging broadcast programs indicate that MVA has an incredible scope to select from. This variety will allow MVA to strategically promote the beauty of The Marianas and stimulate actual travel demands to the destination.
- MVA will target active social media users by exposing exceptional images and experiences of The Marianas through influential social media channels.
- MVA will continue to promote various aspects of The Marianas (culture, history, cuisine and leisure) to the general public through influential media organizations by inviting their representatives to get hands-on experience of The Marianas.
- To leverage celebrity influence, MVA will continue to promote The Marianas as a top-of-mind leisure destination and maximize the exposure on television, magazine, and digital platforms.
- To increase awareness of The Marianas as an attractive vacation destination, MVA will continue to partner with consumer brands from different categories and create products with The Marianas theme.
- To continuously engage with consumers and travel trade partners, MVA will continue to create and distribute e-newsletters. With a friendly narrative style and trendy design, the newsletter portrays a variety of news, including monthly events, festivals, promotions, and social media highlights.
- Continuously promote the Marianas and increase the number of followers and engagement of digital consumers and potential travelers through MVA's social media channels including Facebook, Blog, YouTube, WeChat, Weibo, Instagram, etc.
- To position The Marianas as an ideal destination for travelers, MVA will continue to produce new Marianas' image content and promotional videos.
- Continue to collaborate with trade partners to ensure that the CNMI is among the "Top Overseas Islands Destinations" in all markets and enhance emotional resonance, increase destination diversification and increase partner product diversification.
- Diversification plans into Southeast Asia market. Participation in both ADEX Singapore, the largest dive show in Asia, and ITB Singapore, the largest travel B2B show in Southeast Asia.
- Social Media Platforms Mobile Apps – Upon arrival the app will be accessible with links to participating MVA Member businesses. App contains a full map and direction finding functions.
- Strengthen our overall support for Japan-Saipan flights.
- Continuously promote diving in an effort to position The Marianas as a prime diving destination.
- Revive sports tourism in The Marianas and also conduct outdoor activity classes and offer not only to tourists but to the local community as well.

Community Projects Programs

The Community Projects division will continue to engage our local government and industry partners to carry forward ongoing Signature Events in Saipan, Tinian and Rota as well as develop new activities that would further broaden our sports and cultural tourism portfolio. The division will continue to support other related and meaningful community events such as the Tournament of Champions, Flame

Tree Arts Festival, Saipan International Fishing Tournament, Miss Marianas Beauty Pageant, Marianas Tourism Education Council, Rota and Tinian fishing tournaments and fiesta activities, memorial groups and others. This includes events, festivals, and other activities among all three islands.

Tour Guide Certification Program

- MVA continues to work towards better processes for channels of enforcement with support from government agencies including the Bureau of Environmental and Coastal Quality (BECQ), Department of Lands and Natural Resources (DLNR), Department of Public Safety (DPS), Department of Public Lands (DPL), Department of Commerce (DOC), Commonwealth Ports Authority (CPA), Department of Finance and the Commonwealth Zoning Board along with our security guards.
- The Safety Newsletter, with 30,000 copies to be distributed at the Saipan International Airport, is ready to launch. A digital format will also be available.
- In partnership with BECQ, CRM and NMC, training tailored to Marine Sports Operators is being worked on that would give special training as part of the permitting process. Target launch date: May 2020. Videos featuring diving safety tips for different sites may be developed depending on budget.
- Booklet highlighting local recipes and local food will be developed.
- New safety videos focusing more on driving and marine safety will be developed.

Destination Enhancement/Product Development Projects

Destination Enhancement continues to plan and work on the improvement, restoration, rehabilitation, and renovation of tourist sites.

- The Flower Islands Project is an ongoing project to enhance the beauty of our islands by incorporating trees and colorful flowers into the professional landscape architecture. This project will not only rejuvenate Saipan, Tinian, and Rota visually, but will enhance our landscape and provide wide varieties of business opportunities and tourism enhancement.
- Grotto Rehabilitation Project
- Banzai Cliff Revitalization Project
- Bird Island Lookout rehabilitation and beautification project
- Beach Road Pathway lights rehabilitation
- Puerto Rico Pathway lights rehabilitation
- Teteto Beach repairs of restroom facility, pavilion, and septic tank
- Guata Beach repairs of restroom facility, pavilion, and water pipes
- Historical Sites informational display signs (Saipan, Tinian and Rota)
- Bird Sanctuary repairs of restroom facility and water pipes
- Round House repairs of the building, electrical, water pipes, restroom facility, and stage
- Tinian Suicide Cliff revitalization project
- Pathway from Kammer Beach to Tachogna Beach
- Mount Sabana project
- Paseo De Marianas Enhancement Project

III. SUMMARY AND FINANCIAL HIGHLIGHTS

- **Projected Funding Level**
Based on an average occupancy rate of 75%, MVA's projected hotel occupancy tax (HOT) entitlement is at \$15.4 million for FY 2021. This is after the Department of Finance deducts 2.5% for enforcing PL 18-1 which is estimated at \$307,305. After support to the municipalities and other government agencies, available funding for MVA for its operations is \$11 million.
- **Personnel Costs**
MVA's personnel costs are estimated at \$1.6 million for FY 2021 of which salaries and wages amounts to \$1.3 million and employer contributions \$0.3 million. The FTE count is 40.
- **Travel**
MVA is mandated 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. To accomplish our mandate, we must travel to our source markets to gain a better understanding of what our competitors are doing, to gain insight into what attracts our visitors in each source market, and to ensure our brand as The Marianas is represented well.
- **Contractual Services**
The MVA requires contractual services to provide representation services in off-shore source markets; to provide security and maintenance of tourist sites; and to provide design and engineering expertise for destination enhancement and beautification projects in the CNMI.
- **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.
- **Building Fund**
The MVA Saipan office lease will expire in April 2021. MVA is in the process of discussing with the Department of Public Lands and the CNMI Museum to identify and designate land to build a permanent MVA office and Visitor Center. The MVA sets aside any funding that is available for the design and construction of the building.

MARIANAS VISITORS AUTHORITY

FY 2021 PROJECTED REVENUE VS. OPERATIONS BUDGET

PARTICULARS	FY 2020		VARIANCE		FY 2021 BUDGET	FY 2020 - FY 2021 Variance	
	ORIGINAL BUDGET	REVISED BUDGET	Increase/ (Decrease) \$	(%)		Increase/ (Decrease) \$	(%)
REVENUES							
Appropriation and Entitlement							
Appropriation	1	\$ 1	-	0%	\$ 1	\$ -	0%
Hotel Tax Entitlement	13,954,613	10,076,731	(3,877,882)	-28%	10,581,926	505,194	5%
Container Tax		-	-	100%	-	-	0%
Miscellaneous Income		-	-	100%	-	-	0%
Total Appropriation and Entitlement	\$ 13,954,614	\$ 10,076,732	\$ (3,877,882)	-28%	\$ 10,581,927	\$ 505,194	5%
Less:							
2.5% DOF Deduction PL18-1 Enforcement	348,865	251,918	96,947	28%	264,550	12,632	5%
Projected available funds for MVA Operations	\$ 13,605,749	\$ 9,824,814	\$ (3,780,935)	-28%	\$ 10,317,377	\$ 492,562	5%
OPERATIONS BUDGET							
Expenditures							
Personnel Costs	\$ 1,620,049	\$ 1,620,049	-	0%	\$ 1,620,049	\$ -	0%
Other Operating Expenses	898,500	553,500	(345,000)	-38%	573,500	20,000	4%
Building Fund	-	-	-	100%	-	-	100%
Marketing	8,576,500	5,320,568	(3,255,932)	-38%	6,143,928	823,359	15%
Advertising Events	656,700	476,697	(180,003)	-27%	379,900	(96,797)	-20%
Destination Enhancement	812,000	812,000	-	0%	700,000	(112,000)	-14%
Total Projected Expenditures for MVA Operations	\$ 12,563,749	\$ 8,782,813	\$ (3,780,935)	-30%	\$ 9,417,377	\$ 634,562	8%
Support to government agencies	\$ 1,042,000	\$ 1,042,000	-	0%	\$ 900,000	\$ (142,000)	-14%
Total Projected Expenditures	\$ 13,605,749	\$ 9,824,814	(3,780,935)	-28%	\$ 10,317,377	\$ 492,562	5%
Net Surplus or (Deficiency)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ -	\$ 0	0%

MARIANAS VISITORS AUTHORITY

FY 2021 OPERATIONS BUDGET

CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
61000	Personnel Service	1,447,374	1,456,704	1,620,049	1,620,049	-	0.00%
62060	Professional Fee	135,747	102,500	94,000	94,000	-	0.00%
62061	Tour Guide Certification	28,410	304	25,000	25,000	-	0.00%
62250	Communication	22,109	20,778	30,000	30,000	-	0.00%
62260	Dues & Subscription	1,441	1,174	3,000	3,000	-	0.00%
62280	Insurance	21,017	24,482	32,500	32,500	-	0.00%
62300	Printing & Publication	53,518	45,018	80,000	80,000	-	0.00%
62440	Office Rental	54,000	53,890	54,000	64,000	10,000	18.52%
62460	Office Equip/Rental/Repairs	11,881	12,011	25,000	15,000	(10,000)	-40.00%
62500	Travel	39,348	66,382	40,000	50,000	10,000	25.00%
62660	Repairs & Maintenance	3,931	12,451	15,000	15,000	-	0.00%
62680	Postage & Freight	7,678	2,058	13,000	10,000	(3,000)	-23.08%
62690	Staff Training	5,459	8,762	10,000	10,000	-	0.00%
62710	Utilities	28,577	27,754	35,000	35,000	-	0.00%
63030	Fuel & Lubrication	16,656	16,886	22,000	22,000	-	0.00%
63040	Office Supplies	14,467	12,822	25,000	20,000	(5,000)	-20.00%
63050	Maintenance Supplies	4,900	9,514	15,000	13,000	(2,000)	-13.33%
64550	Computer Systems	6,454	8,210	15,000	15,000	-	0.00%
64580	Capitalizable Assets	44,033	27,029	20,000	40,000	20,000	100.00%
64999	Miscellaneous (Bank Charges)	4,008	6,419	-	-	-	0.00%
	PERSONNEL AND ALL OTHERS	1,951,008	1,915,148	2,173,549	2,193,549	20,000	0.92%
	<i>Advertising Events and Marketing</i>						
620800	CNMI Promotion - Advertising Events	652,783	469,176	476,697	379,900	(96,797)	-20.31%
620800	Offshore Promotion	7,707,693	6,147,548	4,754,375	4,303,938	(450,438)	-9.47%
620800	Local Promotion	331,458	221,457	367,843	284,490	(83,353)	-22.66%
620800	Joint Promotion	148,260	81,347	-	1,400,000	1,400,000	0.00%
620800	Adhoc Promotion	547,878	28,369	(0)	-	0	-100.00%
620800	Other Promotions	223,035	194,860	198,350	155,500	(42,850)	-21.60%
	ADVERTISING AND MARKETING	9,611,106	7,142,755	5,797,265	6,523,828	726,562	12.53%
	<i>Dest. Enhancement Projects</i>						
62089705	Projects and maintenance	852,429	781,500	800,000	700,000	(100,000)	-12.50%
62081125	Beautify My Marianas	12,400	10,400	12,000	0	(12,000)	-100.00%
62089710	Dest. Enhancement Support to Other Agencies	404,474	120,333	-	-	-	0.00%
	DESTINATION ENHANCEMENTS	1,269,303	912,233	812,000	700,000	(112,000)	-13.79%
	64500 BUILDING FUND	-	-	-	-	-	100.00%
	SUBTOTAL FOR MVA OPERATIONS	12,831,417	9,970,136	8,782,813	9,417,378	634,564	7.23%
	SUPPORT TO OTHER AGENCIES						
65010	Saipan, Tinian & Rota (PL20-17 supercedes PL18-1)	900,000	900,000	900,000	900,000	-	0.00%
62089709	Div. of Parks and Recs	37,019	38,075	50,000	-	(50,000)	-100.00%
65000	Inter-island Air Transportation Incentive Program w/ CPA (PL21-08)			92,000	-	(92,000)	-100.00%
65010	DFEMS/PSS per PL20-11 (Budget Law)	450,000	-		-	-	0.00%
65010	Charter Flights & Destination Enhancement- Rota/Tinian (PL20-11)	30,000	-		-	-	0.00%
	SUBTOTAL SUPPORT TO OTHER AGENCIES	1,417,019	938,075	1,042,000	900,000	(142,000)	-13.63%
	TOTAL FOR MVA OPERATIONS AND SUPPORT TO OTHER AGENCIES	14,248,436	10,908,211	9,824,814	10,317,378	492,563	5.01%
65010	Estimated 2.5% DOF Deduction PL18-1 Enforcement	386,681	305,744	251,918	264,550	12,632	5.01%
	TOTAL EXPENDITURES	14,635,117	11,213,954	10,076,732	10,581,926	505,193	5.01%

MARIANAS VISITORS AUTHORITY
FY 2021 OPERATIONS BUDGET
MARKETING AND ADVERTISING EVENTS DETAIL

CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
1000	AD COST FOR SAIPAN						
62081101	Christmas in the Marianas	24,682	5,042	29,883	25,000	(4,883)	-16.34%
62081103	Saipan Marathon	66,666	45,277	70,000	70,000	-	0.00%
62081106	Flame Tree Arts Festival	5,000	4,900	2,500	2,500	-	0.00%
62081107	Tagaman Triathlon	25,000	30,000	30,000	10,000	(20,000)	-66.67%
62081108	Annual MVA Tourism Month	3,700	2,030	5,000	5,000	-	0.00%
62081109	Taste of Marianas	44,755	50,516	50,000	50,000	-	0.00%
62081110	S.O.P.H.I.A. Fun Walk	-	-	-	-	-	0.00%
62081111	Saipan Int'l Fishing Tournament	5,000	5,000	5,000	5,000	-	0.00%
62081112	Golf Tournament of Champions	10,000	10,000	5,000	5,000	-	0.00%
62081116	Annual Int'l Festival of Cultures	12,564	9,201	10,000	10,000	-	0.00%
62081118	Marianas Cup Beach Volleyball	-	-	-	-	-	0.00%
62081123	Marianas Tourism Educ. Council	6,000	5,000	6,000	5,000	(1,000)	-16.67%
62081126	Island Pride Marathon	-	-	-	-	-	0.00%
62081127	Hyatt Golf Classic	2,000	-	1,500	1,500	-	0.00%
62081129	Hell of the Marianas	40,000	26,630	20,000	10,000	(10,000)	-50.00%
62081130	Flipper Race	-	-	-	-	-	0.00%
62081131	Marianas Cup Windsurfing	1,000	-	-	-	-	0.00%
62081132	Taga Kids Sponsorship	2,000	-	-	-	-	0.00%
62081133	Marianas Beer and BBQ Festival	39,864	18,799	-	-	-	0.00%
62081134	Ironman	-	47,188	-	20,000	20,000	100.00%
62081201	Katori Festival	1,138	-	3,500	3,500	-	0.00%
62081202	GMM Meeting	2,430	2,056	5,000	4,000	(1,000)	-20.00%
62081204	Shiko Gakuen	-	-	-	-	-	0.00%
62081206	Micronesia Repatriation Asst	-	-	-	-	-	0.00%
62081207	Japanese Peace Memorial	845	487	700	700	-	0.00%
62081301	Saipan - Others	-	-	-	-	-	0.00%
62081302	Local Hospitality	21,103	9,989	13,000	10,000	(3,000)	-23.08%
62081303	Ship Arrivals	3,920	1,015	5,000	5,000	-	0.00%
62081304	Gifts	-	-	-	-	-	0.00%
62081305	Cultural Promotions	6,965	-	5,000	5,000	-	0.00%
62081306	Ukelele Festival	2,500	5,000	3,000	-	(3,000)	-100.00%
62081306	Sponsorship Program	139,392	32,525	34,200	10,000	(24,200)	-70.76%
62081307	Stellar Marianas Sponsorship	5,000	5,000	5,000	5,000	-	0.00%
62081308	Destination Video	43,000	36,100	36,000	36,000	-	0.00%
62081312	MINA Sponsorship	-	-	1,700	1,700	-	0.00%
62081314	Tennis Association Sponsorship	4,000	-	-	-	-	0.00%
62081315	HANMI Golf Tournament	1,500	1,200	1,500	1,500	-	0.00%
62081318	Golf Tournament Sponsorship (Docomo)	-	-	-	-	-	0.00%
62081320	Lunar New Year Sponsorship	20,000	14,365	-	-	-	0.00%
62081321	PDM Activities Sponsorship	4,580	-	5,000	5,000	-	0.00%
62081322	Konqer	25,000	25,000	25,000	-	(25,000)	-100.00%
620819999	Other CNMI	(0)	-	-	-	-	0.00%
	Sub-total for Saipan	569,603	392,320	378,483	306,400	(72,083)	-19.05%
2000	AD COST FOR TINIAN						
62082102	Tinian San Jose Fiesta	-	3,000	3,000	2,500	(500)	-16.67%
62082101	Christmas event	3,600	3,500	1,214	1,000	(214)	-17.63%
62082103	Tinian Triathlon/Reef Swim	-	-	-	-	-	0.00%
62082104	Annual Tour de Tinian	-	-	-	-	-	0.00%
62082105	Tinian Tourism Month	3,974	-	1,000	1,000	-	0.00%
62082106	Tinian Fishing Derby/Annual Children's Fishing Derby	2,000	2,000	2,500	2,000	(500)	-20.00%
62082110	Tinian Cliff Fishing Derby	-	-	5,000	2,500	(2,500)	-50.00%
62082111	Tinian Hot Pepper Festival	17,527	17,574	25,000	25,000	-	0.00%
62082113	Okinawa Memorial Service	195	580	1,000	1,000	-	0.00%
62082114	Japanese Peace Memorial	-	200	1,000	1,000	-	0.00%
62082200	Tinian Others	14,858	5,520	10,000	5,000	(5,000)	-50.00%
62082201	Sponsorship Tinian	-	15,000	5,000	5,000	-	0.00%
62082307	Biker's Association/Pika Race	-	2,689	5,000	5,000	-	0.00%
	Sub-total for Tinian	42,155	50,063	59,714	51,000	(8,714)	-14.59%

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CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
3000	AD COST FOR ROTA						
62083101	San Francisco de Borja Fiesta	-	-	3,000	3,000	-	0.00%
62083103	Christmas Event	2,000	1,821	4,222	3,000	(1,222)	-28.94%
62083104	Rota Blue Triathlon	10,000	-	-	-	-	0.00%
62083106	Rota-Tourism Month	1,330	373	1,000	1,000	-	0.00%
62083108	Japanese Memorial	-	-	-	-	-	0.00%
62083109	Cliff Fishing Derby	1,800	500	3,000	2,500	(500)	-16.67%
62083200	Rota Coconut Festival	5,000	-	5,000	5,000	-	0.00%
62083200	Other Rota-related Events	18,936	9,098	15,778	5,000	(10,778)	-68.31%
62083200	Other Rota-related Events-Konquer	-	15,000	-	-	-	0.00%
62083303	Rota-SFDB Trolling Fishing Derby	460	-	5,000	2,000	(3,000)	-60.00%
62083312	Rota-Sweet Potato Fair	1,500	-	1,500	1,000	(500)	-33.33%
62083313	Rota-San Isidro Agri Fair	-	-	-	-	-	0.00%
	Sub-total for Rota	41,025	26,792	38,500	22,500	(16,000)	-41.56%
4000	MKTG COST FOR JAPAN						
62084110	OF-JP-Representation	479,916	463,058	-	-	-	0.00%
62084120	OF-JP-Public Relations Fee	8,041	4,777	-	-	-	0.00%
62084130	OF-JP-PR and Advertisement	460,926	253,722	-	-	-	0.00%
62084131	OF-JP-Marine Diving Fair/Supp	-	-	-	-	-	0.00%
62084132	OF-JP-Consumer Events	291,061	107,267	-	-	-	0.00%
62084133	OF-JP-Collaterals	20,517	-	-	-	-	0.00%
62084143	OF-JP-Marine Diving Fair/Supp	-	-	-	-	-	0.00%
62084146	OF-JP-Golf Fair	-	-	-	-	-	0.00%
62084147	OF-JP-Seminars	62,229	52,639	-	-	-	0.00%
62084148	OF-JP-Magazines & Newspaper Ads	361,141	130,633	-	-	-	0.00%
62084160	OF-JP-Brochure Promotion	4,900	-	-	-	-	0.00%
62084161	OF-JP-Web Development	67,706	39,564	-	-	-	0.00%
62084162	OF-JP-Web Marketing Ads	-	-	-	-	-	0.00%
62084163	OF-JP-Domestic Travel	15,245	3,782	-	-	-	0.00%
62084164	OF-JP-Storage/Warehousing	7,073	6,074	-	-	-	0.00%
62084165	OF-JP-Outsourced Translation	-	-	-	-	-	0.00%
62084166	OF-JP-Printing	-	-	-	-	-	0.00%
62084167	OF-JP-Delivery Service	-	-	-	-	-	0.00%
62084168	OF-JP-Entertainment	9,831	10,216	-	-	-	0.00%
62084170	OF-JP-Marianas Sales Seminar	-	-	-	-	-	0.00%
62084171	OF-JP-Group Campaign (Buffer)	-	-	-	-	-	0.00%
62084172	OF-JP-Trade and Consumer Event	-	-	-	-	-	0.00%
62084173	OF-JP-Sports Marketing	1,501	-	-	-	-	0.00%
62084174	OF-JP-Golf Campaign Support	-	-	-	-	-	0.00%
62084175	OF-JP-JATA/World Trade Fair	1,435	-	-	-	-	0.00%
62084177	OF-JP-Office Lady Market	-	-	-	-	-	0.00%
62084178	OF-JP-On-line Promotion	3,627	-	-	-	-	0.00%
62084179	OF-JP-Travel International	32,884	46,484	-	-	-	0.00%
62084180	OF-JP-Other Media Promotion	83,782	47,007	-	-	-	0.00%
62084181	OF-JP-Market Research	-	-	-	-	-	0.00%
62084182	OF-JP-Airline Promotion	-	-	-	-	-	0.00%
62084183	OF-JP-Billboards, Banners, etc	-	217,794	-	-	-	0.00%
62084191	OF-JP-Other Ads & Promotion	117,363	74,869	1,750,000	1,575,000	(175,000)	-10.00%
62084196	OF-JP-FAM Tours Media	-	-	-	-	-	0.00%
62084197	OF-JP-FAM Tours Travel Agents	28,721	1,453	-	-	-	0.00%
62084198	OF-JP-Utilities	16,706	15,207	-	-	-	0.00%
62084299	OF-JP-Monthly Billing	-	-	-	-	-	0.00%
62084199	OF-JP-Co-op Promotion	436,514	316,410	-	-	-	0.00%
62084184	OF-JP-Social Media	221,240	223,404	-	-	-	0.00%
62084188	OF-JP-Other Promotion	-	-	-	-	-	0.00%
	SUB-TOTAL	2,732,358	2,014,360	1,750,000	1,575,000	(175,000)	-10.00%
62084190	LC-JP-Other Marketing	66,207	42,884	60,000	40,000	(20,000)	-33.33%
62084402	LC-JP-JMTC Seminar	-	-	4,500	4,500	-	0.00%
62084404	LC-JP-Campaigns	-	-	7,418	7,418	-	0.00%
62084405	LC-JP-Diving Promotion	-	-	-	-	-	0.00%

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CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
62084406	LC-JP-Group Incentive Campaign	-	878	3,627	3,627	-	0.00%
62084409	LC-JP-Collaterals	700	-	-	-	-	0.00%
62084408	LC-JP-JATA/World Trade Fair	16,073	1,699	42,000	42,000	-	0.00%
62084410	LC-JP-Domanaka Festival	9,143	41,000	11,000	11,000	-	0.00%
62084411	LC-JP-Other Promotional Supp	114	13,775	31,510	30,000	(1,510)	-4.79%
62084411	LC-JP-Marianas Diving Seminar	1,672	-	5,000	5,000	-	0.00%
62084412	LC-JP-Sports Marketing	-	-	1,445	1,445	-	0.00%
62084413	LC-JP-Brochure Promotion	4,350	2,000	1,500	1,500	-	0.00%
62084414	LC-JP-FAM Tours Media	-	-	-	-	-	0.00%
62084415	LC-JP-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62084417	LC-JP-Joint Promotion	148,260	81,347	-	1,400,000	1,400,000	100.00%
62084418	LC-JP-Hotel Support	-	-	-	-	-	0.00%
62084421	LC-JP-Active Senior Market	-	-	-	-	-	0.00%
62084425	LC-JP-Japan Revitalization Programs	-	-	-	-	-	0.00%
62084426	LC-JP-Other Programs	-	1,400	-	-	-	0.00%
62084420	LC-JP-Marianas Sales Seminar	10,685	3,815	8,000	8,000	-	0.00%
	SUB-TOTAL	257,203	188,797	176,000	1,554,490	1,398,490	794.60%
62084674	AH-JP-Sports Marketing	-	-	-	-	-	0.00%
62084675	AH-JP-Co-op promotion	-	-	-	-	-	0.00%
62084686	AH-JP-Other Promotion	255,316	-	-	-	-	0.00%
62084680	AH-JP-Group Incentive Program	-	-	-	-	-	0.00%
	SUB-TOTAL	255,316	-	-	-	-	0.00%
	Sub-total for Japan	3,244,877	2,203,157	1,926,000	3,129,490	1,203,490	62.49%
5000	MKTG COST FOR KOREA						
62085110	OF-KR-Representation Fee	328,750	270,000	-	-	-	0.00%
62085120	OF-KR-Public Relations/Digital	287,720	344,460	-	-	-	0.00%
62085130	OF-KR-Overhead	6,030	8,040	-	-	-	0.00%
62085131	OF-KR-Destination Campaign	462,939	379,884	-	-	-	0.00%
62085132	OF-KR-Collaterals	94,266	108,617	-	-	-	0.00%
62085133	OF-KR-TV Filming Project	207,039	124,501	-	-	-	0.00%
62085134	OF-KR-Marianas Sales Seminar	140,791	89,992	-	-	-	0.00%
62085135	OF-KR-FAM Tour Travel Agents	23,633	23,609	-	-	-	0.00%
62085136	OF-KR-Volume Incentive Progrm	67,886	-	-	-	-	0.00%
62085137	OF-KR-Wed Development	239,952	150,503	-	-	-	0.00%
62085138	OF-KR-FAM Tour Media	23,903	53,931	-	-	-	0.00%
62085139	OF-KR-Co-op Promotion	133,852	84,966	-	-	-	0.00%
62085140	OF-KR-TV Homeshopping Promo	47,590	45,760	-	-	-	0.00%
62085142	OF-KR-Entertainment	27,573	11,397	-	-	-	0.00%
62085143	OF-KR-Group Incentive Program	8,193	7,288	-	-	-	0.00%
62085144	OF-KR-Travel Trade Promotion	277,610	230,161	1,570,000	1,413,000	(157,000)	-10.00%
62085145	OF-KR-Golf Product Incentive	-	-	-	-	-	0.00%
62085146	OF-KR-Delivery Service	6,439	5,930	-	-	-	0.00%
62085147	OF-KR-Communication/Utilities	2,360	2,116	-	-	-	0.00%
62085148	OF-KR-Domestic Travel	8,898	5,081	-	-	-	0.00%
62085149	OF-KR-Other Operational Costs	12,063	11,629	-	-	-	0.00%
62085151	OF-KR-Sports Marketing	-	-	-	-	-	0.00%
62085199	OF-KR- Monthly Billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	2,407,487	1,957,864	1,570,000	1,413,000	(157,000)	-10.00%
62085150	LC-KR-Other Marketing	46,532	41,188	50,000	25,000	(25,000)	-50.00%
62085407	LC-KR-Airlines Joint Promotion	-	400	-	-	-	0.00%
62085411	LC-KR-Travel Fairs and Events	6,179	-	-	-	-	0.00%
62085414	LC-KR-Sports Marketing	-	-	-	-	-	0.00%
62085412	LC-KR-Other Promotion	21,149	17,366	40,000	25,000	(15,000)	-37.50%
	SUB-TOTAL	73,860	58,954	90,000	50,000	(40,000)	-44.44%
62085611	AH-KR-Fam Tours Media	-	-	-	-	-	0.00%
62085612	AH-KR-Fam Tour agents	30,263	-	-	-	-	0.00%
62085613	AH-KR-Co-op Promotion	-	-	-	-	-	0.00%
62085615	AH-KR-Sports Marketing	-	-	-	-	-	0.00%
62085624	AH-KR-Other Promotion	114,264	21,748	-	-	-	0.00%
	SUB-TOTAL	144,527	21,748	-	-	-	0.00%

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CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
	Sub-total for Korea	2,625,874	2,038,566	1,660,000	1,463,000	(197,000)	-11.87%
7000	MKTG COST FOR CHINA						
62087110	OF-CN-Representation Fee	558,996	555,075	-	-	-	0.00%
62087120	OF-CN-Public Relation Fee	9,357	4,851	-	-	-	0.00%
62087121	OF-CN-Tax for Retainer/Bus. Tx	13,983	14,782	-	-	-	0.00%
62087122	OF-CN-FAM Tours Media	72,184	8,208	-	-	-	0.00%
62087123	OF-CN-FAM Tours Travel Agents	-	115,368	-	-	-	0.00%
62087124	OF-CN-Other Media Promotion	-	102,826	-	-	-	0.00%
62087125	OF-CN-Travel Fairs and Events	165,953	97,328	-	-	-	0.00%
62087126	OF-CN-Collaterals	29,004	32,984	-	-	-	0.00%
62087127	OF-CN-Trade Shows	-	-	-	-	-	0.00%
62087128	OF-CN-Entertainment	2,880	-	-	-	-	0.00%
62087129	OF-CN-Delivery and Others	4,824	6,914	-	-	-	0.00%
62087130	OF-CN-Domestic Travel	1,952	6,042	-	-	-	0.00%
62087131	OF-CN-International Travel	-	-	-	-	-	0.00%
62087132	OF-CN-Consumer Event	-	-	-	-	-	0.00%
62087133	OF-CN-Web maintenance	45,918	21,990	-	-	-	0.00%
62087134	OF-CN-Web ads and promotion	102,249	83,048	-	-	-	0.00%
62087135	OF-CN-Magazines and Newsletter	1,389	14,633	-	-	-	0.00%
62087136	OF-CN-Wedding Promotion	-	86,427	-	-	-	0.00%
62087137	OF-CN-Co-op Promotion	901,809	571,259	-	-	-	0.00%
62087140	OF-CN-Communication/Utility	3,581	3,276	-	-	-	0.00%
62087141	OF-CN-Storage Fee	-	-	-	-	-	0.00%
62087143	OF-CN-Road Show	142,149	63,217	-	-	-	0.00%
62087146	OF-CN-Staff Training	-	-	-	-	-	0.00%
62087147	OF-CN-Airline Joint Promotion	-	-	-	-	-	0.00%
62087142	OF-CN-Other Promotions	13,978	-	1,184,375	1,065,938	(118,438)	-10.00%
62087199	OF-CN-Monthly billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	2,070,206	1,788,229	1,184,375	1,065,938	(118,438)	-10.00%
62087198	LC-CN-Other Marketing	49,098	38,918	13,340	20,000	6,660	49.93%
62087404	LC-CN-FAM Tours Media	-	-	-	-	-	0.00%
62087402	LC-CN-Airlines Joint Promotion	50	-	-	-	-	0.00%
62087403	LC-CN-Brochures	-	-	-	-	-	0.00%
62087405	LC-CN-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62087407	LC-CN-Travel Fair and Events	-	-	-	-	-	0.00%
62087409	LC-CN-Collaterals	-	-	-	-	-	0.00%
62087412	LC-CN-Sports Marketing	-	-	-	-	-	0.00%
62087414	LC-CN-Other Promotion	45,184	10,597	26,353	30,000	3,647	13.84%
	SUB-TOTAL	94,333	49,515	39,693	50,000	10,307	25.97%
62087640	AH-CN-FAM Tours Media	-	-	-	-	-	0.00%
62087642	AH-CN-Co-op Promotion	60,000	-	-	-	-	-
62087649	AH-CN-Other promotion	83,684	-	-	-	-	0.00%
	SUB-TOTAL	143,684	-	-	-	-	0.00%
	Sub-total for China Market	2,308,222	1,837,744	1,224,068	1,115,938	(108,131)	-8.83%
7000	MKTG COST FOR TAIWAN						
62087803	OF-TW-Representation Fee	107,001	107,000	-	-	-	0.00%
62087804	OF-TW-Travel Fairs and Events	59,182	30,265	-	-	-	0.00%
62087805	OF-TW-FAM Tours Media	5,790	16,968	-	-	-	0.00%
62087806	OF-TW-Web Development	9,850	9,718	-	-	-	0.00%
62087807	OF-TW-Domestic Travel	1,525	1,585	-	-	-	0.00%
62087808	OF-TW-Printing	662	690	-	-	-	0.00%
62087809	OF-TW-Delivery and Others	3,634	-	-	-	-	0.00%
62087810	OF-TW-Trade & Consumer Events	-	305	-	-	-	0.00%
62087811	OF-TW-Entertainment	3,148	4,126	-	-	-	0.00%
62087812	OF-TW-Trade Shows & Promotion	-	-	-	-	-	0.00%
62087813	OF-TW-Taiwan Int'l Travel Fair	-	1,150	-	-	-	0.00%
62087814	OF-TW-Collaterals	8,087	10,856	-	-	-	0.00%
62087815	OF-TW-Magazines and Newspapers	4,305	656	-	-	-	0.00%
62087816	OF-TW-Communication/Utilities	961	845	-	-	-	0.00%
62087817	OF-TW-Dues and Subscription	1,943	11,663	-	-	-	0.00%

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						Increase/ (Decrease) (\$)	(%)
62087818	OF-TW-Media Promotion	2,909	-	-	-	-	0.00%
62087819	OF-TW-Web Advertisement	7,870	4,401	-	-	-	0.00%
62087820	OF-TW-Fam Tours Travel Agents	14,979	-	-	-	-	0.00%
62087821	OF-TW-Other Promotion	14,972	13,671	-	-	-	0.00%
62087823	OF-TW-Other Promotion	529	-	250,000	250,000	-	0.00%
62087899	OF-TW-Billing not yet received	-	-	-	-	-	0.00%
62087822	OF-TW-Group Incentive Program	49,951	26,702	-	-	-	0.00%
	SUB-TOTAL	297,298	240,601	250,000	250,000	-	0.00%
62087841	LC-TW-FAM Tours Media	12	-	-	-	-	0.00%
62087840	LC-TW-Airlines Joint Promotion	20,000	971	-	-	-	0.00%
62087842	LC-TW-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62087847	LC-TW-International Travel Fair	4,671	4,566	-	-	-	0.00%
62087850	LC-TW-Sports Marketing	-	-	-	-	-	0.00%
62087848	LC-TW-Others	9,894	-	35,000	25,000	(10,000)	-28.57%
	SUB-TOTAL	34,577	5,537	35,000	25,000	(10,000)	-28.57%
	Sub-total for Taiwan	331,875	246,138	285,000	275,000	(10,000)	-3.51%
8000	MKTG COST FOR US/GUAM						
62088201	LC-US-Airline Joint Promotion	-	-	-	-	-	0.00%
62088202	LC-US-Brochure Support	-	-	-	-	-	0.00%
62088204	LC-US-Military Market Promo	-	-	-	-	-	0.00%
62088205	LC-US-Golf Support	-	-	-	-	-	0.00%
62088403	LC-US-Magazines and Newspapers	22,993	-	-	-	-	0.00%
62088406	LC-US-Other Promotions	15,607	24,286	50,350	37,500	(12,850)	-25.52%
62088602	LC-US-Military Fair	-	-	-	-	-	0.00%
	Sub-total for US/Guam	38,599	24,286	50,350	37,500	(12,850)	-25.52%
9000	MKTG COST FOR RUSSIA						
62089210	OF-RU-Representation Fee	132,000	99,000	-	-	-	0.00%
62089211	OF-RU-Travel Fair and Events	7,111	4,218	-	-	-	0.00%
62089213	OF-RU-Co-op Promotion	6,100	-	-	-	-	0.00%
62089216	OF-RU-Airlines Joint Promotion	5,974	11,004	-	-	-	0.00%
62089217	OF-RU-Magazines and Newspapers	2,827	-	-	-	-	0.00%
62089218	OF-RU-Collaterals	6,707	4,032	-	-	-	0.00%
62089219	OF-RU-STI Expo	2,165	-	-	-	-	0.00%
62089220	OF-RU-Media Promotion	20,385	22,362	-	-	-	0.00%
62089221	OF-RU-FAM Tours Media	721	-	-	-	-	0.00%
62089222	OF-RU-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62089223	OF-RU-Web Development	6,610	1,268	-	-	-	0.00%
62089227	OF-RU-Delivery and Other Costs	3,493	3,848	-	-	-	0.00%
62089230	OF-RU-Marianas Sales Seminar	4,384	615	-	-	-	0.00%
62089231	OF-RU-Domestic Travel	1,867	148	-	-	-	0.00%
62089234	OF-RU-Other promotions	-	-	-	-	-	0.00%
62089299	OF-RU-Billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	200,345	146,494	-	-	-	0.00%
62089243	LC-RU-FAM Tours Media	-	-	-	-	-	0.00%
62089242	LC-RU-MITT	-	-	-	-	-	0.00%
62089241	LC-RU-SITT	-	-	-	-	-	0.00%
62089244	LC-RU-FAM Tours Travel Agents	-	-	9,150	-	(9,150)	-100.00%
62089246	LC-RU-Airlines Joint Promotion	-	-	-	-	-	0.00%
62089248	LC-RU-Other Promotion	17,018	-	18,000	5,000	(13,000)	-72.22%
62089252	LC-RU-Travel Fairs	1,062	-	-	-	-	0.00%
	SUB-TOTAL	18,080	-	27,150	5,000	(22,150)	-81.58%
62089270	AH-RU-TA Incentive Program	1,850	-	-	-	-	0.00%
62089269	AH-RU-General Promotion	2,500	6,620	(0)	-	0	0.00%
	SUB-TOTAL	4,350	6,620	(0)	-	0	-100.00%
	Sub-total for Russia	222,774	153,115	27,150	5,000	(22,150)	-81.58%
62087745	LC-HK-Other promotion	1,665	-	-	-	-	0.00%
	SUB-TOTAL	1,665	-	-	-	-	0.00%
	Sub-total for Hong Kong	1,665	-	-	-	-	0.00%
9700/9800	ALL OTHERS AND MKTG COSTS						
62089401	Magazines	2,000	2,850	3,000	3,000	-	0.00%

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						Increase/ (Decrease) (\$)	(%)
62089801	Happy Children in Paradise	47,280	59,280	-	-	-	0.00%
62089803	Golf Campaign Support	-	-	-	-	-	0.00%
62089601	Marianas Int'l Film Festival (MIFF)	50,000	-	-	-	-	0.00%
62089901	PATA Int'l Programs/Events	34,143	39,198	35,000	35,000	-	0.00%
62089904	Collaterals	43,663	67,969	80,000	50,000	(30,000)	-37.50%
62089905	Website/ Social Media	7,350	1,276	30,000	30,000	-	0.00%
62089900	Golf Campaign Market	-	-	-	-	-	0.00%
62089903	Golf Digest Media	-	-	-	-	-	0.00%
62089909	Marine Dive Support	-	-	-	-	-	0.00%
62089906	Education Tourism/Others (Dive support)	-	-	-	-	-	0.00%
62089908	Anniversary Promotion	-	-	-	-	-	0.00%
	All Other Promotions	184,436	170,573	148,000	118,000	(30,000)	-20.27%
GRAND TOTAL - ADVERTISING AND MARKETING		9,611,106	7,142,755	5,797,265	6,523,828	726,562	12.53%

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						Increase/ (Decrease) (\$)	(%)
1000	AD COST FOR SAIPAN						
62081101	Christmas in the Marianas	24,682	5,042	29,883	25,000	(4,883)	-16.34%
62081103	Saipan Marathon	66,666	45,277	70,000	70,000	-	0.00%
62081106	Flame Tree Arts Festival	5,000	4,900	2,500	2,500	-	0.00%
62081107	Tagaman Triathlon	25,000	30,000	30,000	10,000	(20,000)	-66.67%
62081108	Annual MVA Tourism Month	3,700	2,030	5,000	5,000	-	0.00%
62081109	Taste of Marianas	44,755	50,516	50,000	50,000	-	0.00%
62081110	S.O.P.H.I.A. Fun Walk	-	-	-	-	-	0.00%
62081111	Saipan Int'l Fishing Tournament	5,000	5,000	5,000	5,000	-	0.00%
62081112	Golf Tournament of Champions	10,000	10,000	5,000	5,000	-	0.00%
62081116	Annual Int'l Festival of Cultures	12,564	9,201	10,000	10,000	-	0.00%
62081118	Marianas Cup Beach Volleyball	-	-	-	-	-	0.00%
62081123	Marianas Tourism Educ. Council	6,000	5,000	6,000	5,000	(1,000)	-16.67%
62081126	Island Pride Marathon	-	-	-	-	-	0.00%
62081127	Hyatt Golf Classic	2,000	-	1,500	1,500	-	0.00%
62081129	Hell of the Marianas	40,000	26,630	20,000	10,000	(10,000)	-50.00%
62081130	Flipper Race	-	-	-	-	-	0.00%
62081131	Marianas Cup Windsurfing	1,000	-	-	-	-	0.00%
62081132	Taga Kids Sponsorship	2,000	-	-	-	-	0.00%
62081133	Marianas Beer and BBQ Festival	39,864	18,799	-	-	-	0.00%
62081134	Ironman	-	47,188	-	20,000	20,000	100.00%
62081201	Katori Festival	1,138	-	3,500	3,500	-	0.00%
62081202	GMM Meeting	2,430	2,056	5,000	4,000	(1,000)	-20.00%
62081204	Shiko Gakuen	-	-	-	-	-	0.00%
62081206	Micronesia Repatriation Asst	-	-	-	-	-	0.00%
62081207	Japanese Peace Memorial	845	487	700	700	-	0.00%
62081301	Saipan - Others	-	-	-	-	-	0.00%
62081302	Local Hospitality	21,103	9,989	13,000	10,000	(3,000)	-23.08%
62081303	Ship Arrivals	3,920	1,015	5,000	5,000	-	0.00%
62081304	Gifts	-	-	-	-	-	0.00%
62081305	Cultural Promotions	6,965	-	5,000	5,000	-	0.00%
62081306	Ukelele Festival	2,500	5,000	3,000	-	(3,000)	-100.00%
62081306	Sponsorship Program	139,392	32,525	34,200	10,000	(24,200)	-70.76%
62081307	Stellar Marianas Sponsorship	5,000	5,000	5,000	5,000	-	0.00%
62081308	Destination Video	43,000	36,100	36,000	36,000	-	0.00%
62081312	MINA Sponsorship	-	-	1,700	1,700	-	0.00%
62081314	Tennis Association Sponsorship	4,000	-	-	-	-	0.00%
62081315	HANMI Golf Tournament	1,500	1,200	1,500	1,500	-	0.00%
62081318	Golf Tournament Sponsorship (Docomo)	-	-	-	-	-	0.00%
62081320	Lunar New Year Sponsorship	20,000	14,365	-	-	-	0.00%
62081321	PDM Activities Sponsorship	4,580	-	5,000	5,000	-	0.00%
62081322	Konqer	25,000	25,000	25,000	-	(25,000)	-100.00%
620819999	Other CNMI	(0)	-	-	-	-	0.00%
	Sub-total for Saipan	569,603	392,320	378,483	306,400	(72,083)	-19.05%
2000	AD COST FOR TINIAN						
62082102	Tinian San Jose Fiesta	-	3,000	3,000	2,500	(500)	-16.67%
62082101	Christmas event	3,600	3,500	1,214	1,000	(214)	-17.63%
62082103	Tinian Triathlon/Reef Swim	-	-	-	-	-	0.00%
62082104	Annual Tour de Tinian	-	-	-	-	-	0.00%
62082105	Tinian Tourism Month	3,974	-	1,000	1,000	-	0.00%
62082106	Tinian Fishing Derby/Annual Children's Fishing Derby	2,000	2,000	2,500	2,000	(500)	-20.00%
62082110	Tinian Cliff Fishing Derby	-	-	5,000	2,500	(2,500)	-50.00%
62082111	Tinian Hot Pepper Festival	17,527	17,574	25,000	25,000	-	0.00%
62082113	Okinawa Memorial Service	195	580	1,000	1,000	-	0.00%
62082114	Japanese Peace Memorial	-	200	1,000	1,000	-	0.00%
62082200	Tinian Others	14,858	5,520	10,000	5,000	(5,000)	-50.00%
62082201	Sponsorship Tinian	-	15,000	5,000	5,000	-	0.00%
62082307	Biker's Association/Pika Race	-	2,689	5,000	5,000	-	0.00%
	Sub-total for Tinian	42,155	50,063	59,714	51,000	(8,714)	-14.59%
3000	AD COST FOR ROTA						

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						Increase/ (Decrease) (\$)	(%)
62083101	San Francisco de Borja Fiesta	-	-	3,000	3,000	-	0.00%
62083103	Christmas Event	2,000	1,821	4,222	3,000	(1,222)	-28.94%
62083104	Rota Blue Triathlon	10,000	-	-	-	-	0.00%
62083106	Rota-Tourism Month	1,330	373	1,000	1,000	-	0.00%
62083108	Japanese Memorial	-	-	-	-	-	0.00%
62083109	Cliff Fishing Derby	1,800	500	3,000	2,500	(500)	-16.67%
62083200	Rota Coconut Festival	5,000	-	5,000	5,000	-	0.00%
62083200	Other Rota-related Events	18,936	9,098	15,778	5,000	(10,778)	-68.31%
62083200	Other Rota-related Events-Konquer	-	15,000	-	-	-	0.00%
62083303	Rota-SFDB Trolling Fishing Derby	460	-	5,000	2,000	(3,000)	-60.00%
62083312	Rota-Sweet Potato Fair	1,500	-	1,500	1,000	(500)	-33.33%
62083313	Rota-San Isidro Agri Fair	-	-	-	-	-	0.00%
	Sub-total for Rota	41,025	26,792	38,500	22,500	(16,000)	-41.56%
4000	MKTG COST FOR JAPAN						
62084110	OF-JP-Representation	479,916	463,058	-	-	-	0.00%
62084120	OF-JP-Public Relations Fee	8,041	4,777	-	-	-	0.00%
62084130	OF-JP-PR and Advertisement	460,926	253,722	-	-	-	0.00%
62084131	OF-JP-Marine Diving Fair/Supp	-	-	-	-	-	0.00%
62084132	OF-JP-Consumer Events	291,061	107,267	-	-	-	0.00%
62084133	OF-JP-Collaterals	20,517	-	-	-	-	0.00%
62084143	OF-JP-Marine Diving Fair/Supp	-	-	-	-	-	0.00%
62084146	OF-JP-Golf Fair	-	-	-	-	-	0.00%
62084147	OF-JP-Seminars	62,229	52,639	-	-	-	0.00%
62084148	OF-JP-Magazines & Newspaper Ads	361,141	130,633	-	-	-	0.00%
62084160	OF-JP-Brochure Promotion	4,900	-	-	-	-	0.00%
62084161	OF-JP-Web Development	67,706	39,564	-	-	-	0.00%
62084162	OF-JP-Web Marketing Ads	-	-	-	-	-	0.00%
62084163	OF-JP-Domestic Travel	15,245	3,782	-	-	-	0.00%
62084164	OF-JP-Storage/Warehousing	7,073	6,074	-	-	-	0.00%
62084165	OF-JP-Outsourced Translation	-	-	-	-	-	0.00%
62084166	OF-JP-Printing	-	-	-	-	-	0.00%
62084167	OF-JP-Delivery Service	-	-	-	-	-	0.00%
62084168	OF-JP-Entertainment	9,831	10,216	-	-	-	0.00%
62084170	OF-JP-Marianas Sales Seminar	-	-	-	-	-	0.00%
62084171	OF-JP-Group Campaign (Buffer)	-	-	-	-	-	0.00%
62084172	OF-JP-Trade and Consumer Event	-	-	-	-	-	0.00%
62084173	OF-JP-Sports Marketing	1,501	-	-	-	-	0.00%
62084174	OF-JP-Golf Campaign Support	-	-	-	-	-	0.00%
62084175	OF-JP-IATA/World Trade Fair	1,435	-	-	-	-	0.00%
62084177	OF-JP-Office Lady Market	-	-	-	-	-	0.00%
62084178	OF-JP-On-line Promotion	3,627	-	-	-	-	0.00%
62084179	OF-JP-Travel International	32,884	46,484	-	-	-	0.00%
62084180	OF-JP-Other Media Promotion	83,782	47,007	-	-	-	0.00%
62084181	OF-JP-Market Research	-	-	-	-	-	0.00%
62084182	OF-JP-Airline Promotion	-	-	-	-	-	0.00%
62084183	OF-JP-Billboards, Banners, etc	-	217,794	-	-	-	0.00%
62084191	OF-JP-Other Ads & Promotion	117,363	74,869	1,750,000	1,575,000	(175,000)	-10.00%
62084196	OF-JP-FAM Tours Media	-	-	-	-	-	0.00%
62084197	OF-JP-FAM Tours Travel Agents	28,721	1,453	-	-	-	0.00%
62084198	OF-JP-Utilities	16,706	15,207	-	-	-	0.00%
62084299	OF-JP-Monthly Billing	-	-	-	-	-	0.00%
62084199	OF-JP-Co-op Promotion	436,514	316,410	-	-	-	0.00%
62084184	OF-JP-Social Media	221,240	223,404	-	-	-	0.00%
62084188	OF-JP-Other Promotion	-	-	-	-	-	0.00%
	SUB-TOTAL	2,732,358	2,014,360	1,750,000	1,575,000	(175,000)	-10.00%
62084190	LC-JP-Other Marketing	66,207	42,884	60,000	40,000	(20,000)	-33.33%
62084402	LC-JP-JMTC Seminar	-	-	4,500	4,500	-	0.00%
62084404	LC-JP-Campaigns	-	-	7,418	7,418	-	0.00%
62084405	LC-JP-Diving Promotion	-	-	-	-	-	0.00%
62084406	LC-JP-Group Incentive Campaign	-	878	3,627	3,627	-	0.00%
62084409	LC-JP-Collaterals	700	-	-	-	-	0.00%

**MARIANAS VISITORS AUTHORITY
FY 2021 OPERATIONS BUDGET
MARKETING AND ADVERTISING EVENTS DETAIL**

CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
62084408	LC-JP-JATA/World Trade Fair	16,073	1,699	42,000	42,000	-	0.00%
62084410	LC-JP-Domanaka Festival	9,143	41,000	11,000	11,000	-	0.00%
62084411	LC-JP-Other Promotional Supp	114	13,775	31,510	30,000	(1,510)	-4.79%
62084411	LC-JP-Marianas Diving Seminar	1,672		5,000	5,000	-	0.00%
62084412	LC-JP-Sports Marketing	-	-	1,445	1,445	-	0.00%
62084413	LC-JP-Brochure Promotion	4,350	2,000	1,500	1,500	-	0.00%
62084414	LC-JP-FAM Tours Media	-	-	-	-	-	0.00%
62084415	LC-JP-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62084417	LC-JP-Joint Promotion	148,260	81,347	-	1,400,000	1,400,000	100.00%
62084418	LC-JP-Hotel Support	-	-	-	-	-	0.00%
62084421	LC-JP-Active Senior Market	-	-	-	-	-	0.00%
62084425	LC-JP-Japan Revitalization Programs	-	-	-	-	-	0.00%
62084426	LC-JP-Other Programs	-	1,400	-	-	-	0.00%
62084420	LC-JP-Marianas Sales Seminar	10,685	3,815	8,000	8,000	-	0.00%
	SUB-TOTAL	257,203	188,797	176,000	1,554,490	1,398,490	794.60%
62084674	AH-JP-Sports Marketing	-	-	-	-	-	0.00%
62084675	AH-JP-Co-op promotion	-	-	-	-	-	0.00%
62084686	AH-JP-Other Promotion	255,316	-	-	-	-	0.00%
62084680	AH-JP-Group Incentive Program	-	-	-	-	-	0.00%
	SUB-TOTAL	255,316	-	-	-	-	0.00%
	Sub-total for Japan	3,244,877	2,203,157	1,926,000	3,129,490	1,203,490	62.49%
5000	MKTG COST FOR KOREA						
62085110	OF-KR-Representation Fee	328,750	270,000	-	-	-	0.00%
62085120	OF-KR-Public Relations/Digital	287,720	344,460	-	-	-	0.00%
62085130	OF-KR-Overhead	6,030	8,040	-	-	-	0.00%
62085131	OF-KR-Destination Campaign	462,939	379,884	-	-	-	0.00%
62085132	OF-KR-Collaterals	94,266	108,617	-	-	-	0.00%
62085133	OF-KR-TV Filming Project	207,039	124,501	-	-	-	0.00%
62085134	OF-KR-Marianas Sales Seminar	140,791	89,992	-	-	-	0.00%
62085135	OF-KR-FAM Tour Travel Agents	23,633	23,609	-	-	-	0.00%
62085136	OF-KR-Volume Incentive Progrm	67,886	-	-	-	-	0.00%
62085137	OF-KR-Wed Development	239,952	150,503	-	-	-	0.00%
62085138	OF-KR-FAM Tour Media	23,903	53,931	-	-	-	0.00%
62085139	OF-KR-Co-op Promotion	133,852	84,966	-	-	-	0.00%
62085140	OF-KR-TV Homeshopping Promo	47,590	45,760	-	-	-	0.00%
62085142	OF-KR-Entertainment	27,573	11,397	-	-	-	0.00%
62085143	OF-KR-Group Incentive Program	8,193	7,288	-	-	-	0.00%
62085144	OF-KR-Travel Trade Promotion	277,610	230,161	1,570,000	1,413,000	(157,000)	-10.00%
62085145	OF-KR-Golf Product Incentive	-	-	-	-	-	0.00%
62085146	OF-KR-Delivery Service	6,439	5,930	-	-	-	0.00%
62085147	OF-KR-Communication/Utilities	2,360	2,116	-	-	-	0.00%
62085148	OF-KR-Domestic Travel	8,898	5,081	-	-	-	0.00%
62085149	OF-KR-Other Operational Costs	12,063	11,629	-	-	-	0.00%
62085151	OF-KR-Sports Marketing	-	-	-	-	-	0.00%
62085199	OF-KR- Monthly Billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	2,407,487	1,957,864	1,570,000	1,413,000	(157,000)	-10.00%
62085150	LC-KR-Other Marketing	46,532	41,188	50,000	25,000	(25,000)	-50.00%
62085407	LC-KR-Airlines Joint Promotion	-	400	-	-	-	0.00%
62085411	LC-KR-Travel Fairs and Events	6,179	-	-	-	-	0.00%
62085414	LC-KR-Sports Marketing	-	-	-	-	-	0.00%
62085412	LC-KR-Other Promotion	21,149	17,366	40,000	25,000	(15,000)	-37.50%
	SUB-TOTAL	73,860	58,954	90,000	50,000	(40,000)	-44.44%
62085611	AH-KR-Fam Tours Media	-	-	-	-	-	0.00%
62085612	AH-KR-Fam Tour agents	30,263	-	-	-	-	0.00%
62085613	AH-KR-Co-op Promotion	-	-	-	-	-	0.00%
62085615	AH-KR-Sports Marketing	-	-	-	-	-	0.00%
62085624	AH-KR-Other Promotion	114,264	21,748	-	-	-	0.00%
	SUB-TOTAL	144,527	21,748	-	-	-	0.00%
	Sub-total for Korea	2,625,874	2,038,566	1,660,000	1,463,000	(197,000)	-11.87%
7000	MKTG COST FOR CHINA						
62087110	OF-CN-Representation Fee	558,996	555,075	-	-	-	0.00%

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MARKETING AND ADVERTISING EVENTS DETAIL

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						Increase/ (Decrease) (\$)	(%)
62087120	OF-CN-Public Relation Fee	9,357	4,851	-	-	-	0.00%
62087121	OF-CN-Tax for Retainer/Bus. Tx	13,983	14,782	-	-	-	0.00%
62087122	OF-CN-FAM Tours Media	72,184	8,208	-	-	-	0.00%
62087123	OF-CN-FAM Tours Travel Agents	-	115,368	-	-	-	0.00%
62087124	OF-CN-Other Media Promotion	-	102,826	-	-	-	0.00%
62087125	OF-CN-Travel Fairs and Events	165,953	97,328	-	-	-	0.00%
62087126	OF-CN-Collaterals	29,004	32,984	-	-	-	0.00%
62087127	OF-CN-Trade Shows	-	-	-	-	-	0.00%
62087128	OF-CN-Entertainment	2,880	-	-	-	-	0.00%
62087129	OF-CN-Delivery and Others	4,824	6,914	-	-	-	0.00%
62087130	OF-CN-Domestic Travel	1,952	6,042	-	-	-	0.00%
62087131	OF-CN-International Travel	-	-	-	-	-	0.00%
62087132	OF-CN-Consumer Event	-	-	-	-	-	0.00%
62087133	OF-CN-Web maintenance	45,918	21,990	-	-	-	0.00%
62087134	OF-CN-Web ads and promotion	102,249	83,048	-	-	-	0.00%
62087135	OF-CN-Magazines and Newsletter	1,389	14,633	-	-	-	0.00%
62087136	OF-CN-Wedding Promotion	-	86,427	-	-	-	0.00%
62087137	OF-CN-Co-op Promotion	901,809	571,259	-	-	-	0.00%
62087140	OF-CN-Communication/Utility	3,581	3,276	-	-	-	0.00%
62087141	OF-CN-Storage Fee	-	-	-	-	-	0.00%
62087143	OF-CN-Road Show	142,149	63,217	-	-	-	0.00%
62087146	OF-CN-Staff Training	-	-	-	-	-	0.00%
62087147	OF-CN-Airline Joint Promotion	-	-	-	-	-	0.00%
62087142	OF-CN-Other Promotions	13,978	-	1,184,375	1,065,938	(118,438)	-10.00%
62087199	OF-CN-Monthly billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	2,070,206	1,788,229	1,184,375	1,065,938	(118,438)	-10.00%
62087198	LC-CN-Other Marketing	49,098	38,918	13,340	20,000	6,660	49.93%
62087404	LC-CN-FAM Tours Media	-	-	-	-	-	0.00%
62087402	LC-CN-Airlines Joint Promotion	50	-	-	-	-	0.00%
62087403	LC-CN-Brochures	-	-	-	-	-	0.00%
62087405	LC-CN-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62087407	LC-CN-Travel Fair and Events	-	-	-	-	-	0.00%
62087409	LC-CN-Collaterals	-	-	-	-	-	0.00%
62087412	LC-CN-Sports Marketing	-	-	-	-	-	0.00%
62087414	LC-CN-Other Promotion	45,184	10,597	26,353	30,000	3,647	13.84%
	SUB-TOTAL	94,333	49,515	39,693	50,000	10,307	25.97%
62087640	AH-CN-FAM Tours Media	-	-	-	-	-	0.00%
62087642	AH-CN-Co-op Promotion	60,000	-	-	-	-	-
62087649	AH-CN-Other promotion	83,684	-	-	-	-	0.00%
	SUB-TOTAL	143,684	-	-	-	-	0.00%
	Sub-total for China Market	2,308,222	1,837,744	1,224,068	1,115,938	(108,131)	-8.83%
7000	MKTG COST FOR TAIWAN						
62087803	OF-TW-Representation Fee	107,001	107,000	-	-	-	0.00%
62087804	OF-TW-Travel Fairs and Events	59,182	30,265	-	-	-	0.00%
62087805	OF-TW-FAM Tours Media	5,790	16,968	-	-	-	0.00%
62087806	OF-TW-Web Development	9,850	9,718	-	-	-	0.00%
62087807	OF-TW-Domestic Travel	1,525	1,585	-	-	-	0.00%
62087808	OF-TW-Printing	662	690	-	-	-	0.00%
62087809	OF-TW-Delivery and Others	3,634	-	-	-	-	0.00%
62087810	OF-TW-Trade & Consumer Events	-	305	-	-	-	0.00%
62087811	OF-TW-Entertainment	3,148	4,126	-	-	-	0.00%
62087812	OF-TW-Trade Shows & Promotion	-	-	-	-	-	0.00%
62087813	OF-TW-Taiwan Int'l Travel Fair	-	1,150	-	-	-	0.00%
62087814	OF-TW-Collaterals	8,087	10,856	-	-	-	0.00%
62087815	OF-TW-Magazines and Newspapers	4,305	656	-	-	-	0.00%
62087816	OF-TW-Communication/Utilities	961	845	-	-	-	0.00%
62087817	OF-TW-Dues and Subscription	1,943	11,663	-	-	-	0.00%
62087818	OF-TW-Media Promotion	2,909	-	-	-	-	0.00%
62087819	OF-TW-Web Advertisement	7,870	4,401	-	-	-	0.00%
62087820	OF-TW-Fam Tours Travel Agents	14,979	-	-	-	-	0.00%

**MARIANAS VISITORS AUTHORITY
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MARKETING AND ADVERTISING EVENTS DETAIL**

CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
62087821	OF-TW-Other Promotion	14,972	13,671	-	-	-	0.00%
62087823	OF-TW-Other Promotion	529		250,000	250,000	-	0.00%
62087899	OF-TW-Billing not yet received	-	-	-	-	-	0.00%
62087822	OF-TW-Group Incentive Program	49,951	26,702	-	-	-	0.00%
	SUB-TOTAL	297,298	240,601	250,000	250,000	-	0.00%
62087841	LC-TW-FAM Tours Media	12	-	-	-	-	0.00%
62087840	LC-TW-Airlines Joint Promotion	20,000	971	-	-	-	0.00%
62087842	LC-TW-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62087847	LC-TW-International Travel Fair	4,671	4,566	-	-	-	0.00%
62087850	LC-TW-Sports Marketing	-	-	-	-	-	0.00%
62087848	LC-TW-Others	9,894	-	35,000	25,000	(10,000)	-28.57%
	SUB-TOTAL	34,577	5,537	35,000	25,000	(10,000)	-28.57%
	Sub-total for Taiwan	331,875	246,138	285,000	275,000	(10,000)	-3.51%
8000	MKTG COST FOR US/GUAM						
62088201	LC-US-Airline Joint Promotion	-	-	-	-	-	0.00%
62088202	LC-US-Brochure Support	-	-	-	-	-	0.00%
62088204	LC-US-Military Market Promo	-	-	-	-	-	0.00%
62088205	LC-US-Golf Support	-	-	-	-	-	0.00%
62088403	LC-US-Magazines and Newspapers	22,993	-	-	-	-	0.00%
62088406	LC-US-Other Promotions	15,607	24,286	50,350	37,500	(12,850)	-25.52%
62088602	LC-US-Military Fair	-	-	-	-	-	0.00%
	Sub-total for US/Guam	38,599	24,286	50,350	37,500	(12,850)	-25.52%
9000	MKTG COST FOR RUSSIA						
62089210	OF-RU-Representation Fee	132,000	99,000	-	-	-	0.00%
62089211	OF-RU-Travel Fair and Events	7,111	4,218	-	-	-	0.00%
62089213	OF-RU-Co-op Promotion	6,100	-	-	-	-	0.00%
62089216	OF-RU-Airlines Joint Promotion	5,974	11,004	-	-	-	0.00%
62089217	OF-RU-Magazines and Newspapers	2,827	-	-	-	-	0.00%
62089218	OF-RU-Collaterals	6,707	4,032	-	-	-	0.00%
62089219	OF-RU-STI Expo	2,165	-	-	-	-	0.00%
62089220	OF-RU-Media Promotion	20,385	22,362	-	-	-	0.00%
62089221	OF-RU-FAM Tours Media	721	-	-	-	-	0.00%
62089222	OF-RU-FAM Tours Travel Agents	-	-	-	-	-	0.00%
62089223	OF-RU-Web Development	6,610	1,268	-	-	-	0.00%
62089227	OF-RU-Delivery and Other Costs	3,493	3,848	-	-	-	0.00%
62089230	OF-RU-Marianas Sales Seminar	4,384	615	-	-	-	0.00%
62089231	OF-RU-Domestic Travel	1,867	148	-	-	-	0.00%
62089234	OF-RU-Other promotions	-	-	-	-	-	0.00%
62089299	OF-RU-Billing not yet received	-	-	-	-	-	0.00%
	SUB-TOTAL	200,345	146,494	-	-	-	0.00%
62089243	LC-RU-FAM Tours Media	-	-	-	-	-	0.00%
62089242	LC-RU-MITT	-	-	-	-	-	0.00%
62089241	LC-RU-SITT	-	-	-	-	-	0.00%
62089244	LC-RU-FAM Tours Travel Agents	-	-	9,150	-	(9,150)	-100.00%
62089246	LC-RU-Airlines Joint Promotion	-	-	-	-	-	0.00%
62089248	LC-RU-Other Promotion	17,018	-	18,000	5,000	(13,000)	-72.22%
62089252	LC-RU-Travel Fairs	1,062	-	-	-	-	0.00%
	SUB-TOTAL	18,080	-	27,150	5,000	(22,150)	-81.58%
62089270	AH-RU-TA Incentive Program	1,850	-	-	-	-	0.00%
62089269	AH-RU-General Promotion	2,500	6,620	(0)	-	0	0.00%
	SUB-TOTAL	4,350	6,620	(0)	-	0	-100.00%
	Sub-total for Russia	222,774	153,115	27,150	5,000	(22,150)	-81.58%
62087745	LC-HK-Other promotion	1,665	-	-	-	-	0.00%
	SUB-TOTAL	1,665	-	-	-	-	0.00%
	Sub-total for Hong Kong	1,665	-	-	-	-	0.00%

**MARIANAS VISITORS AUTHORITY
FY 2021 OPERATIONS BUDGET
MARKETING AND ADVERTISING EVENTS DETAIL**

CLASS CODE	EXPENDITURE	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Revised Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
						Increase/ (Decrease) (\$)	(%)
9700/9800	ALL OTHERS AND MKTG COSTS						
62089401	Magazines	2,000	2,850	3,000	3,000	-	0.00%
62089801	Happy Children in Paradise	47,280	59,280	-	-	-	0.00%
62089803	Golf Campaign Support	-	-	-	-	-	0.00%
62089601	Marianas Int'l Film Festival (MIFF)	50,000	-	-	-	-	0.00%
62089901	PATA Int'l Programs/Events	34,143	39,198	35,000	35,000	-	0.00%
62089904	Collaterals	43,663	67,969	80,000	50,000	(30,000)	-37.50%
62089905	Website/ Social Media	7,350	1,276	30,000	30,000	-	0.00%
62089900	Golf Campaign Market	-	-	-	-	-	0.00%
62089903	Golf Digest Media	-	-	-	-	-	0.00%
62089909	Marine Dive Support	-	-	-	-	-	0.00%
62089906	Education Tourism/Others (Dive support)	-	-	-	-	-	0.00%
62089908	Anniversary Promotion	-	-	-	-	-	0.00%
	All Other Promotions	184,436	170,573	148,000	118,000	(30,000)	-20.27%
GRAND TOTAL - ADVERTISING AND MARKETING		9,611,106	7,142,755	5,797,265	6,523,828	726,562	12.53%

MARIANAS VISITORS AUTHORITY

**FY 2021 OPERATIONS BUDGET
PERSONNEL SERVICES**

PERSONNEL SERVICES - EMPLOYEE STATUS

Salaries and Personnel Benefits	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
					Increase/ (Decrease) (\$)	(%)
Appointed (APT)	70,000	69,655	70,000	70,000	-	0.00%
Excepted Service Contracts (ESC)	266,356	234,313	252,162	294,968	42,806	16.98%
Permanent	857,538	882,301	925,775	975,228	49,453	5.34%
Personnel Benefits	253,479	272,976	372,112	279,853	(92,258)	-24.79%
Total	1,447,374	1,459,245	1,620,049	1,620,049	0	0

PERSONNEL SERVICES PER DIVISION/ SECTION

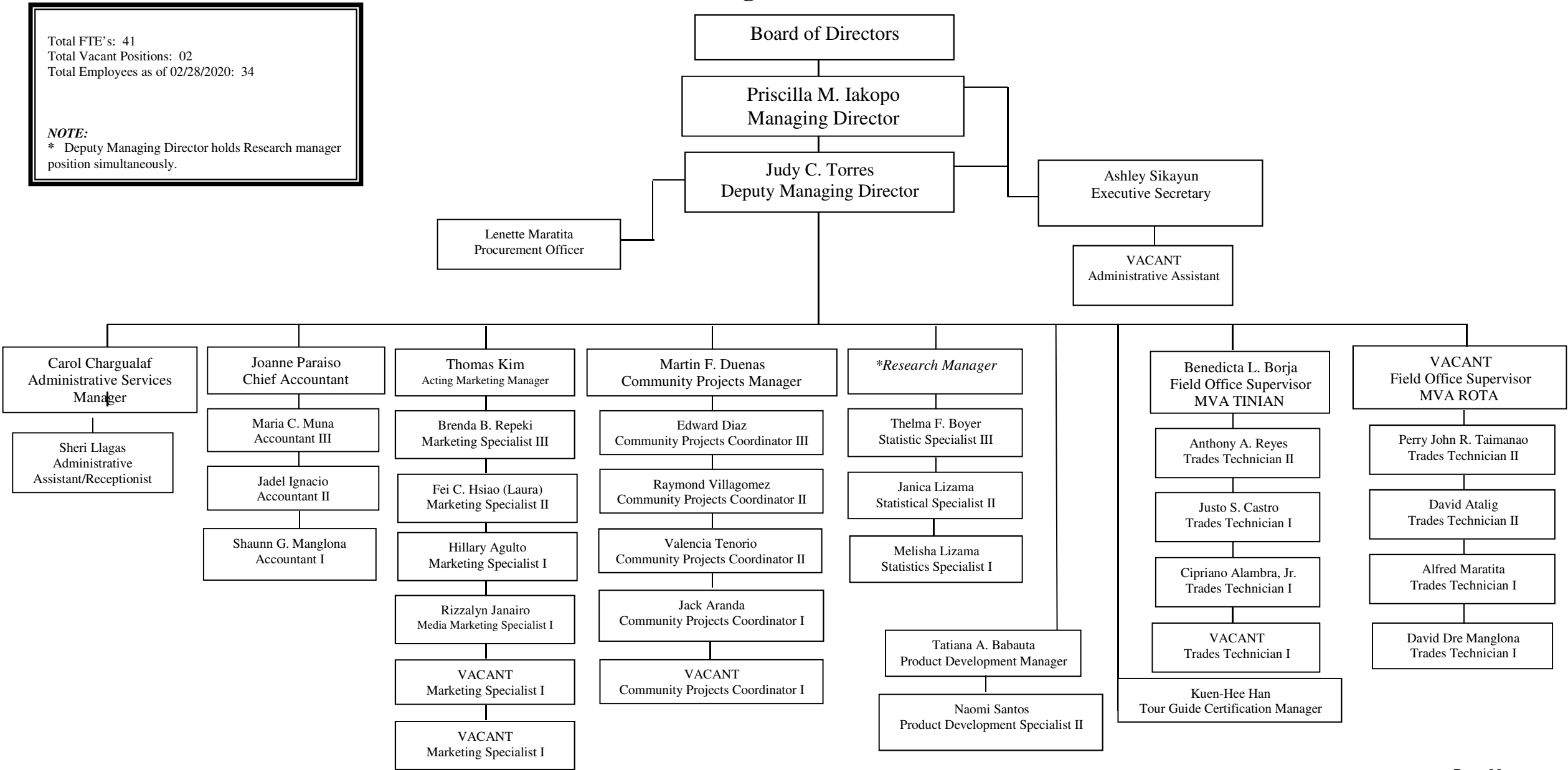
Salaries and Personnel Benefits	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 Budget	FY2021 Budget	FY 2020 - FY 2021 Variance	
					Increase/ (Decrease) (\$)	(%)
Exec-Administration, Procurement, and Tour Guide Certification	392,098	412,681	448,680.37	419,810.63	(28,870)	-6.43%
Exec-Product Development	94,675	95,286	99,822.76	99,822.76	0	0.00%
Exec-Accounting	169,949	174,744	180,687.28	180,687.28	(0)	0.00%
Community Projects	201,821	208,880	208,417.86	224,094.99	15,677	7.52%
Marketing	194,689	178,218	238,497.18	251,520.70	13,024	5.46%
Research	107,265	96,159	159,466.30	153,223.81	(6,242)	-3.91%
Rota Field Operations	153,583	158,625	156,469.86	144,427.03	(12,043)	-7.70%
Tinian Field Operations	133,294	134,652	128,007.76	146,462.26	18,456	14.42%
Total	1,447,374	1,459,245	1,620,049	1,620,049	0	0

FTE BY DIVISION/ SECTION

PARTICULARS	FY2018 ACTUAL (Audited)	FY2019 ACTUAL (Unaudited)	FY2020 BUDGET	FY2021 BUDGET
Exec-Administration, Procurement, and Tour Guide Certification	8	7	8	8
Exec-Product Development	2	2	2	2
Exec-Accounting	4	4	4	4
Community Projects	6	5	6	6
Marketing	5	5	7	7
Research	3	3	4	4
Rota Field Operaitons	5	5	5	5
Tinian Field Operations	5	4	5	5
Total	38	35	41	41

ATTACHMENT 'A'

Marianas Visitors Authority
Organizational Chart





NORTHERN MARIANAS HOUSING CORPORATION
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Fiscal Year 2021
Budget Submission Package



NORTHERN MARIANAS HOUSING CORPORATION

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February 28, 2020

Ms. Virginia 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 FY2021

Dear Ms. Villagomez,

Transmitted for review and consideration is the proposed Northern Marianas Housing Corporation (NMHC) Fiscal Year 2021 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 safe, sanitary, decent 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 2021 on behalf of the CNMI.

I want take to this opportunity to thank the NMHC team for their contribution to the preparation process of this, the Fiscal Year 2021 Budget Package.

Sincerely,

Jesse S. Palacios
Corporate Director, NMHC

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

Rota Field Office: Tel: (670) 532-9410
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NORTHERN MARIANAS HOUSING CORPORATION
BUDGET SUBMISSION PACKAGE
FISCAL YEAR 2021

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I. SUMMARY OF NMHC PROGRAMS

A. Corporate Overview

A division of the Commonwealth Development Authority (CDA), governed by a seven (7) - member Board of Directors, NMHC was established to develop and administer residential housing for very low, low, and medium income households in the CNMI, and provide subsidized low-interest loans for construction and rehabilitation of such housing.

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 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.

B. Brief Description of NMHC Programs

NMHC administers federal programs funded by HUD and the Internal Revenue Service through six divisions:

- Mortgage and Credit Division (MCD);
- Program and Housing Division (PHD);
- Community Planning and Development Division (CPD);
- Asset Management Division (AMD);
- Administrative Division; and
- Fiscal Division.

Mortgage and Credit Division administers the housing mortgage banking functions of NMHC's Direct Family Home Loan, managing locally funded loans for low to medium income families. It also administers HUD's HOME Investment Partnerships Program, the NMHC Loan Guarantee Program for residential mortgage loans by local banks and the U.S. Department of Agriculture Rural Development residential housing loans. MCD will also be assisting in the underwriting of

housing programs under the CDBG-DR Program.

Program and Housing Division both 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. PHD will also be assisting in the eligibility of rental applicants of the housing program under the CDBG-DR Program.

Community Planning and Development Division administers HUD's Community Planning and Development programs; including Community Development Block Grant (CDBG) and the Emergency Solutions Grant (ESG). CDBG provides funding assistance to the CNMI for development and improvement of community facilities. Emergency Solutions Grant provides literally homeless families and individuals temporary financial assistance and housing stabilization services. CPD will also be assisting in the review of infrastructure projects under the CDBG-DR Program.

Asset Management Division provides repair and maintenance services for NMHC's Multi-Family housing units as well as the NMHC main office maintenance needs. AMD will also be assisting in the inspections of housing and infrastructure projects under the CDBG-DR Program.

Administrative Division provides administrative services to the other divisions of NMHC. This division will also be assisting in the procurement of goods and services under the CDBG-DR Program.

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. This division will also be assisting in the financial and accounting aspects under the CDBG-DR Program.

II. CORPORATE GOALS

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 Program, and the Veteran's 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 (2010), 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;
- 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 all 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 – 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

- Work with the administration and the Department of Public Lands in identifying public lands suitable for turnkey development; and
- 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 2018

- The CNMI was awarded \$2,765,000 in housing tax credits which translated into \$27,650,000 in housing tax credits that were made available for developers of affordable housing projects.
- Three more affordable housing projects are anticipated to break ground in 2018. One is Zen Homes which comprises of 44 units. The second project is Isa Villas which comprises of 84 units. And the final project is Art Ridge Village Homes which comprises of 52 units. These units will be added on to the existing housing stock which will further enhance the quality and availability of units that are modern and safe.
- The major challenges for the LIHTC Program are the lack of construction workers and the federal corporate tax cuts. With the shortage of workers on island, there will be delays in the completion of these projects. As for the impact of the corporate tax cuts, there will be less investors in the affordable housing arena which will impact the pricing and number of affordable housing in the future.

FY 2019

- For the 2019 calendar year, the CNMI was awarded \$3,166,875 in housing tax credits which translates into \$31,668,750 in housing tax credits that is available for developers of affordable housing projects. Lotus Homes was awarded a total of \$2,858,011 (translated into \$28,580,110) to build 9 two (2) – bedroom units and 39 three (3) bedroom units.
- Zen Homes and Isa Villas are anticipated to complete their projects by mid-2019, thereby adding 71 additional units for rental.
- Major challenges for the LIHTC Program continue to be the lack of construction workers and increase in labor and material costs.

FY 2020

- Because of the lack of modern and energy-efficient rental units, the LIHTC units will still be in demand for families who are looking for especially typhoon-proof and modern units with amenities. As long as there is a demand for such units, developers will continue to apply for tax credits.
- Zen Homes, located in Gualo Rai, was placed in service in September of 2019 and obtained 100% occupancy before the end of the first quarter of FY 2020. Ocean Ridge Homes, located on Beach Road Chalan Laulau, was placed in service in the second quarter of FY 2020 and is currently in the lease up process. Isa Villas I, located in Capitol Hill, will be leasing up in the second quarter of FY 2020. Lotus Homes, located between China Town and Gualo Rai, will be breaking ground in the third quarter of FY 2020. And finally, NMHC is reviewing applicants for the 2020 calendar year housing tax credits allocation.

FY 2021

- There is still a lack of modern, energy-efficient, and most importantly, typhoon-proof rental units. LIHTC units are in great demand for families who are in need of such amenities. NMHC anticipates receiving applications for calendar year 2021 housing tax credits. Major challenges continue to be the lack of construction workers and increase in labor and material costs.

Submitted by: Jesse Palacios, Corporate Director

Planning Division

FY 2018

- Significant Improvements in the Audit Report for the CPD Programs: For FY 2016 (released in FY 2018), HUD cited a total of two CDBG directly-related findings (no questioned costs) in its Single Audit Report. This is a significant accomplishment, as there were numerous findings in the past years with over \$500K in questioned costs, which were reduced to zero questioned costs, due to a more effective monitoring system and strengthened internal controls system.
- The FY 2017 audit report is still pending but additional findings not expected.
- August 2 Timeliness Test: NMHC anticipates to pass its federal expenditure timeliness test in the coming years.
- The Planning Division anticipates to completely eliminate audit findings related to the CDBG programs, by FY 2019, which will be a significant accomplishment in the coming years, given the complexity of its programs.
- Project Completion: As the Planning Division strengthens its Subrecipient monitoring requirements and internal controls, the Division anticipates to complete 100% of its current grant year's projects within FY 2017. This is also a significant accomplishment, given the previous years' set-backs such as delays caused by Subrecipients and/or regulatory agencies.

FY 2019

- August 2nd Timeliness Test: NMHC anticipates to pass its federal expenditure timeliness test in the coming years.
- The completion of NMHC's Five (5) Year Consolidated Plan (2020-2024) which will reflect goals and objectives, some of which will address both disaster recovery and housing recovery efforts within the next five (5) years.
- The amendment of the Citizen Participation Plan which will also focus on the CPP process in times of disasters.
- To significantly reduce or eliminate CDBG audit findings in the next audit year.
- Project Completion: As the Planning Division strengthens its Subrecipient monitoring requirements and internal controls, the Division anticipates to complete its current grant year's projects within FY 2019, a project that will be the first ever in the CNMI, the establishment of transitional housing/temporary shelter for qualified households.

FY 2020

- August 2nd Timeliness Test: NMHC anticipates to pass its federal expenditure timeliness test in the coming years.
- To eliminate CDBG audit findings within the audit year.
- Project Completion: As the Planning Division strengthens its Subrecipient monitoring requirements and internal controls, the Division anticipates to complete all previous years' projects within FY 2020.
- To update NMHC's current Analysis of Impediments within FY 2020 (most updated version was drafted in 2016).
- To seek for local appropriations to supplement federally funded programs to address the current demand for affordable housing. If local funding is secured, this will be a major accomplishment, as NMHC has always been 100% federally funded.

FY 2021

- To meet August 2 Timeliness Test
- To complete the NMHC's Five Year Consolidated Plan (2020-2024) which will reflect the goals and objectives, focusing on addressing both disaster recovery and housing recovery efforts within five years; In line with the Consolidated Plan, to complete the Analysis of Impediments to reflect the CNMI's current state and its impact on CNMI citizens
- To reduce audit findings in the CPD programs
- To strengthen its fair housing efforts
- To encourage Planning staff training and development in the CPD programs
- To cross-train Planning staff in various components of the CDBG Program (procurement, environmental assessments, and other programmatic procedures)
To implement and operate the Community Development Block Grant- Disaster Recovery Program- one of the largest allocated programs the CNMI has ever seen, to address housing, infrastructure and economic development needs in the CNMI

Submitted by: Zenie P. Mafnas, Deputy Corporate Director

Emergency Solutions Grant Program

FY 2018

- The ESG Program will continue to assist an average of six (6) households in FY 2018 and FY 2019 but will strengthen its evaluation/assessment procedures in order to achieve a higher success rate with regards to the number of ESG-assisted households maintaining their housing status and achieving self-sufficiency. NMHC will also continue to seek Continuum of Care funding to address homelessness in the CNMI.
- With relation to the HESG program, NMHC hopes to secure Continuum of Care Funding to expand its rapid re-housing and homelessness prevention programs. NMHC hopes to accomplish this within FY 2019.

FY 2021

- To continue the assistance of an average 6-8 households annually
- To continue efforts in applying for COC funding for the CNMI, in order to address the various needs pertaining to homelessness, at-risk of homelessness, street outreach, shelter operations, etc. To continue in the trend of achieving a high success rate of ESG-families sustaining housing status after assistance

Submitted by: Zenie P. Mafnas, Deputy Corporate Director

Mortgage and Credit Division (MCD)

FY 2018

- MCD had listed a total of seventeen (17) mortgage loan applications during the fiscal period, amounting to nearly \$1.85 million in total funding level demand for assistance.
- Homeownership Investment Partnerships (HOME) Program. In FY 2018, the MCD monitored-

to-completion a total of two (2) HOME projects, totaling over \$130,000. The total assistance amount (\$) includes both the HOME and Supplemental Loan assistances.

- Housing-Financed Loan Program (HFLP). The MCD had previously approved a total of nine (9) applicants for the HFLP, totaling to nearly \$800,000 in program funding. For FY18, one rehabilitation project was completed, which funded \$85,000 to completion. A break down as follows:
 - i. Four (4) New Construction (\$370,000)
 - ii. Two (2) Rehabilitation project (\$160,000)
 - iii. Two (2) Acquisition & Repair (\$190,000)
 - iv. One (1) Rehabilitation (\$80,000)
- Veteran Affairs (VA) Loan Program. MCD is responsible for loan origination and coordination in the processing of VA loans. For FY2018, there were a total of four (4) approved loans for a grand total of \$583,155.24. Three (3) of the four (4) new construction projects were completed during the fiscal period.
- USDA Rural Development (RD) Guaranty Loans. The Division continues to monitor and coordinate with the USDA RD in servicing the loan guaranty portfolio. As of the beginning of Fiscal Year 2018, there were a total of 245 loans with an estimated total guaranteed balance of \$10.5 million.
- Delinquencies – Delinquent accounts continue to exist, but collection efforts and process improvements in the past year is evident and indicative by the downward trend in delinquency rates.

FY 2019 & FY2020

- There is over \$1.2 million funds available to commit for the HOME Loan Program. As such, the Division will closely monitor and manage the HOME wait list by filtering-out applicants who are no longer interested in the 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 current federal labor regulations in place and coupled by the increases in construction materials and the increase in minimum wage. This has undoubtedly caused a major constraint for NMHC in the ability to attract and have contractors commit to new housing projects.
- In line with the processing of new applications, MCD will also work towards committing more HOME funds for rehabilitation and new construction for FY 2019. The goal is to have at least eight (8) HOME projects committed by the end of this fiscal year.
- For the Housing Financed Loan Program, the Division will move forward with the next phase of the projects, which includes permitting to project duration; construction mobilization to completion. The goal is to fully commit and complete projects that have been bottlenecked due to contractor shortage.
- 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 account 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 2021

Mortgage and Credit Division (MCD):

There is over \$1.5 million in 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 CNMI's housing construction crisis continues to hamper the affordability of homes for those low-income families and households. As mentioned in the past budget analysis, the shortage of contractors, the increases in construction materials and the increases in labor costs, have undoubtedly caused a major constraint for NMHC in the ability to attract and have contractors commit to new housing projects.

Currently, NMHC is working on servicing 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.

Furthermore, the agency is currently in the process of updating its HOME Program policies and procedures. It is the goal that, once the amended policies and procedures have been adopted and fully implemented, that then NMHC can move forward with the flexibility to help low-income families with the new construction or rehabilitation of their home.

Submitted by: Chris Pangclinan, MCD Manager

Program and Housing Division

FY 2018

- Finalized amendments to Housing Choice Voucher Program (HCVP) Administrative Plan and continue to make necessary amendments;
- Maintained Applicant Wait Lists through purging and lease up activities;
- HCV Program – From 298 applicants in December 2017 down to 72 applicants as of September 2018;
- HCV Opening of Waitlist Application Received from July 23 to September 28, 2018: 449
- New Construction Multi-Family Program – In December 2018 a total of 304 applicants are on the waiting list. NMHC had seen a demand for housing assistance in December 2018
- Maintained a 95% or higher monthly PIC submission rating, as required by HUD;
- Completed and timely submitted NMHC's Annual PHA Plan;
- FY 2018 SEMAP Certification – 79% (Standard Performer);
- Initiated implementation of the FSS Program;
- FSS Program – 31 Active participants as of December 31, 2018;
- Not a single family was terminated due to insufficient funding; and
- Maintained multi-year HAP contracts and annual funding levels.
- Coordinated Fair Housing Workshop for tenants, landlords, contractors, inspectors, non-governmental organizations, government agencies who interacts with tenants or applicants.
- Conducted Landlord briefing for Saipan, Tinian and Rota. The briefing was to educate landlord about their rights and responsibility, HQS, tenant rent share, damages, etc.

- NMHC's efforts to comply with HUD's Conflict of Interest.

FY 2018 Performance Data

HCVP FY 2018 Annual Performance Data (10/01/17 through 09/30/18)					
Performance Parameters	Saipan	Tinian	Rota	Total	
New Admission	58	0	2	60	
End of Participation (EOP)	32	1	1	34	
NCP FY 2018 Annual Performance Data (10/01/17 through 09/30/18)					
Performance Parameters	Saipan		Tinian	Rota	Total
	Mihaville	Koblerville	Broadway Subdivision	Blue Bay Homes	
New Admission	4	6	6	4	20
End of Participation	5	5	5	4	19

FY 2019 and FY 2020

- Maintain a 95% or higher monthly PIC submission rating, as required by HUD;
- Attain "high performer" SEMAP rating;
- Fully implement the Family Self Sufficiency (FSS) Program;
- Continue Fraud Recovery and other enforcement measures;
- Increase staff capacity through additional certification trainings;
- Increase leasing up activities/efforts;
- Conduct Landlord briefings for Saipan, Rota and Tinian;
- Obtain passing REAC scores for all New Construction Multi-Family project sites;
- Increase enforcement on our tenants to comply with House Rules, debts owed and tenant damages;
- Maintain full capacity on all multifamily units for Saipan, Tinian and Rota.;
- Amend New Construction Project/Multifamily Selection Plan as necessary as required by HUD;
- Amend HCVP Administrative plan as required;
- 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 to ensure that such audit findings are not repeated. The goal, is to minimize the potential questioned costs; and
- Complete and timely submit NMHC's 5 Year and Annual PHA Plan

Calendar Year 2019 Accomplishments

- Finalized amendments to Housing Choice Voucher Program (HCVP) Administrative Plan;
- Maintained Applicant Wait Lists through purging and lease up activities;
- HCV Program – From 521 applicants in September 2018 down to 359 applicants as of December 31, 2019;
- Maintained a 95% or higher monthly PIC submission rating, as required by HUD;
- Completed and timely submitted NMHC's 5 Year and Annual PHA Plan to HUD;

- FY 2018 SEMAP Certification – 79% (Standard Performer);
- Initiated implementation of the FSS Program
 - a. FSS Program – 31 Active participants as of December 31, 2019;
- Not a single family was terminated due to insufficient funding;
- Maintained multi-year HAP contracts and annual funding levels;
- NMHC's efforts to comply with HUD's Conflict of Interest.

FY 2019 Performance Data

HCVP FY 2019 Annual Performance Data (10/01/18 through 09/30/19)				
Performance Parameters	Saipan	Tinian	Rota	Total
New Admission	33	0	2	35
End of Participation (EOP)	39	0	2	41

NCP FY 2019 Annual Performance Data (10/01/18 through 09/30/19)					
Performance Parameters	Saipan		Tinian Broadway Subdivision	Rota Blue Bay Homes	Total
	Mihaville	Koblerville			
New Admission	4	2	0	7	13
End of Participation	4	4	0	11	19
Change of Unit	1	1	0	0	2

FY 2020 & 2021 Anticipated Goals

1. Maintain a 95% or higher monthly PIC submission rating, as required by HUD;
2. Attain "high performer" SEMAP rating;
3. Fully implement the Family Self Sufficiency (FSS) Program and achieve *Program Funding*;
4. Continue *Fraud Recovery* and other enforcement measures;
5. Increase staff capacity through additional certification trainings;
6. Increase leasing up activities/efforts;
7. Conduct Landlord briefings for Saipan, Rota and Tinian;
8. Obtain passing REAC scores for all New Construction Multifamily project sites;
9. Increase enforcement on our tenants to comply with House Rules, debts owed and tenant damages for Multifamily tenants;
10. Conduct Tenant Briefings for Multifamily program for Saipan, Rota and Tinian
11. 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 to ensure that such audit findings are not repeated. The goal, is to minimize the potential questioned costs.

2020-2021 Needs

- Obtain Personal Protection Clothing and equipment for Housing Quality Standards Inspectors
- Hire one (1) Housing Specialist for the Multifamily program;
- Hire In-House Supervisor for Housing Specialists;
- Hire PHD Assistant;
- Construction of 3-4 interview/intake rooms with accessories for health and safety of personnel;

Submitted by: David Chargualaf, PHD Manager

Asset Management Division

FY 2017

- Zero (0) vacancy in Mihaville at the end of FY 2017;
- One (1) vacancy only in Koblerville at the end of FY 2017 but it was occupied immediately on October 17, 2017;
- Implemented the Quarterly Inspection Procedure to:
 - i. Educate the tenants to properly follow house rules;
 - ii. Minimize tenant damages/negligence;
 - iii. Staff attended the following certification trainings in August 2017; and
 - iv. (UPCS) Uniform Physical Condition Standards;
 - v. (HQS) Housing Quality Standards;
- Identified and corrected pending Work Orders that were still open in the system and those identified as completed were already closed in the system;
- Created and Implemented the monitoring of Open Purchase Order:
 - i. Resolve the issue of missing invoices;
 - ii. To maintain cost within the Purchase Order limit;
- MIHAVILLE passed the REAC inspection;
- Developed and enforced the charge to tenant SOP;
- Developed and enforced the standard labor rate (overhead) to use for every charge to tenant that required maintenance labor cost; and
- Developed and enforced the New Construction Program Enforcement Citation.

Multi-Family FY 2017 Occupancy Activity (10/01/16 through 09/30/17)		
Development	Move-Out	Move-In
Mihaville	10	13
Koblerville	2	5

FY 2018 and FY 2019

Goals

- To pass and obtain high marks for the REAC inspection results for both MIHAVILLE & Koblerville projects;
- To comply with the audit report eliminating related findings and questioned costs;
- To maintain zero (0) vacancy for all the units;
- To continue and enforce the citation until all the tenants follow all the house rules and lease agreement;
- To continue the quarterly inspection for continued reminder to all the tenants on how they will properly take care of our units.
- To minimize the maintenance costs including contractor's labor and materials.

Areas of Concern

- Must have sufficient tools, power tools and additional vehicles to use to help us achieve our goals;
- Continue attending trainings and seminars to gain more knowledge to apply to our daily needed activities;
- To address and control insect infestation in both projects; and
- Increasing costs of maintaining and repairing aging housing subdivisions.

FY 2019 Accomplishments:

- One (1) vacancy in Mihaville at the end of Fiscal year 2019 and unit was occupied immediately on October 01, 2019;
- Two (2) vacancies in Koblerville at the end of Fiscal year 2019 and the units were occupied on October 01 and December 11, 2019;
- Continued in the implementation of the Inspection Procedures:
 - Educate the tenant to properly follow the house rules;
 - Minimize the tenant damages/negligence;
- Staff attended and successfully completed certification trainings in June 2019:
 - (UPCS) Uniform Physical Conditions Standard;
- Maintained the proper monitoring of the work order system;
- Implemented the process of the Blank Purchase Order:
 - Resolve the issue of missing invoices;
 - To maintain cost within the Purchase Order limit;
 - To properly utilize the function of the receipt section in the purchase order system;
- MIHAVILLE and KOBLERVILLE passed the 2018 REAC inspections;
- Continued to enforce the charge to tenant SOP;
- Continued to enforce the standard labor rate (overhead) to use for every charge to tenant that requires maintenance labor cost;
- Continued to enforce the New Construction Program Enforcement Citation.

Multi-Family FY 2019 Occupancy Activity (10/01/18 through 09/30/19)		
Development	Move-Out	Move-In
MIHAVILLE	5	5
KOBLERVILLE	5	3

2019-2020 Strategic Goals:

- To obtain the highest rate of the REAC inspection results for both projects MIHAVILLE & KOBLERVILLE;
- To comply with the audit report, related findings;
- To maintain the zero vacancy for all the units;
- To continue and enforce the citation until all the tenants follow all the house rules and lease agreement;
- To continue the quarterly inspections for continued reminder to all the tenants on how they will properly take care of our units;
- To minimize the maintenance costs including contractor's labor and materials;
- To implement the orientation of every new move-in tenant about the house and maintenance rules, and systems, to avoid tenants' negligence in maintaining the unit;
- Complete 11-set of different home designs blue print packages to have it certified for us to use for our new HOME clients. For their new house construction, to expedite the process and to implement new housing construction to one contractor to construct a few houses in one contract to expedite the construction process for our new HOME clients' new house construction.
- Propose new solar lights and metal posts for Koblerville Estate premises
- Propose new playground equipment for Koblerville Estate
- Propose new chain link fence installation for Koblerville Estate on back of unit K-10 to K-19A
- Propose one side new concrete sidewalk and pedestrian marking for Mihaville Estate. For crossing the main road at Chalan Pale Arnold for safety purposes.
- Replace old broken chain link fence for Koblerville big ponding area for the front side only.
- Propose new chain link fence for our NMIIC Central office at the rear side. To secure our government vehicles and storages.
- Propose new solar lights around our office building to light up our office during night time for security purposes.

2019-2020 Areas of Concerns:

- Must have sufficient tools, power tools and additional six staff (two skilled building maintenance, two ground maintenance, two trades helper) and two additional reliable vehicles for our use to help us achieve our goals; One for Mihaville maintenance use and one for Koblerville Estate maintenance use.
- Continue attending trainings and seminars to gain more knowledge to apply to our daily operation as needed in our daily work activities.
- Renew and new employee ID cards for our field use
- Need new uniforms for AMD staff

Submitted by: Elbert Scott Pinaula, AMD Manager

Administrative Division**FY 2019**

- Completion of the 2015-2016 Annual Report;
- Continue work with the Auditors to remove inventory audit finding;
- NMHC Law: HB 20-153 has been passed by the legislature and signed into law by the Governor. It is now Public Law 20-87;
- Administrative Division completed the regulations for Procurement and Travel, as per PL 20-87;
- Continue to improve time management with Administrative Division staff;

- Continue to improve customer service and delivery of services to internal division and external partners;
- Continue Cross training for Administrative Division Staff; and
- Continue to make improvements to our Central Office building.

FY2021

- Finalize and Complete the Annual Report for 2017 & 2018;
- Continue to work with the Auditors to remove audit findings;
- Publication of the NMHC Personnel and Procurement Regulations;
- 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.

Submitted by: Jacob Muna, Office Manager

Fiscal Division

FY 2017

- Initiate cost monitoring and control system;
- Assist management in providing additional funding for the Direct Family Home Loan Program;
- Assist management in implementing the Salary Adjustment initiatives;
- Preparation and implementation of NMHC Procurement Regulations in partnership with the Administrative Division;
- Preparation and implementation of NMHC Fiscal Policies and Procedures;
- Incrementally reduce audit findings and questioned costs;
- Improve financial accounting system of internal control to comply with the OMB A-122;
- Extend implementation of the cost control system;
- Initiate growth in internal revenues and addition of external revenues;
- Timely submission of:
 - i. VMS monthly;
 - ii. SF 425 quarterly;
 - iii. Unaudited FASSPH REAC submission; and
 - iv. FASSUB annually.

FY 2018 and FY 2019

- 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;
- Implemented paperless general ledger filing;
- Groundwork started on Indirect Cost System;
- Reperforming incomplete financial system setups; and
- Improved financial controls over general ledger and other financial/operational cycles.
- Reduce findings to minimal levels; and
- Implement electronic storage/paperless processing for all NMHC divisions.

FY 2020 and FY 2021

- 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;
- Implemented paperless general ledger filing;
- Groundwork started on Indirect Cost System;
- Reperforming incomplete financial system setups; and
- Improved financial controls over general ledger and other financial/operational cycles.
- Reduce findings to minimal levels; and
- Implement electronic storage/paperless processing for all NMHC divisions.
- Timely submission of:
 - v. VMS monthly;
 - vi. SF 425 quarterly for HESG and PR29 quarterly report for CDBG only;
 - vii. Unaudited FASSPH REAC submission for Voucher Program only; and
 - viii. FASSUB annually for Koblerville Housing Assistance Payment only.

Submitted by: Roger Dris, Chief Accountant and Acting Chief Financial Officer

CDBG-DR FY 2021

- Hire remaining support staff to fully staff CDBG-DR program to process 100 initial applicants;
- Secure and provide Trainings and Technical Assistance for new staff;
- Secure permanent location for CDBG-DR Office to properly assist the Public;
- Develop the Action Plan for the myriad of selected programs to be implemented;
- Fully equip CDBG-DR department with necessary computer equipment/IT services;
- Secure vehicles for CDBG-DR outreach program;
- Begin project work on initial infrastructure;
- Receive/Process/Aid initial applicants of CDBG-DR Home program;
- Stream initial investment into MVA's tourism efforts/recovery to facilitate Economic Revitalization;
- Develop CDBG-DR Program policies and procedures;
- Establish the CDBG-DR Program operations;
- Develop CDBG-DR Program applications and processes;
- Administer and implement CDBG-DR Program

IV. BUDGET WORKSHEETS

REVENUES - FEDERAL PROGRAMS	FISCAL YEAR		
	2019	2020	2021
HAP			
Koblerville	\$360,965	\$362,095	\$365,113
Mihaville	\$532,075	\$502,015	\$521,058
Rota	\$201,240	\$147,852	\$150,611
Tinian	\$247,135	\$250,567	\$252,484
LIHTC Admin Fees	\$143,488	\$281,799	\$194,978
Housing Choice Voucher Admin Fees	\$508,911	\$508,911	\$600,491
CDBG Admin Fees	\$200,490	\$200,490	\$192,790
CDBG Program Income	\$6,526	\$6,526	\$0
HESG Admin Fees	\$2,950	\$2,950	\$5,801
HOME Admin Fees	\$48,972	\$70,210	\$64,436
HOME Program Income	\$42,062	\$42,062	\$0
HOME Program Income Admin Fees	\$6,309	\$6,309	\$41,147
CDBG-DR Initial Drawdown Admin Fees			\$2,032,883
TOTAL REVENUES - FEDERAL PROGRAMS	\$2,301,123	\$2,381,787	\$4,421,792
REVENUES - OPERATIONS			
	2019	2020	2021
Garapan Annex Lease	\$11,600,000		See Note Below
Interest on Loans and Financial Instruments	\$390,136	\$331,616	\$101,037
Tenant Rentals (also damages billed)	\$115,217	\$97,934	\$183,951
Other Income	\$54,456	\$46,288	\$50,000
Annex Rentals			\$237,000
Rent to Own	\$108,668	\$92,368	\$45,000
Gain on Sale of Foreclosed Properties	\$25,000	\$25,000	\$80,000
Settlements	\$70,000	\$0	\$0
Repayments	\$10,000	\$8,500	\$5,000
RD Loan Modification Interest Only	?	\$60,263	\$50,000
FEMA Public Assistance Koblerville and Mihaville Typhoon Repairs			\$331,082
FEMA Koblerville and Mihaville - Typhoon Mitigation			\$525,826
FEMA - NMHC Office Generator and Shutters			\$99,446
Late Fees	\$5,000	\$4,250	\$4,000
House Bill 21-93, HD1			\$350,000
CDA Allocation			\$1,000,000
Hazard Mitigation			\$350,000
Office of Grants Management			\$350,000
TOTAL REVENUES - OPERATIONS	\$12,378,478	\$666,218	\$3,762,342
TOTAL REVENUES - ALL SOURCES	\$14,679,600	\$3,048,005	\$8,184,134

EXPENSES

	2019	2020	2021
Salaries, Personnel and Retirement Benefits	\$1,969,230	\$1,918,507	\$3,617,388
Costs of FEMA Grant and NMHC Funding Cost Share			\$989,503
Office Supplies	\$60,000	\$40,000	\$100,210
Legal Fees	\$200,000	\$150,000	\$125,000
Insurance	\$32,000	\$32,000	\$15,000
Computer and Server Maintenance	\$30,000	\$30,000	\$80,000
Postage	\$15,000	\$15,000	\$22,000
Miscellaneous Expenses	\$10,000	\$10,000	\$12,000
Publications	\$15,000	\$15,000	\$40,000
Rental Rota and Tinian Offices	\$12,000	\$12,000	\$12,000
Fuel	\$15,000	\$15,000	\$32,329
Appraisal Fees	\$12,000	\$12,000	\$12,000
Professional Services	\$100,000	\$200,000	\$590,000
Repairs and Maintenance Section 8	\$250,000	\$250,000	\$175,000
Repairs and Maintenance Equipment and Operations	\$10,000	\$10,000	\$80,000
Telephone	\$30,000	\$30,000	\$37,000
Travel Federal	\$30,000	\$80,000	\$200,000
Travel Operations	\$100,000	\$50,000	\$35,000
Utilities Section 8	\$80,000	\$80,000	\$60,000
Utilities NMHC Operations	\$80,000	\$40,000	\$100,000
New Account - DR Support			\$100,000
TOTAL - EXPENSES	\$3,050,230	\$2,989,507	\$6,434,430
NET POSITION	\$11,629,370	\$58,498	\$1,749,703

CAPITAL EXPENDITURES

	2019	2020	2021
Computer Equipment	\$10,000		\$10,000
Building Improvement	\$50,000	\$10,000	\$50,000
Office Equipment	\$20,000		
Machinery and Vehicles	\$60,000	\$35,000	\$175,000
Furniture and Fixture	\$7,500		\$66,000
Section 8 Multi-Family Appliances	\$36,000	\$13,498	\$15,000
TOTAL - CAPITAL EXPENDITURES	\$183,500	\$58,498	\$316,000
NET POSITION LESS CAPITAL EXPEND.	\$11,445,870	\$0	\$1,433,703

Pending sale of Annex Properties - NMHC is planning to sell our Annex property for a minimum bid price of \$8,230,125, NMHC has not listed the revenues related to the sale in FY 2021 for the following reasons:

1. Sale may occur in FY 2020, while not likely, if it does occur budget for FY 2021 will be misleading.
2. Sale may occur in FY 2021; however, due to current economic conditions and related austerity issues, the likelihood of the sale is not readily determinable.

Accordingly, NMHC has recognized the rentals of the Annex units for FY 2021, we have included the above information for full disclosure.

Northern Marianas Housing Corporation
Personnel Requirements Fiscal Year 2021

No.	Division	Status	Title	Approved Salary Requirements Fiscal Year 2020	Including Employer Contribution and Benefits	Salary Requirements Fiscal Year 2021	Including Employer Contribution and Benefits
1	ADMINISTRATION	Active	RECEPTIONIST	23,442	29,908	23,442	28,936
2	ADMINISTRATION	Active	OFFICE MANAGER	36,389	67,178	62,171	76,743
3	ADMINISTRATION	Active	CORPORATE DIRECTOR	104,437	120,774	109,658	135,360
4	ADMINISTRATION	Active	SPECIAL ASSISTANT PHD	51,147	61,276	42,078	51,940
5	ADMINISTRATION	Active	ADMIN OFFICER	29,640	36,930	34,320	42,364
6	AMD	Active	ADMIN ASSISTANT AMD	25,584	32,335	29,640	36,587
7	AMD	Active	BUILDING MAINTENANCE COORDINATOR	28,309	35,421	29,732	36,701
8	AMD	Active	HOUSING PRESERVATION TECH	27,590	34,607	28,974	35,765
9	AMD	Active	AMD PROPERTY MANAGER	53,840	64,283	56,514	69,760
10	AMD	Active	ADMINISTRATIVE ASSISTANT	34,694	42,656	34,320	42,364
11	AMD	Active	BUILDING MAINTENANCE COORDINATOR	28,309	35,421	29,732	36,701
12	AMD	Active	HOUSE PRESERVATION TECH I	34,694	42,656	40,165	49,579
13	FISCAL	Active	ACCOUNTING CLERK	21,278	27,457	23,462	28,962
14	FISCAL	Vacant	CHIEF FINANCIAL OFFICER	73,965	86,751	70,449	86,961
15	FISCAL	Active	ACCOUNTANT II	35,922	44,046	37,710	46,549
16	FISCAL	Active	CHIEF ACCOUNTANT	61,131	72,423	64,189	79,234
17	FISCAL	Active	COLLECTOR	34,008	41,878	35,714	44,085
18	FISCAL	Active	ACCOUNTANT I	33,975	41,841	33,975	41,938
19	FISCAL	Active	ACCOUNTANT I	25,854	32,641	35,672	44,033
20	MCD	Active	LOAN SPECIALIST III	51,542	61,717	56,826	70,145
21	MCD	Active	LOAN SPECIALIST I	35,318	43,363	37,086	45,778
22	MCD	Active	MANAGER MORTGAGE CREDIT	64,230	75,883	67,434	83,239
23	MCD	Active	LOAN SPECIALIST I	33,627	41,446	37,086	45,779
24	PHD	Active	HOUSING INSPECTOR TECH II	44,117	53,330	46,321	57,178
25	PHD	Active	HOUSING SPECIALIST II	43,347	52,458	45,947	56,716
26	PHD	Active	HOUSING SPECIALIST IV	50,690	60,765	53,227	65,702
27	PHD	Active	FSS COORDINATOR	41,392	50,243	43,472	53,661
28	PHD	Active	HOUSING INSPECTOR HPTECH I	35,685	43,778	39,323	48,539
29	PHD	Active	PHD MANAGER	53,019	63,366	55,661	68,707
30	PHD	Active	HOUSING SPECIALIST II	43,763	52,929	45,947	56,716
31	PLANNING	Active	DEPUTY CORPORATE DIRECTOR	82,160	95,902	90,584	111,815
32	PLANNING	Active	PLANNING ADMINISTRATIVE ASSISTANT	24,317	30,899	26,811	33,095
33	PLANNING	Active	PLANNER	40,374	49,090	44,512	54,945
34	ROTA FIELD OFFICE	Active	ASSISTANT ROTA FIELD REP	26,598	33,483	27,934	34,481
35	ROTA FIELD OFFICE	Active	ROTA FIELD REPRESENTATIVE	51,376	61,531	56,659	69,939
36	TINIAN FIELD OFFICE	Active	ASSISTANT TINIAN FIELD REP	26,598	33,483	27,934	34,481
37	TINIAN FIELD OFFICE	Active	TINIAN FIELD REP	53,955	64,411	56,659	69,939
				1,586,317	1,918,507	1,681,341	2,075,418

Supplementary Information

Gross Salaries and Wages	\$1,681,341	81%
Employer FICA, Retirement, Health and Life Insurance	\$394,077	19%
Total Salaries, Personnel and Retirement Benefits	\$2,075,418	100%

Total Salaries and Wages

Gross Salaries and Wages	\$1,681,341	81%
Employer FICA, Retirement, Health and Life Insurance	\$394,077	19%
Total Salaries, Personnel and Retirement Benefits	\$2,075,418	100%

CDBG-DR Annual Personnel Cost Estimate

No.	TITLE	DIVISION	Salary Base	10% Increase	Salary FY 2021	EMPLOYER CONTRIBUTION					Total Salaries and Benefits Budgeted FY 2020
						6.20%	1.45%	4.00%	Personnel Benefits (Health Insurance)	Personnel Benefits (Life Insurance) Maximum Coverage	
1	CDBG-DR Program Manager	Program	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
2	Housing Supervisor	Program	\$45,000	\$4,500	\$49,500	\$3,069	\$718	\$1,980	\$2,854	\$811	\$58,931
3	Housing Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
4	Housing Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
5	Housing Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
6	Loan Supervisor	Program	\$45,000	\$4,500	\$49,500	\$3,069	\$718	\$1,980	\$2,854	\$811	\$58,931
7	Loan Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
8	Loan Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
9	Loan Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
10	Loan Specialist	Program	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
11	CDBG-DR Finance Manager	Finance/Accounting	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
12	Senior Accountant	Finance/Accounting	\$45,000	\$4,500	\$49,500	\$3,069	\$718	\$1,980	\$2,854	\$811	\$58,931
13	Senior Accountant	Finance/Accounting	\$45,000	\$4,500	\$49,500	\$3,069	\$718	\$1,980	\$2,854	\$811	\$58,931
14	DR Accountant	Finance/Accounting	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
15	DR Accountant	Finance/Accounting	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
16	CDBG-DR Compliance Manager	Compliance	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
17	Compliance Specialist	Compliance	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
18	Compliance Specialist	Compliance	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
19	Compliance Specialist	Compliance	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
20	CDBG-DR Project Manager	Construction	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
21	Project Supervisor	Construction	\$45,000	\$4,500	\$49,500	\$3,069	\$718	\$1,980	\$2,854	\$811	\$58,931
22	Construction Inspector	Construction	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
23	Construction Inspector	Construction	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
24	Construction Inspector	Construction	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
25	CDBG-DR Administrative Manager	Admin	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
26	Network Administrator	Admin	\$50,000	\$5,000	\$55,000	\$3,410	\$798	\$2,200	\$2,854	\$819	\$65,080
27	Admin Specialist	Admin	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
28	Admin Specialist	Admin	\$30,000	\$3,000	\$33,000	\$2,046	\$479	\$1,320	\$2,854	\$541	\$40,239
29	Receptionist	Admin	\$25,000	\$2,500	\$27,500	\$1,705	\$399	\$1,100	\$2,854	\$450	\$34,008
30	Internal Auditor	Internal Audit	\$60,000	\$6,000	\$66,000	\$4,092	\$957	\$2,640	\$2,854	\$819	\$77,362
			\$1,170,000	\$117,000	\$1,287,000	\$79,794	\$18,662	\$51,480	\$85,608	\$19,427	\$1,541,970

Total Salaries and Wages	83%	\$1,287,000
Total Employer FICA , Retirement and Life Insurance	17%	\$254,970
Total Salaries, Personnel and Retirement Benefits	100%	\$1,541,970



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

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February 28, 2020

VIA ELECTRONIC MAIL

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 2021 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) handling appeals of decisions made by the Director of Procurement and Supply in connection with any protest in the solicitation and award of a contract; (4) enforcement of the Government Ethics Code Act; and (5) enforcement of the campaign finance disclosure provisions of the Northern Mariana Islands Election Law.

Enclosed are the following budget documents:

1. Operating Expenditure Worksheet
2. Personnel Service Worksheet
3. New Federal Grant Sheet
4. OPA's Compensation Schedule

In OPA's calculation of revenues, we have applied the one percent of the General Fund utilizing the Governor's benchmark projections which takes into account recommended austerity measures, as well as the one percent assessment anticipated from the autonomous agencies.

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

Sincerely,

Michael Pai, CPA
Public Auditor

Enclosures (4)
MP/db/gt/mc

cc: Honorable Victor B. Hocog, President of the Senate
Honorable Blas Jonathan Attao, Speaker of the House of Representatives
Honorable Edwin Propst, Minority Leader, House of Representatives
David Atalig, Secretary of Finance
David Blake, OPA
Geraldine Tenorio, OPA
Michelle A. Camacho, OPA

Office of the Public Auditor

BU 1505

Description: 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) handling appeals of decisions made by the Director of Procurement and Supply in connection with any protest in the solicitation and award of a contract; (4) enforcement of the Government Ethics Code Act; and (5) enforcement of the campaign finance disclosure provisions of the Northern Mariana Islands Election Law.

Class Code	Object Classification	Department's Budget Request	Governor's FY 2021 Proposal	Change 2020 (+/-)
Revenue:				
	General Fund Allocation	\$809,921		
	Anticipated 1% Collection from Automous Agencies	\$1,788,741		
	Total	\$2,598,662		
Total Division Revenues & Subsidies				
a. PERSONNEL				
61090	WAGES / SALARIES-CSC			
61100	WAGES / SALARIES-UNG	\$1,246,493		
61110	OVERTIME COMPENSATION	\$15,000		
b. FRINGE BENEFITS				
61180	PERSONNEL INSURANCE	\$11,625		
61190	RETIREMENT CONTRIBUTIONS	\$0		
61195	401K DC RET. EMPLR. CONTR.	\$38,540		
61196	FICA @ 6.20%	\$77,283		
61200	SUBSISTANCE	\$0		
61210	HEALTH INSURANCE PREMIUM	\$111,000		
61220	MEDICARE CONTRIBUTION	\$18,074		
61230	LUMP SUM PAYMENT OF A/L	\$0		
61240	WORKMEN'S COMPENSATION	\$0		
61260	HOLIDAY PAY	\$300		
61299	PERSONNEL APPROPRIATIONS	\$0		
	TOTAL PERSONNEL	\$1,518,314		\$0
	NUMBER OF POSITIONS	24	0	0
d. TRAVEL				
62500	TRAVEL	\$12,180		
62500.10	TRANSPORTATION	\$7,005		
62500.20	PER DIEM	\$16,875		
62500.30	SUBSISTENCE	\$0		
62500.40	REGISTRATION	\$0		
	TOTAL TRAVEL	\$36,060	\$0	\$0
e. EQUIPMENT				
63120	EQUIPMENT UNDER \$5000	\$5,000		
64540	MACHINERY, TOOLS & EQUIPMENT	\$0		
64550	COMPUTER SYSTEM & EQUIPMENT	\$20,000		
64560	OFFICE EQUIPMENT	\$15,000		
64570	OFFICE FURNITURE & FIXTURES	\$10,000		
64580	VEHICLES - PUB. SVC. & ADMIN.	\$0		
	TOTAL EQUIPMENT	\$50,000	\$0	\$0
f. SUPPLIES				
63010	BOOKS & LIBRARY MATERIALS	\$1,000		
63020	FOOD ITEMS	\$0		
63030	FUEL & LUBRICATIONS	\$5,000		
63040	SUPPLIES - OFFICE	\$9,000		
63050	SUPPLIES - OPERATIONS	\$8,900		
	TOTAL SUPPLIES	\$23,900	\$0	\$0
g. CONTRACTUAL				
62060	PROFESSIONAL SERVICES	\$500,000		
62080	ADVERTISING	\$2,000		
62090	RECRUITMENT/REPATRIATION	\$7,000		
62250	COMMUNICATIONS	\$19,100		
62260	DUES AND SUBSCRIPTIONS	\$26,920		
62300	PRINTING & PHOTOCOPYING	\$1,000		
62420	RENTAL - VEHICLES	\$11,700		
62440	RENTAL - OFFICE	\$0		
62460	RENTAL-OFFICE EQUIPMENT	\$0		
62470	RENTAL-HEAVY EQUIPMENT	\$0		
62480	RENTAL - OTHERS	\$3,500		
62660	REPAIRS & MAINTENANCE	\$48,500		
62680	FREIGHT & HANDLING	\$100		
62690	PERSONNEL TRAINING COSTS	\$74,750		
62750	CLEANING SERVICES	\$17,200		
	TOTAL CONTRACTUAL	\$711,770	\$0	\$0
h. CONSTRUCTION				
64050	BUILDINGS & IMPROVEMENTS	\$0		
64280	ARCHITECTUAL & ENGINEERING	\$0		
64290	PROJECT INSPECTION	\$0		
64320	CONSTRUCTION	\$0		
64340	CONTINGENCIES	\$0		
64420	DEMOLITION & REMOVAL	\$0		
64520	IMPROVEMENTS	\$0		
	TOTAL CONSTRUCTION	\$0	\$0	\$0
i. OTHER				
62050	OFFICIAL REPRESENTATION	\$0		
62290	LICENSES & FEES	\$2,000		
62670	ALL OTHERS BUDGET ONLY	\$0		
62700	STORAGE & HANDLING	\$100		
62710	UTILITIES-POWER	\$20,000		
62720	UTILITIES-WATER	\$5,000		
62730	UTILITIES-SEWER	\$5,000		
62810	MISC Adjustments	\$0		
64250	ADMIN & LEGAL EXPENSE	\$0		
65400	SCHOLARSHIPS AND GRANTS	\$0		
65600	CONTRIBUTIONS AND DONATIONS	\$0		
65800	TRANSFERS OUT-GOV'T AGENCY	\$0		
	TOTAL OTHERS	\$32,100	\$0	\$0
j. Total ("ALL OTHERS") (d-i)				
		\$853,830	\$0	\$0
TOTALS Personnel and All Others				
		\$2,372,144	\$0	\$0
62070	PUBLIC AUDITOR 1% FEE		\$0	\$0
Total Division Expenditure Request				
		\$2,372,144	\$0	\$0

			Actual									Proposed									
Position ID	Position Description	Incumbent	Class	Grade Step	Base Salary	Life Insurance 1.45%	Medicare 1.45%	FICA 6.20%	Retirement Plan DC: 4%	Retirement Plan DC	Base Salary+ Fringe Benefits	Class	Grade Step	Base Salary	Life Insurance 1.45%	Medicare 1.45%	FICA 6.20%	Retirement Plan DC: 4%	Retirement Plan DC	Base Salary+ Fringe Benefits	
640466	Public Auditor		APT	Ung	100,000		\$1,450	\$6,200	\$4,000	X	\$111,650	APT	Ung	100,000		\$1,450	\$6,200	\$4,000	X	\$111,650	
445869	Administrative Officer		ESC	Ung	44,528	646	646	2,761			\$48,580	ESC	Ung	46,000	667	667	2,852	\$1,840	X	\$52,026	
554900	Administrative Assistant II		ESC	Ung	28,000		406	1,736			\$30,142	ESC	Ung	30,800		447	1,910	\$1,232	X	\$34,388	
404856	Audit Manager		ESC	Ung	84,000	1,218	1,218	5,208			\$91,644	ESC	Ung	85,000	1,233	1,233	5,270	\$3,400	X	\$96,135	
443058	Audit Manager		ESC	Ung	62,000	899	899	3,844	\$2,480	X	\$70,122	ESC	Ung	68,200	989	989	4,228	\$2,728	X	\$77,134	
442972	Audit Senior		ESC	Ung	57,000		827	3,534			\$61,361	ESC	Ung	60,000		870	3,720	\$2,400	X	\$66,990	
103086	Audit Senior		ESC	Ung	52,250	758	758	3,240			\$57,005	ESC	Ung	57,475	833	833	3,563	\$2,299	X	\$65,004	
768767	Auditor III		ESC	Ung	45,100	654	654	2,796	\$1,804	X	\$51,008	ESC	Ung	49,610	719	719	3,076	\$1,984	X	\$56,109	
674435	Auditor III		ESC	Ung	40,700	590	590	2,523	\$1,628	X	\$46,032	ESC	Ung	44,700	648	648	2,771	\$1,788	X	\$50,556	
909401	Auditor II		ESC	Ung	36,300		526	2,251	\$1,452	X	\$40,529	ESC	Ung	39,930		579	2,476	\$1,597	X	\$44,582	
909627	Auditor II		ESC	Ung	36,300		526	2,251			\$39,077	ESC	Ung	39,930		579	2,476	\$1,597	X	\$44,582	
930896	Auditor II		ESC	Ung	36,300	526	526	2,251	\$1,452	X	\$41,055	ESC	Ung	39,930	579	579	2,476	\$1,597	X	\$45,161	
101623	Chief Investigator		ESC	Ung	63,525	921	921	3,939			\$69,306	ESC	Ung	69,778	1,012	1,012	4,326	\$2,791	X	\$78,919	
101399	Investigator V		ESC	Ung	55,000	798	798	3,410	\$2,200	X	\$62,205	ESC	Ung	58,000	841	841	3,596	\$2,320	X	\$65,598	
815726	Investigator II		ESC	Ung	46,000		667	2,852			\$49,519	ESC	Ung	48,000		696	2,976	\$1,920	X	\$53,592	
934374	Investigator		ESC	Ung	37,400		542	2,319			\$40,261	ESC	Ung	41,140		597	2,551	\$1,646	X	\$45,933	
793028	Director of Investigations/Legal Counsel		ESC	Ung	84,700		1,228	5,251			\$91,180	ESC	Ung	85,000		1,233	5,270	\$3,400	X	\$94,903	
Vacant Positions																					
	Audit Supervisor			ESC	Ung								ESC	Ung	50,000	725	725	3,100			\$54,550
	Audit Senior			ESC	Ung								ESC	Ung	42,000	609	609	2,604			\$45,822
	Auditor			ESC	Ung								ESC	Ung	37,000	537	537	2,294			\$40,367
	Auditor			ESC	Ung								ESC	Ung	35,000	508	508	2,170			\$38,185
	Investigator			ESC	Ung								ESC	Ung	35,000	508	508	2,170			\$38,185
	Investigator			ESC	Ung								ESC	Ung	34,000	493	493	2,108			\$37,094
	Legal Counsel			ESC	Ung								ESC	Ung	50,000	725	725	3,100			\$54,550
New Positions																					
Total PERSONNEL & NOPS																					
omments:																					
* Indicates an active retiree (Defined Benefit Member)																					
WAGES & OTHERS:																					
Civil Service (61090)									0	0.00							0		0		
Appointed (APT)									1								1				
Excepted Service (61100)									23		0					23		1,246,493			
Overtime											15,000							15,000			
Differentials											0							0			
TOTAL-FTEs, WAGES, and FRINGE BENEFITS									24		15,000					24		1,261,493			

CFDA No:

Business Unit:

Description: OPA submitted a grant proposal on February 2020 applying for Technical Assistance Program (TAP) Grant under the U.S. Department of the Interior to fund required continuing professional education (CPE) for auditors, investigators, and legal staff for off-island travel as well as professional certifications and on-line courses.

Class Code	Object Classification	Approved Grant	Grantor's Approved Budget
Program Revenue: Federal Allotment			
Total Federal Award			
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		
	TOTAL PERSONNEL		\$0
d. TRAVEL			
62500	TRAVEL		
62500.10	TRANSPORTATION		
62500.20	PER DIEM		
62500.30	SUBSISTENCE		
62500.40	REGISTRATION		
	TOTAL TRAVEL		\$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
f. SUPPLIES			
63010	BOOKS & LIBRARY MATERIALS		
63020	FOOD ITEMS		
63030	FUEL & LUBRICATIONS		
63040	SUPPLIES - OFFICE		
63050	SUPPLIES - OPERATIONS		
	TOTAL SUPPLIES		\$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		\$104,000
62750	CLEANING SERVICES		
	TOTAL CONTRACTUAL		\$104,000
h. CONSTRUCTION			
64050	BUILDINGS & IMPROVEMENTS		
64280	ARCHITECTUAL & ENGINEERING		
64290	PROJECT INSPECTION		
64320	CONSTRUCTION		
64340	CONTINGENCIES		
64420	DEMOLITION & REMOVAL		
64520	IMPROVEMENTS		
	TOTAL CONTRUCTION		\$0
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		
	TOTAL OTHERS		\$0
j. Total ("ALL OTHERS") (d-i)			\$104,000
TOTALS Personnel and All Others			\$104,000
Grand Total			\$104,000

Office of the Public Auditor
Employee Compensation and Requirements
As for the 2021 budget submission

Position Title	Annual Salary		Minimum Qualification Requirements (MQR)			
	Minimum	Maximum	Degree	Years of Professional Experience	Supervisory Experience	Certification (Qualifying certifications include, but are not limited to, CPA, CGFM, CFE, CIA and/or as approved by the Public Auditor)
Auditor I	\$35,000	\$43,000	Bachelor's	0		n/a
Auditor II	\$36,000	\$45,000	Bachelor's	1		n/a
Auditor III	\$37,000	\$47,000	Bachelor's	2		n/a
Audit Senior I	\$42,000	\$57,000	Bachelor's	3		1 Qualifying Certification
Audit Senior II	\$48,000	\$60,000	Bachelor's	4	1	1 Qualifying Certification
IT Auditor Specialist I	\$42,000	\$52,000	Bachelor's	2		n/a
IT Auditor Specialist II	\$45,000	\$58,000	Bachelor's	4		CISA
Audit Supervisor	\$50,000	\$70,000	Bachelor's	5	2	1 Qualifying Certification
Audit Manager	\$65,000	\$85,000	Bachelor's	7	4	CPA or 2 Qualifying Certification
Deputy Public Auditor	\$80,000	\$90,000	Bachelor's	10	6	CPA or 2 Qualifying Certification
Investigator I	\$34,000	\$44,000	High School*	2		Federal or State level certification as a law enforcement officer
Investigator II	\$36,000	\$46,000	High School*	3		Federal or State level certification as a law enforcement officer
Investigator III	\$38,000	\$48,000	High School*	4	1	Federal or State level certification as a law enforcement officer
Investigator IV	\$40,000	\$50,000	High School*	5	2	Federal or State level certification as a law enforcement officer
Investigator V	\$44,000	\$58,000	High School*	6	3	Federal or State level certification as a law enforcement officer
Chief Investigator	\$50,000	\$70,000	High School*	7	4	Federal or State level certification as a law enforcement officer
Director of Investigations	\$60,000	\$85,000	Bachelor's	8	5	Federal or State level certification as a law enforcement officer OR Juris Doctorate Degree
Legal Counsel	\$50,000	\$85,000	Juris Doctorate	0		must be eligible to practice law in the CNMI
Administrative Assistant I	\$21,000	\$31,000	High School	2		
Administrative Assistant II	\$23,000	\$33,000	High School	5		
Administrative Officer I	\$36,000	\$46,000	Associate's	5		
Administrative Officer II	\$38,000	\$48,000	Bachelor's	6	2	
Administrative Officer III	\$40,000	\$50,000	Bachelor's	7	3	
System Administrator	\$35,000	\$45,000	Associate's	4		
Webmaster	\$24,000	\$34,000	Associate's	2		
Writer/Editor	\$30,000	\$50,000	Bachelor's	2		

*Associate's Degree preferred; Bachelor's degree strongly preferred

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for

Public Utilities Commission

FY 2021 Budget Submission

(no submission by PUC)



COMMONWEALTH CASINO COMMISSION

Commonwealth of the Northern Mariana Islands

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Juan M. Sablan, Chairman
Joseph C. Koyoc, Vice Chairman
Ramon M. Dela Cruz, Secretary
Alvaro A. Santos, Treasurer
Diego M. Songco, Public Affairs

February 28, 2020

The Hon. Ralph DLG. Torres
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 FY2021 Budget Appropriations Request

Dear Governor Torres and Ms. Villagomez:

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

On behalf of the Commission, we are submitting our Fiscal Year 2021 Budget Appropriations Request pursuant to the Office of Management & Budget's February 10, 2020 budget call. We are requesting for a total of **\$3,266,096** 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 asking for **\$1.00** from our local funding source pursuant to OMB's instructions and **\$3,266,095** from the Commonwealth Casino Commission Regulatory Fee (CCCRF) Fund.

Public Law 19-24 earmarked the CCCRF Fund of \$3,150,000 from Imperial Pacific International (CNMI), LLC and the \$116,095 from various license fees from casino service providers, vendors, junket applicants, and etc for the Commission's use in regulating the industry.

P.L. 18-56 legalized casino operations in the Third Senatorial District and established the Commonwealth Casino Commission as the CNMI's casino regulatory body. P.L. 19-24, amended P.L. 18-56 and established the Commonwealth Casino Commission as an autonomous agency. It also authorized the assessment of \$3 million on the exclusive casino licensee as part of the CCCRF Fund. This amount is due on or before October 1st of each year beginning October 1, 2015 and is to be paid by the Casino Licensee, Imperial Pacific International (CNMI), LLC. In addition, P.L. 19-24 also mandates the Secretary of Finance to establish and



maintain the CCCRF Fund to be kept separate and apart from the general funds of the Commonwealth government. The said law further provides that the CCCRF Funds be subject to annual appropriations beginning Fiscal Year 2017. Lastly, P.L. 19-24 also authorized all casino regulatory and licensing funds already collected and deposited to be transferred to the CCCRF Fund for appropriations.

This budget submission, therefore, represents the CCCRF Funds authorized by P.L. 19-24 and is being submitted to the Executive and Legislative Branches of our Commonwealth government pursuant to the mandates of the said law. The Commission is also requesting for a total of Fifty-One (51) FTEs, the same number of FTE as in previous appropriations.

As noted earlier, the Commission's budget is based on the \$3,150,000 CCCRF Funds plus the \$116,095 from the other Regulatory Fees already collected (*Both of these funding sources are included in Account Number 7079A -- See page "C"*) and \$1.00 request from local appropriations (*Business Unit 1545 - See page "B"*).

This budget submission is a product of considerable deliberations by the Commission and aims at enabling the Commission to effectively and efficiently accomplish its duties and responsibilities as mandated by P.L. 18-56, P.L. 19-24, and by the Casino Regulations. As you know, the Commission is a relatively new government entity responsible for the promulgation of the rules and regulations for the Saipan casino industry and to license, regulate, and enforce those regulations.

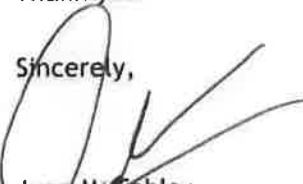
The casino industry offers the CNMI a great opportunity to generate new sources of revenue that will enable us to alleviate the CNMI's financial obligations. To date, the Casino Licensee has paid \$164.8 million dollars in gross gaming revenue taxes (GGRT), spent over \$1 billion dollars in the purchase of goods and services from various vendors, and over \$105.5 million dollars in payments for the exclusive license fees and casino regulatory fees. However, this new industry cannot succeed nor operate without the presence of the Commonwealth Casino Commission, the enforcement and regulatory entity for the Saipan gaming 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 only \$1.00 from our local funding source just to keep this account from being deleted. While still requiring legislative appropriations, the remaining \$3,266,095 is actually earmarked for the Commission per Title 4, §2309 of the Commonwealth Code.

Your continued assistance, cooperation, and understanding is greatly appreciated. If you need further information, please feel free to contact us at your convenience. In the meantime, the Commission looks forward to your favorable action on our budget request.

Thank you.

Sincerely,



Juan M. Sablan
Chairman



Edward C. DeLeon Guerrero
Executive Director

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



COMMONWEALTH CASINO COMMISSION

Fiscal Year 2021 Budget Request

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OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**

Activity:

Bus. Unit: **1545 & 7079A**

Class Code	Object Classification	FY2021 Budget Request	FY2021 Casino Regulatory Fee Fund P.L. 19-24 (CCCRF Fund Acct. No. 7079A	FY2021 TOTAL BUDGET REQUEST
		(Local: 1545)		
61100	Wages/Salaries - Ungraded		1,837,800	1,837,800
61110	Overtime Compensation (Including Holiday Pay)		25,000	25,000
61180	Personnel Life Insurance (GHLI)		11,844	11,844
61195	401K DC Retirement Employer Contribution (4%)		27,792	27,792
61196	Social Security (FICA: 6.2%)		115,246	115,246
61210	Health Insurance (Employer Contribution)		306,276	306,276
61220	Medicare Contribution (1.45%)		26,952	26,952
Total Personnel Costs		0	2,350,910	2,350,910
Number of FTE Requested			51	51
62050	Official Representation		5,000	5,000
62060	Professional Services		65,500	65,500
62080	Advertising		3,000	3,000
62100	Board & Other Compensation		325,000	325,000
62250	Communications		45,000	45,000
62260	Dues and Subscriptions		4,500	4,500
62280	Insurance		13,000	13,000
62300	Printing and Photocopying		9,500	9,500
62420	Rental - Vehicles			
62440	Rental - Office Rental		127,680	127,680
62460	Rental - Office Equipment		7,000	7,000
62500	Travel		180,000	180,000
62660	Repair & Maintenance		8,000	8,000
62670	All Others		1,000	1,000
62680	Freight & Handling		500	500
62690	Personnel Training Costs		9,500	9,500
62710	Utilities - Power		35,000	35,000
62750	Cleaning Services			
63010	Books and Library Materials		850	850
63020	Food Items		4,500	4,500
63030	Fuel and Lubricant (POL)		10,000	10,000
63040	Supplies - Office	1.00	6,655	6,656
63050	Supplies - Operations		32,500	32,500
63120	Equipment under \$5,000		8,000	8,000
64540	Machinery, Tools, and Equipment		5,000	5,000
64560	Office Equipment		3,500	3,500
64570	Office Furniture & Fixtures		5,000	5,000
64580	Vehicles - Public Service & Administration			
Total All Others		1.00	915,185	915,186
Total Personnel		0	2,350,910	2,350,910
GRAND TOTAL PERSONNEL & ALL OTHERS		1.00	3,266,095	3,266,096
62070	Public Auditor (1%)	0	32,661	32,661

OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**

Activity:

Bus. Unit: **1545**

Class Code	Object Classification	FY2020 Budget Appropriations P.L. 20-67 (Local)	FY2021 Budget Request (Local)
61100	Wages/Salaries - Ungraded		
61110	Overtime Compensation (Including Holiday Pay)		
61180	Personnel Life Insurance (GHLI)		
61195	401K DC Retirement Employer Contribution (4%)		
61196	Social Security (FICA: 6.2%)		
61210	Health Insurance (Employer Contribution)		
61220	Medicare Contribution (1.45%)		
61240	Workmen's Compensation Insurance		

Total Personnel Costs	0	0
Number of FTE Requested		

62050	Official Representation		
62060	Professional Services		
62080	Advertising		
62090	Recruitment/Repatriation		
62100	Board & Other Compensation		
62250	Communications		
62260	Dues and Subscriptions		
62300	Printing and Photocopying		
62420	Rental - Vehicles		
62460	Rental - Office Equipment		
62440	Rental - Office Rental		
62500	Travel		
62660	Repair & Maintenance		
62670	All Others		
62680	Freight & Handling		
62690	Personnel Training Costs		
62710	Utilities - Power		
62750	Cleaning Services		
63010	Books and Library Materials		
63020	Food Items		
63030	Fuel and Lubricant (POL)		
63040	Supplies - Office	1.00	1.00
63050	Supplies - Operations		
63120	Equipment under \$5,000		
64540	Machinery, Tools, and Equipment		
64560	Office Equipment		
64570	Office Furniture & Fixtures		
64580	Vehicles - Public Service & Administration		

Total All Others	1.00	1.00
Total Personnel	0	0

GRAND TOTAL PERSONNEL & ALL OTHERS	1.00	\$1.00
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62070	Public Auditor (1%)	0.1	0.1
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OPERATING EXPENDITURE WORKSHEET

Dept: **Commonwealth Casino Commission**

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

Bus. Unit: CCCRF Fund Account **7079A**

Class Code	Object Classification	FY2021 Casino CCCRF Fund P.L. 19-24: \$116,095 Acct. No. 7079A	FY2021 Casino CCCRF Fund P.L. 19-24: \$3.15 Million Acct. No. 7079A	TOTAL FY2021 CCCRF FUND P.L. 19-24 Acct. No. 7079A
61100	Wages/Salaries - Ungraded		1,837,800	1,837,800
61110	Overtime Compensation (Including Holiday Pay)		25,000	25,000
61180	Personnel Life Insurance (GHLI)		11,844	11,844
61195	401K DC Retirement Employer Contribution (4%)		27,792	27,792
61196	Social Security (FICA: 6.2%)		115,246	115,246
61210	Health Insurance (Employer Contribution)		306,276	306,276
61220	Medicare Contribution (1.45%)		26,952	26,952
Total Personnel Costs		0	2,350,910	2,350,910
Number of FTE Requested			51	51
62050	Official Representation	5,000	0	5,000
62060	Professional Services	65,000	500	65,500
62080	Advertising		3,000	3,000
62090	Recruitment/Repatriation			
62100	Board & Other Compensation		325,000	325,000
62250	Communications	2,000	43,000	45,000
62260	Dues and Subscriptions		4,500	4,500
62280	Insurance		13,000	13,000
62300	Printing and Photocopying	5,500	4,000	9,500
62420	Rental - Vehicles			
62440	Rental - Office Rental		127,680	127,680
62460	Rental - Office Equipment		7,000	7,000
62500	Travel		180,000	180,000
62660	Repair & Maintenance		8,000	8,000
62670	All Others		1,000	1,000
62680	Freight & Handling		500	500
62690	Personnel Training Costs	4,000	5,500	9,500
62710	Utilities - Power	5,000	30,000	35,000
62750	Cleaning Services			0
63010	Books and Library Materials	850		850
63020	Food Items	2,500	2,000	4,500
63030	Fuel and Lubricant (POL)	5,000	5,000	10,000
63040	Supplies - Office	2,500	4,155	6,655
63050	Supplies - Operations	17,245	15,255	32,500
63120	Equipment under \$5,000	1,500	6,500	8,000
64540	Machinery, Tools, and Equipment		5,000	5,000
64560	Office Equipment		3,500	3,500
64570	Office Furniture & Fixtures		5,000	5,000
64580	Vehicles - Public Service & Administration			
Total All Others		116,095	799,090	915,185
Total Personnel			2,350,910	2,350,910
GRAND TOTAL PERSONNEL & ALL OTHERS		116,095	3,150,000	3,266,095
62070	Public Auditor (1%)	1,161	31,500	32,661

COMMONWEALTH CASINO COMMISSION
FY2021 Personnel Budget Worksheet

FTE	JOB TITLE	ANNUAL BASE SALARY	TOTAL BENEFITS (EMPLOYER'S CONTRIBUTION)	TOTAL CONTRACT OBLIGATION
EXECUTIVE (12)				
1	Executive Director (Edward C. Deleon Guerrero)	85,000	22,786	107,786
2	Executive Assistant to the Commission (Ruth Ann P. Sakisat)	50,000	9,466	59,466
3	Executive Secretary (Elicia San Nicolas)	34,000	12,508	46,508
4	Information Technology Manager (Ian R. Morrell)	50,000	6,644	56,644
5	NAS/CMS Administrator (Jerome H. Bermudes)	34,000	9,321	43,321
6	Human Resource Officer (Juanette L.G. Sablan)	40,000	19,152	59,152
7	Administrative/Procurement Officer (Donald C. Camacho)	37,000	3,404	40,404
8	Accountant (Catherine C. Licop-Mendoza)	37,000	9,143	46,143
9	Communications Specialist (Erwin T. Encinares)	32,000	12,355	44,355
10	Administrative Specialist (Kimberly C. Oxales)	24,000	1,836	25,836
11	Custodian/Janitor (Edgardo D. Baconawa)	19,800	17,771	37,571
12	Accounts Clerk (Vacant)	22,000	7,705	29,705

PERMIT & LICENSING DIVISION (8)				
13	Permit & Licensing Manager (Velma A. Lore)	50,000	22,108	72,108
14	Senior Inspector (Francisco C. Ada)	34,000	13,868	47,868
15	Inspector II: Supervisor License & Badging (Benjamin T. Hocog)	34,000	18,065	52,065
16	Inspector I (Francisco S. Ada)	30,000	7,128	37,128
17	Inspector I: Supervisor Vendor Licensing (Erik Thomas O. Basa)	32,000	4,219	36,219
18	Permit & Licensing Officer (Lolaine V. Castro)	34,000	7,423	41,423
19	Permit & Licensing Clerk (Julie D. Aidan)	21,000	11,559	32,559
20	Permit & Licensing Clerk (Hensley F. Litulumar)	21,000	12,745	33,745

ENFORCEMENT & INVESTIGATIONS DIVISION (17)				
21	Enforcement & Investigations Manager (Vicente B. Babauta)	50,000	6,644	56,644
22	Investigative Analyst (Justin X. Poon)	35,000	7,500	42,500
23	Senior Special Agent (JB K. Cepeda)	39,000	15,106	54,106
24	Senior Special Agent (Patrick Micheal P. Sablan)	39,000	5,153	44,153
25	Special Agent (Regino M. Celis Jr.)	35,000	2,678	37,678
26	Special Agent (Thelma Mizer)	35,000	7,510	42,510
27	Senior Enforcement Agent (Julita A. Omar)	35,000	3,251	38,251
28	Senior Enforcement Agent (Marvin Jacob M. Ngeskebel)	35,000	2,678	37,678
29	Senior Enforcement Agent (Augustine P. Diaz)	35,000	7,500	42,500
30	Enforcement Agent II (Felipe A. Litulumar)	32,000	2,448	34,448
31	Enforcement Agent II (Nokki L. Saralu)	32,000	2,976	34,976
32	Enforcement Agent II (Mark Anthony L. Diestro)	32,000	2,976	34,976
33	Enforcement Agent II (Kilroy B. Deleon Guerrero)	32,000	7,281	39,281
34	Enforcement Agent II (Alvin B. Salas)	32,000	4,256	36,256
35	Enforcement Agent I (Kevin G. Deleon Guerrero)	28,000	2,606	30,606
36	Enforcement Agent I (George M. Cabrera)	28,000	6,975	34,975
37	Enforcement Agent I (Chavez C. Kaneshi)	28,000	17,672	45,672

**COMMONWEALTH CASINO COMMISSION
FY2021 Personnel Budget Worksheet**

FTE	JOB TITLE	ANNUAL BASE SALARY	TOTAL BENEFITS (EMPLOYER'S CONTRIBUTION)	TOTAL CONTRACT OBLIGATION
AUDIT DIVISION (4)				
38	Audit Manager (Charlie O. Atalig)	75,000	24,202	99,202
39	Senior Auditor (Eleuterio G. Palacios Jr.)	45,000	18,907	63,907
40	Financial Auditor (Jolene S. Demapan)	42,000	13,120	55,120
41	Financial Auditor (Michael U. Sheu)	42,000	8,035	50,035

COMPLIANCE DIVISION (6)				
42	Compliance Manager (Andrew Yeom)	50,000	19,289	69,289
43	Technical Compliance Specialist (Leonard Leon)	42,000	8,035	50,035
44	Senior Compliance Agent (Arden V. Sablan)	42,000	8,046	50,046
45	Compliance Agent (Fernando B. Santos)	37,000	7,653	44,653
46	Compliance Agent (Marc A. Venus)	37,000	9,143	46,143
47	Compliance Officer (Vacant: Angelita H. Mamarit)	44,000	21,318	65,318

UNFUNDED POSITIONS:				
48	Supervisory Agent-in-Charge (Vacant)			
49	Financial Auditor (Vacant)			
50	Inspector I (Vacant)			
51	CCC Attorney/Legal Counsel (Unfunded but FTE Requested in FY2020)			

	Legal Counsel (Michael Ernest, Assist. AG: FTE listed under OAG Budget)	79,000	14,036	93,036
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Projected Overtime & Holiday Pay 25,000
FICA & Medicare on Projected Overtime & Holiday Pay 1,913

TOTAL BASE SALARY	1,837,800		
TOTAL PERSONNEL BENEFITS		513,110	
TOTAL PERSONNEL COSTS			2,350,910

<i>Amount per pay period</i>	90,420
<i>Amount per month</i>	195,909

ORGANIZATIONAL CHART

COMMONWEALTH CASINO COMMISSION

COMMISSIONER Chairman
COMMISSIONER Vice Chairman
COMMISSIONER Secretary
COMMISSIONER Treasurer
COMMISSIONER Public Affairs

EXECUTIVE DIRECTOR

ATTORNEY GENERAL

Executive Secretary

Executive Assistant
to the Commission

Legal Counsel (AAG)

INFORMATION TECHNOLOGY

Manager (IT Director)

NAS/CMS Administrator

Communications Specialist

ADMINISTRATIVE SERVICES

Human Resources Officer

Accountant

Procurement Officer

Administrative Specialist

Accounts Clerk

Maintenance/Janitor

DIVISION OF PERMIT & LICENSING

MANAGER

Permit & Licensing Officer

Inspector II
(Supervisor - License & Badging)
(2 Positions)

Permit & Licensing Clerk
(2 Positions)

Inspector I
(Supervisor - RNG Vendor License)
(2 Positions)

Senior Inspector

Inspector I
(2 Positions)

DIVISION OF ENFORCEMENT & INVESTIGATIONS

MANAGER

Regulatory Enforcement
& Investigations

Supervisory
Agent-In-Charge

Senior Special Agent
(2 Positions)

Special Agent
(2 Positions)

Investigative Analyst

Enforcement
& Surveillance

Senior Enforcement Agent
(3 Positions)

Enforcement Agent II
(5 Positions)

Enforcement Agent I
(3 Positions)

DIVISION OF COMPLIANCE

MANAGER

Compliance Officer

Senior Compliance Agent

Compliance Agent
(2 Positions)

Technical Compliance Specialist

DIVISION OF AUDIT

MANAGER

Senior Auditor

Financial Auditor
(3 Positions)

Approved By:

Edward C. Deleon Guerrero

Executive Director

Date:

2/27/2020

Concurred By:

Juan M. Pablan

Chairman

Date:

2/27/2020

Commonwealth of the Northern Mariana Islands

COMMONWEALTH CASINO COMMISSION

BUDGET SUBMISSION: Fiscal Year 2021

A. BUDGET NARRATIVE

Overview

Public Law 18-56 (as amended by P.L. 19-24) created the Commonwealth Casino Commission ("Commission") as well as established and authorized the casino gaming industry on Saipan. The Commonwealth Lottery Commission awarded Imperial Pacific International (CNMI), LLC, the exclusive casino license. This was formalized on March 12, 2014, with the signing of the Casino License Agreement ("CLA") between the Commonwealth Lottery Commission and Imperial Pacific International (CNMI), LLC ("IPI"). IPI is the exclusive casino licensee operating live casino gaming operations at the Imperial Pacific Resort and Hotel ("IPR") in Garapan, Saipan. IPR is the Initial Gaming Facility authorized by the CLA.

IPI is expected to hire close to 4,000 employees for the gaming and non-gaming operations of its integrated casino and resort at IPR. Currently, IPI has 80 Gaming Tables (most of which are baccarat tables) and 268 Electronic Gaming Machines ("EGMS" -- also referred to as "Slot Machines") as of February 2020.

The Commission is delegated the authority by P.L. 18-56 and P.L. 19-24 to promulgate the Casino Regulations, Minimum Internal Control Standards ("MICS") and to implement and enforce these regulations and standards. 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.

IPI cannot operate its gaming operations without first receiving the regulatory licenses from the Commission. All casino employees, key employees, casino gaming and non-gaming vendors, and casino junket operators are required to be licensed and are subject to background investigations including review of their criminal history, association, and financial suitability, among others.

P.L. 18-56 requires IPI to invest a minimum of \$2 Billion and construct a minimum of 2,000 new hotel rooms. IPI subsequently offered to invest over \$7 Billion in their planned Integrated Casino Resort based on three (3) phases of development. During early 2015, IPI requested the CNMI government through the Commonwealth Lottery Commission for authority to open and operate a temporary live gaming and training facility. On February 24, 2015, the Commonwealth Lottery Commission approved IPI's proposal to open a

temporary live gaming training facility at the Duty-Free T-Galleria facility in Garapan.

Subsequently, IPI requested for the Commission's permission to start their live gaming operations that the Commission granted in July 26, 2015. Prior to the initial opening, the Commission licensed numerous casino employees, casino key employees, and casino service providers. By the end of calendar year 2015, the Commission licensed over 700 casino employees, 15 casino key employees, 45 gaming tables, and 106 electronic gaming machines (EGM/Slot Machines). By the end of calendar year 2016, the Commission licensed 1,057 casino employees, 44 casino key employees, 48 gaming tables, and 141 electronic gaming machines (EGM/Slot Machines). In calendar year 2017, IPI had 76 Gaming Tables and 284 EGMs. The Commission licensed 1,736 IPI casino employees and 49 casino key employees for the same period. In calendar year 2018, Commission licensed 1,072 IPI casino employees and 38 casino key employees. In calendar year 2019, Commission licensed 693 IPI casino employees and 18 casino key employees. In addition, the Commission registered 1,642 IPI employees working in non-gaming related activities. Currently, IPI has 268 EGMs and 80 gaming tables.

The Commission anticipates a significant demand on its limited resources starting in 2020, when IPI plans to open additional gaming floors as well as the hotel portion of the Initial Gaming Facility (Imperial Pacific Resort) in Garapan, Saipan. This casino resort will be a 14-storey elegant resort in a 329-room hotel and three floors of gaming areas. IPI plans to increase its casino game offerings to about 365 EGMs and 199 Gaming Tables. The Casino Licensee plans to hire close to 4,000 employees to run the integrated resort. The Commission is required to license all gaming employees and to register all non-gaming employees.

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 Service Providers (gaming), Casino Vendors (non-gaming), 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.

The Commonwealth Casino Commission is therefore submitting this budget request reflecting the minimum \$3 Million from the CCCRF Funds assessed on IPI and from the other regulatory fees (Casino Service Providers/Gaming, Casino Vendors/Non-Gaming, and Junket Application Regulatory Fees) that have been paid and deposited in the amount of \$116,095 as of February 26, 2019. The Casino Commission is also requesting the CNMI government to maintain the local funding level at \$1,090 but the Office of Management & Budget ("OMB") has instructed us that this amount be reduced to \$1.00 due to the CNMI's overall revenue shortfall. Thus, this budget submission is showing a total of **\$3,266,096** which represents a combined local funding of \$1.00, CCCRF Fund of \$3,150,000 and the other Casino Regulatory Fee of \$116,095.

SUMMARY BUDGET REQUEST. \$3,266,096: The Commonwealth Casino Commission is requesting for the following budget amount from the respective budget sources: (See Page "A")

- 1) P.L. 19-24 - **\$3,150,000. Commonwealth Casino Commission Regulatory Fee (CCCRF) Fund, Account Number 7079A.** This is the Annual Casino Regulatory Fee assessed on IPI due and collected annually on or before October 1st of each fiscal year: \$3 million dollars. P.L. 19-24 also provides that beginning on the fifth year of operation, the annual fee shall be increased by 5% that translate to an additional \$150,000 annually ($\$3,000,000 \times 5\% = \$150,000$) beginning in FY2021. $\$3,000,000 + \$150,000 = \$3,150,000$. (See Page "C")
- 2) P.L. 19-24 - **\$116,095. Commonwealth Casino Commission Regulatory Fee Fund (CCCRF) Fund.** These are Regulatory License Fees from Casino Service Provider Licenses, Casino Vendor Licenses, and Junket Operator Licenses. These funds are already paid as of February 2019 and deposited in Account Number 7079A: **\$116,095.** (See Page "C")
- 3) **FY2021 CNMI Budget Appropriations Act -- Business Unit 1545: \$1.00.** The amount requested is the amount instructed by OMB's budget call pursuant to reduction or shortfall in anticipated revenue collection. (See Page "B")

Sub-Total - Casino Regulatory Fee (Account #7079A):	\$3,266,095.
Sub-Total - CNMI Local Appropriations (Business Unit 1545):	\$ <u>1.</u>

TOTAL AMOUNT REQUESTED FOR FY2021 \$3,266,096.

See page - A -

B. COMMISSION MANDATES

Public Law 18-56 and P.L. 19-24 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, 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, 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.
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 is in compliance 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, 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.

C. BUDGET JUSTIFICATION

61100	WAGES/SALARIES - Ungraded	\$1,837,800
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This amount is budgeted to cover the salaries of Forty-Seven (47) Full Time Equivalent Employees ("FTEs") for the Commonwealth Casino Commission ("Commission"). It includes 47 FTEs under the CCCRF Fund program: 12 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 CCC is paying the full salary and benefits of one Assistant Attorney General per an Interagency Agreement between CCC and the OAG. The budget submission is also requesting for four (4) unfunded FTEs. This is to allow the Commission to hire additional staff if funding becomes available. As the Casino Licensee grows according to its Casino License Agreement (involving the Initial Gaming Facility, Phase 1 and Phase 2 of the project), the Commission needs to recruit additional manpower to provide the needed services.

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 47 personnel are the minimum number of FTEs required to effectively license, regulate, and enforce the current gaming statutes. It is important to note that this industry is expected to invest over \$2 Billion into the CNMI economy. *(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 additional manpower as IPI continues with its planned development as required by the Casino License Agreement, including the anticipated opening of additional gaming floor at IPR during 2021. These events will expand the Commission's areas of responsibilities and will require additional manpower.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$1,837,800	\$1,837,800

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) \$11,844

This amount represents the employer's mandatory contribution to personnel life insurance (CNMI group life insurance premiums thru GHLI) based on 19 employees out of the 48 FTEs who enrolled in the program.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$11,844	\$11,844

61195 401K DEFINED CONTRIBUTION - RETIREMENT \$27,792

This amount represents the employer's mandatory contribution to employees' 401K Retirement program for 17 employees out of the 48 FTEs who elected to join the program.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$27,792	\$27,792

61196 SOCIAL SECURITY (FICA) \$115,246

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
\$-0-	\$115,246	\$115,246

61210 HEALTH INSURANCE \$306,276

This amount represents the employer's mandatory contribution to 34 employees out of the 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
\$-0-	\$306,276	\$306,276

61220 MEDICARE CONTRIBUTION \$26,952

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
\$-0-	\$26,952	\$26,952

62050 OFFICIAL REPRESENTATION \$5,000

This budget category is requested to cover official representation costs to enable the Commission to carry out its statutory duties and responsibilities. The amount budgeted is for reasonable expenses for hosting of government officials, guests, trainers, and the promotion of goodwill and for other public purposes. It is also budgeted to cover costs authorized by Section 2315 (f) of P.L. 18-56 to reimburse costs incurred by the Executive Director up to \$25,000 for actual, necessary, and reasonable expenses incurred in the performance of his duties as allowed by the Commission. The Commission is prohibited from receiving anything of value from the casino licensee and its associates and thus will need to have an independent source of revenue to host casino gaming consultants and trainers.

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

62060 PROFESSIONAL SERVICES \$65,500

This category is one of the most important line-item budget for the Commission and is requested to cover costs associated with 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, 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, testing and auditing of gaming equipment, and other audit experts.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$65,500	\$65,500

62080 ADVERTISING \$3,000

This budget category is requested to cover advertising costs necessary to comply with the Open Government Act and other procurement announcement requirements. The Commission is required to issue public notice announcements in at least one local newspaper all meetings of the Commission. It is also required to publish Invitation-To-Bid, Request for Proposals, Job Vacancy Announcements, and other procurement requirements.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$3,000	\$3,000

62100 BOARD AND OTHER COMPENSATION \$325,000

This amount is budgeted to cover the compensation of five (5) Commissioners of the Commonwealth Casino Commission based on \$65,000 per annum for each Commissioner per P.L. 18-56 and P.L. 9-24. This compensation is an honorarium for services rendered to the Commission in its responsibility to regulate and license the casino gaming industry.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$325,000	\$325,000

62250 COMMUNICATIONS \$45,000

This budget category is requested to cover communications costs associated with the procurement of postage stamps and other mailing costs and for the payment of monthly telephone, facsimile, cellular, and internet/DSL and web server charges. The Commission Division of Permit & Licensing, Enforcement & Investigations, Audit, Compliance, and the Executive Office will need to have access to telecommunications (cell phones/DLS) 24/7 as part of their regulatory and surveillance duties and responsibilities.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$45,000	\$45,000

62260 DUES AND SUBSCRIPTIONS \$4,500

This budget category is requested to cover annual membership dues to the International Association of Gaming Regulators, Society for Human Resource

Management, Association of Certified Anti-Money Laundering Specialists, and the International Association of Chiefs of Police. Also included here are for subscriptions to professional gaming journals, newsletters, and other publications necessary to keep the Commissioners and staff informed on current issues affecting the enforcement and regulations of the gaming industry.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$4,500	\$4,500

62280 INSURANCE \$13,000

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-	\$13,000	\$13,000

62300 PRINTING AND PHOTOCOPYING \$9,500

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
\$-0-	\$9,500	\$9,500

62440 RENTAL - OFFICE SPACE \$127,680

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). The Commission will be renting an additional 1,280 square feet of space in the rear of the current main office to be used as storage and evidence room at a cost of \$.50 per square foot (1,280 x .50 = \$640 x 12 Months = \$7,680). \$120,000 + \$7,680 = \$127,680.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$127,680	\$127,680

62460 RENTAL - OFFICE EQUIPMENT \$7,000

This budget category is requested to cover rental and/or lease payments for office equipment to include office copier and other related equipment.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$7,000	\$7,000

62500	TRAVEL	\$180,000
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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
\$-0-	\$180,000	\$180,000

62660	REPAIRS AND MAINTENANCE	\$8,000
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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
\$-0-	\$8,000	\$8,000

62670	ALL OTHERS	\$1,000
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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

62680 FREIGHT AND HANDLING \$500

This budget category is requested to cover Freight and Handling costs for capital items and other specialized equipment needed by the Commission's Division of Enforcement & Investigations and by the Information Technology Unit. Most of the specialized and technical equipment will need to be procured off-island and Freight and Handling charges are expected.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$500	\$500

62690 PERSONNEL TRAINING COSTS \$9,500

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-	\$9,500	\$9,500

62710 UTILITIES - POWER \$35,000

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 \$35,000 to pay for its utility expenses.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$35,000	\$35,000

63010 BOOKS AND LIBRARY MATERIALS \$850

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-	\$850	\$850

63020 FOOD ITEMS \$4,500

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
\$-0-	\$4,500	\$4,500

63030 FUEL AND LUBRICANT (POL) \$10,000

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
\$-0-	\$10,000	\$10,000

63040 SUPPLIES - OFFICE \$6,656

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
\$1.00	\$6,655	\$6,656

63050 SUPPLIES - OPERATIONS \$32,500

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 for the Commission personnel, and miscellaneous operations supplies.

Local Account 1545	CCCRF Account 7079A	Total
\$-0-	\$32,500	\$32,500

63120	EQUIPMENT UNDER \$5,000	\$8,000
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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-	\$8,000	\$8,000

64540	MACHINERY, TOOLS, AND EQUIPMENT	\$5,000
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This budget category is requested to purchase technical tools, equipment, and machinery necessary for the Commission to perform its gaming audits, regulatory site inspections, and related sensitive investigations and enforcement duties.

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

64560	OFFICE EQUIPMENT	\$3,500
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This budget category is for the purchase of a desktop computer, a hard-drive, and other computer equipment and accessories. The Commission is a relatively new government entity responsible for the regulatory enforcement and implementation of P.L. 18-56, P.L. 19-24, 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-	\$3,500	\$3,500

64570	OFFICE FURNITURE AND FIXTURES	\$5,000
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This budget category is requested to cover costs of furnishing the Commission's main office at Springs Plaza. The Commission needs to purchase office desks, chairs, and other related office furniture and fixture. These furniture and fixtures are essential for the effective and efficient operation of the Casino Commission.

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



COMMONWEALTH PORTS AUTHORITY

Main Office: FRANCISCO C. ADA/SAIPAN INTERNATIONAL AIRPORT
P.O. BOX 501055, SAIPAN, MP 96950-1055
Phone: (670) 237-6500/1 • Fax: (670) 234-5962
E-mail Address: cpa.admin@pticom.com
Website: www.cpa.gov.mp



March 20, 2020

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

Hafa Adai Ms. Villagomez:

The Commonwealth Ports Authority (CPA) respectfully submits its draft consolidated Operations Budget for the Airports and Seaports (Saipan, Tinian and Rota) for Fiscal Year 2021, for your information.

Should you require further information, please contact me or CPA's Comptroller Ms. Skye Aldan Hofschneider at (670) 237-6500 ext. 120.

Best Regards,

A handwritten signature in blue ink, appearing to read "CTenorio".

CHRISTOPHER S. TENORIO
Executive Director

cc: Skye Aldan Hofschneider, Comptroller

The Commonwealth Ports Authority's (CPA) mission is "to develop air and sea navigation to and from the CNMI to its fullest potential". The agency is tasked with the responsibility to operate, maintain, and improve the airports and seaports within the CNMI. CPA is an autonomous organization and generates revenues from port users to fund operating expenses, capital improvements, and debt service requirements. CPA consists of several departments on the islands of Saipan, Rota, and Tinian. These departments include the following: Administration, Accounting, Aircraft Rescue Fire Fighting (ARFF), Custodial, Ports Police, Operations, Seaport, and Terminal Maintenance. Currently, CPA operates and maintains six facilities including: the Francisco C. Ada/Saipan International Airport, Port of Saipan, Benjamin Taisacan Manglona International Airport, Rota West Harbor, Tinian International Airport, and the Port of Tinian.

Novel Coronavirus Financial Impact

The recent outbreak of the 2019 Novel Coronavirus, which originated in China, has negatively impacted CPA's financial outlook. As of March 2020, four airlines have fully suspended operations. These airlines provide a significant percentage of the revenues collected by CPA. Additionally, the airlines that remain in operation have been experiencing low passenger loads, resulting in additional revenue losses. The continued suspension of flights and overall decrease in passengers has resulted in substantial revenue losses and the implementation of austerity measures to control expenditures. CPA anticipates the reduction in revenues to flow into fiscal year 2021.

The estimated revenue reductions and forecasts for Fiscal Year 2021 place CPA in a position of potential noncompliance with its Bond Indenture. CPA's Bond Indenture requires that a debt ratio coverage of 1.25 be maintained for every fiscal year that the bonds remain outstanding. Therefore, CPA monitors expenses closely and will continue to follow the austerity measures in place to maintain compliance with its Bond Indenture agreement.

Due to the global economic impact of the 2019 Novel Coronavirus outbreak and CPA's current financial situation, CPA has identified the following items as priorities in the upcoming fiscal year:

Revenue Enhancement

In the past several years, CPA has maintained financial stability through the increase and steadying of passenger activity and increase in revenue tonnage due to the influx of construction projects in the CNMI. More recently, airport revenues have slightly declined due to the exit of scheduled air carriers resulting in decreased passenger activity. Furthermore, the ongoing suspension of flights due to the 2019 Novel Coronavirus outbreak has considerably reduced the number of passengers and flights coming into the CNMI. In an effort to enhance revenues to fund maintenance and operation costs and proposed improvements of its airport and seaports, CPA is looking into allowable programs and alternative sources of revenue.

Super Typhoon Yutu Recovery

In October 2018, Super Typhoon Yutu struck the CNMI, which resulted in major damages on the islands of Saipan and Tinian. The CPA sustained significant damages to its property throughout its airports and seaports on these islands. CPA also experienced a significant loss of revenue as well as incurred additional expenditures outside of its normal operations. In line with recovery efforts, CPA has conducted its property damage assessments and has identified several priority projects. CPA will utilize its insurance settlement proceeds and FEMA Public Assistance to fund the Typhoon Yutu projects.

Major projects resulting from the damages include the following:

- Saipan Airport Loading Bridge Replacement
- Saipan Commuter terminal repairs
- Saipan and Tinian Airport Perimeter Fence replacement
- Saipan Air Traffic Control Tower repairs
- Saipan and Tinian ARFF station repairs
- Saipan and Tinian roof repairs
- Saipan ARFF Training Facility repairs
- Saipan Airport bus canopy to commuter replacements
- Saipan and Tinian window and door replacements
- Saipan and Tinian Air Conditioner unit replacements
- Saipan Airport Rotating Beacon replacement
- Saipan Airport Incinerator Facility repairs
- Saipan and Tinian Terminal repainting
- Tinian Flight service station renovations

Commonwealth Ports Authority-Consolidated Airports

Fiscal Year 2021 Draft Budget

	Saipan	Rota	Tinian	TOTAL
Operating Revenue:				
Aviation	\$ 6,298,600.00	\$ 77,550.00	\$ 225,760.00	\$ 6,601,910.00
Non-Aviation	\$ 5,301,294.18	\$ 48,126.72	\$ 619,808.04	\$ 5,969,228.94
Total Operating Revenue	\$ 11,599,894.18	\$ 125,676.72	\$ 845,568.04	\$ 12,571,138.94
Personnel:				
Salaries & Wages	\$ 3,784,613.46	\$ 645,059.25	\$ 672,429.37	\$ 5,102,102.08
Benefits	\$ 704,990.15	\$ 169,615.03	\$ 166,373.65	\$ 1,040,978.84
Total Personnel	\$ 4,489,603.61	\$ 814,674.28	\$ 838,803.03	\$ 6,143,080.92
Operating Budget:				
Staff Training	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
ARFF Training Facility	\$ 115,000.00	\$ -	\$ -	\$ 115,000.00
Contractual Services	\$ 1,201,810.00	\$ -	\$ -	\$ 1,201,810.00
Insurance	\$ 1,690,192.61	\$ -	\$ -	\$ 1,690,192.61
Travel Expense	\$ 88,000.00	\$ 39,500.00	\$ 15,150.00	\$ 142,650.00
Board Travel/Expense	\$ 17,500.00	\$ 14,200.00	\$ 7,000.00	\$ 38,700.00
Promotion	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
Repairs and Maintenance	\$ 412,500.00	\$ 98,150.00	\$ 47,500.00	\$ 558,150.00
Supplies & Materials	\$ 536,100.00	\$ 60,750.00	\$ 52,500.00	\$ 649,350.00
Fuel	\$ 249,000.00	\$ 23,000.00	\$ 28,000.00	\$ 300,000.00
Legal Services	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
Subscription	\$ 1,000.00	\$ -	\$ 400.00	\$ 1,400.00
Membership Dues	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Advertising	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
Communication	\$ 76,000.00	\$ 10,300.00	\$ 6,500.00	\$ 92,800.00
Postage	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Miscellaneous	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 2,680,000.00	\$ 110,000.00	\$ 190,000.00	\$ 2,980,000.00
Professional Services	\$ 90,000.00	\$ 2,000.00	\$ -	\$ 92,000.00
OPA - 1%	\$ 118,607.06	\$ 11,725.74	\$ 11,858.53	\$ 142,191.34
Total Operating Expense	\$ 7,489,709.67	\$ 369,625.74	\$ 358,908.53	\$ 8,218,243.95
Total Operating and Personnel expense	\$ 11,979,313.28	\$ 1,184,300.02	\$ 1,197,711.56	\$ 14,361,324.86
Operating Income (Loss)	\$ (379,419.10)	\$ (1,058,623.30)	\$ (352,143.52)	\$ (1,790,185.92)

All numbers subject to change

Commonwealth Ports Authority-Airport
Salary & Benefits Budget Detail

FY 2021 Budget

No.	Title	Pay Level	Hourly Rate	Annual Salaries	ASC 4.00%	Social Sec. 6.20%		Aetna	Life	FICA 1.45%		Total Benefits		Total S&W and Benefits
1	Chief Technician	17/2	\$ 16.65	\$ 34,625.61	\$ -	\$	\$	\$	\$ 573.30	\$ 502.07	\$	\$ 3,222.16	\$	\$ 37,847.77
2	AOA Controller-II	6/1	\$ 9.27	\$ 19,280.84	\$ 771.23	\$	\$	\$	\$ 318.50	\$ 279.57	\$	\$ 2,564.72	\$	\$ 21,845.56
3	AOA Controller-II	6/1	\$ 9.27	\$ 19,280.84	\$ 771.23	\$	\$	\$ 4,832.62	\$	\$ 279.57	\$	\$ 7,397.34	\$	\$ 26,678.18
4	AOA Controller-I	5/3	\$ 9.73	\$ 20,244.88	\$ 809.80	\$	\$	\$	\$ 336.70	\$ 293.55	\$	\$ 2,695.23	\$	\$ 22,940.11
5	Equipment Operator-III	7/5	\$ 11.83	\$ 24,607.78	\$ -	\$	\$	\$	\$ 409.50	\$ 356.81	\$	\$ 2,292.00	\$	\$ 26,899.78
6	AOA Controller-II	6/2	\$ 9.73	\$ 20,244.88	\$ 809.80	\$	\$	\$	\$ 336.70	\$ 293.55	\$	\$ 2,695.23	\$	\$ 22,940.11
7	Supervisor	19/5	\$ 21.25	\$ 44,192.03	\$ -	\$	\$	\$	\$ 728.00	\$ 640.78	\$	\$ 4,108.69	\$	\$ 48,300.72
8	Equipment Operator-I	4/1	\$ 8.41	\$ 17,488.29	\$ -	\$	\$	\$	\$ 291.20	\$ 253.58	\$	\$ 1,629.05	\$	\$ 19,117.34
9	Master Electrician	19/9	\$ 25.85	\$ 53,715.69	\$ -	\$	\$	\$	\$ 819.00	\$ 778.88	\$	\$ 4,928.25	\$	\$ 58,643.94
10	AOA Controller-III	8/2	\$ 10.73	\$ 22,319.98	\$ 892.80	\$	\$	\$	\$ 373.10	\$ 323.64	\$	\$ 2,973.38	\$	\$ 25,293.36
11	Equipment Operator - I	6/1	\$ 9.27	\$ 19,280.84	\$ -	\$	\$	\$	\$ 318.50	\$ 279.57	\$	\$ 1,793.48	\$	\$ 21,074.32
12	Equipment Operator - I	4/1	\$ 8.41	\$ 17,488.29	\$ 699.53	\$	\$	\$	\$ 336.70	\$ 253.58	\$	\$ 2,374.09	\$	\$ 19,862.38
13	AOA Controller-I	5/3	\$ 9.73	\$ 20,244.88	\$ 809.80	\$	\$	\$ 15,464.28	\$	\$ 293.55	\$	\$ 18,159.51	\$	\$ 38,404.39
14	Assistant Supervisor	17/1	\$ 15.85	\$ 32,976.77	\$ -	\$	\$	\$	\$ 546.00	\$ 478.16	\$	\$ 3,068.72	\$	\$ 36,045.49
15	Electrician	8/1	\$ 10.22	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
16	Electrician	8/1	\$ -	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
17	AOA Controller-II	6/1	\$ -	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
18	Mechanic-II	6/1	\$ -	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
19	Electrician	8/1	\$ -	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
20	Assistant Supervisor	17/2	\$ 16.65	\$ 34,625.61	\$ -	\$	\$	\$	\$ 573.30	\$ 502.07	\$	\$ 3,222.16	\$	\$ 37,847.77
21	General Maintenance-I	3/1	\$ 8.01	\$ 16,655.51	\$ -	\$	\$	\$	\$ 273.00	\$ 241.50	\$	\$ 1,547.15	\$	\$ 18,202.66
22	General Maintenance-III	8/4	\$ 11.83	\$ 24,607.78	\$ -	\$	\$	\$	\$ 409.50	\$ 356.81	\$	\$ 2,292.00	\$	\$ 26,899.78
23	Supervisor	19/1	\$ 17.48	\$ 36,356.89	\$ -	\$	\$	\$ 9,905.78	\$ 373.10	\$ 527.17	\$	\$ 13,061.18	\$	\$ 49,418.07
24	General Maintenance-I	3/1	\$ 8.01	\$ 16,655.51	\$ -	\$	\$	\$	\$ 273.00	\$ 241.50	\$	\$ 1,547.15	\$	\$ 18,202.66
25	General Maintenance-III	8/3	\$ 11.27	\$ 23,435.98	\$ 937.44	\$	\$	\$	\$ 391.30	\$ 339.82	\$	\$ 3,121.59	\$	\$ 26,557.57
26	General Maintenance-III	8/3	\$ 11.27	\$ 23,435.98	\$ -	\$	\$	\$	\$ 391.30	\$ 339.82	\$	\$ 2,184.15	\$	\$ 25,620.13
27	General Maintenance-II	5/1	\$ 8.83	\$ 18,362.70	\$ -	\$	\$	\$	\$ 309.40	\$ 266.26	\$	\$ 1,714.15	\$	\$ 20,076.85
28	General Maintenance-I	3/1	\$ 8.01	\$ 16,655.17	\$ -	\$	\$	\$	\$ 273.00	\$ 241.50	\$	\$ 1,547.12	\$	\$ 18,202.29
29	General Maintenance-I		\$ -	\$ -	\$ -	\$	\$	\$	\$ -	\$ -	\$	\$ -	\$	\$ -
30	BHS Technician-I	8/1	\$ 10.22	\$ 21,257.12	\$ 850.28	\$	\$	\$	\$ 354.90	\$ 308.23	\$	\$ 2,831.35	\$	\$ 24,088.47
31	BHS Foreman	15/6	\$ 18.35	\$ 38,174.74	\$ 1,526.99	\$	\$	\$	\$ 627.90	\$ 553.53	\$	\$ 5,075.26	\$	\$ 43,250.00
32	BHS Technician-I	8/2	\$ 10.73	\$ 22,319.12	\$ -	\$	\$	\$	\$ 373.10	\$ 323.63	\$	\$ 2,080.51	\$	\$ 24,399.63
33	BHS Technician-I	8/2	\$ 10.73	\$ 22,319.12	\$ -	\$	\$	\$	\$ 373.10	\$ 323.63	\$	\$ 2,080.51	\$	\$ 24,399.63
34	BHS Technician-I	8/1	\$ 10.22	\$ 21,257.12	\$ 850.28	\$	\$	\$	\$ 354.90	\$ 308.23	\$	\$ 2,831.35	\$	\$ 24,088.47
35	BHS Technician-I	8/2	\$ 10.73	\$ 22,319.12	\$ 892.76	\$	\$	\$	\$ 373.10	\$ 323.63	\$	\$ 2,973.28	\$	\$ 25,292.40
36	Custodial-I	1/1	\$ 7.26	\$ 15,107.04	\$ 604.28	\$	\$	\$	\$ 254.80	\$ 219.05	\$	\$ 2,014.77	\$	\$ 17,121.81
37	Custodial II	5/5	\$ 10.73	\$ 22,319.98	\$ -	\$	\$	\$	\$ 373.10	\$ 323.64	\$	\$ 2,080.58	\$	\$ 24,400.56
38	Custodial-I	1/2	\$ 7.63	\$ 15,862.39	\$ 634.50	\$	\$	\$	\$ 263.90	\$ 230.00	\$	\$ 2,111.87	\$	\$ 17,974.26
39	Custodial-II	5/3	\$ 9.73	\$ 20,244.88	\$ -	\$	\$	\$	\$ 336.70	\$ 293.55	\$	\$ 2,111.87	\$	\$ 22,130.31
40	Custodial-I	1/2	\$ 7.63	\$ 15,862.39	\$ 634.50	\$	\$	\$	\$ 263.90	\$ 230.00	\$	\$ 2,111.87	\$	\$ 17,974.26
41	Custodial-I	5/7	\$ 11.83	\$ 24,607.78	\$ -	\$	\$	\$	\$ 409.50	\$ 356.81	\$	\$ 2,292.00	\$	\$ 26,899.78
42	Custodial-III	6/2	\$ 9.73	\$ 20,244.88	\$ -	\$	\$	\$	\$ 336.70	\$ 293.55	\$	\$ 2,111.87	\$	\$ 22,130.31
43	Assistant Supervisor	9/1	\$ 10.73	\$ 22,319.98	\$ 892.80	\$	\$	\$	\$ 309.40	\$ 323.64	\$	\$ 2,909.68	\$	\$ 25,229.66
44	Custodial-I	1/1	\$ 7.26	\$ 15,107.04	\$ -	\$	\$	\$	\$ 254.80	\$ 219.05	\$	\$ 1,410.49	\$	\$ 16,517.53
45	Custodial-I	1/2	\$ 7.63	\$ 15,862.39	\$ -	\$	\$	\$	\$ 263.90	\$ 230.00	\$	\$ 1,477.37	\$	\$ 17,339.76
46	Supervisor	15/2	\$ 15.10	\$ 31,406.45	\$ -	\$	\$	\$	\$ 518.70	\$ 187.00	\$	\$ 2,652.90	\$	\$ 34,059.35
47	Custodial-I	1/1	\$ 7.26	\$ 15,107.04	\$ 604.28	\$	\$	\$	\$ 254.80	\$ 219.05	\$	\$ 2,014.77	\$	\$ 17,121.81

Commonwealth Ports Authority-Airport
Salary & Benefits Budget Detail

FY 2021 Budget

No.	Title	Pay Level	Hourly Rate	Annual Salaries	ASC 4.00%	Social Sec.		Aetna	Life	FICA 1.45%		Total Benefits		Total S&W and Benefits
						6.20%	1.45%							
48	Custodial-I	1/1	\$ 7.26	\$ 15,107.04	-	\$	\$	\$ 936.64	\$ 4,832.62	\$ 254.80	\$ 219.05	\$ 6,243.11	\$	\$ 21,350.15
49	Custodial-I	1/1	\$ 7.26	\$ 15,107.04	-	\$	\$	\$ 936.64	\$	\$ 254.80	\$ 219.05	\$ 1,410.49	\$	\$ 16,517.53
50	Fire Fighter-III	11/2	\$ 12.42	\$ 31,000.32	-	\$	\$ 9,300.10	\$ 1,922.02	\$	\$ 509.60	\$ 449.50	\$ 12,181.22	\$	\$ 43,181.54
51	Asst Chief of Operations	17/3	\$ 17.48	\$ 43,630.08	-	\$	\$	\$ 2,705.06	\$	\$ 718.90	\$ 632.64	\$ 4,056.60	\$	\$ 47,686.68
52	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 3,229.73	\$	\$ 27,515.81
53	Asst. Chief of Admin. & Trng.	17/5	\$ 19.27	\$ 48,097.92	1,923.92	\$	\$	\$ 2,982.07	\$	\$ 791.70	\$ 697.42	\$ 6,395.11	\$	\$ 54,493.03
54	Fire Fighter-II	9/1	\$ 10.73	\$ 26,782.08	-	\$	\$	\$ 1,660.49	\$ 15,464.28	\$ 445.90	\$ 388.34	\$ 17,959.01	\$	\$ 44,741.09
55	Fire Fighter-III	11/1	\$ 11.83	\$ 29,527.68	-	\$	\$	\$ 1,830.72	\$	\$ 491.40	\$ 428.15	\$ 2,750.27	\$	\$ 32,277.95
56	Fire Fighter-III	9/2	\$ 11.27	\$ 28,129.92	-	\$	\$	\$ 1,744.06	\$	\$ 400.40	\$ 407.88	\$ 7,384.96	\$	\$ 35,514.88
57	Fire Fighter-III	11/2	\$ 12.42	\$ 31,000.32	1,240.01	\$	\$	\$ 1,922.02	\$ 15,464.28	\$ 509.60	\$ 449.50	\$ 19,585.42	\$	\$ 50,585.74
58	Fire Fighter-III	11/1	\$ 11.83	\$ 29,527.68	1,181.11	\$	\$	\$ 1,830.72	\$	\$ 491.40	\$ 428.15	\$ 3,931.37	\$	\$ 33,459.05
59	Fire Lieutenant	13/1	\$ 13.04	\$ 32,547.84	1,301.91	\$	\$	\$ 2,017.97	\$	\$ 536.90	\$ 471.94	\$ 4,328.72	\$	\$ 36,876.56
60	Fire Lieutenant	13/6	\$ 16.65	\$ 41,558.40	1,662.34	\$	\$	\$ 2,576.62	\$ 15,464.28	\$ 682.50	\$ 602.60	\$ 20,988.33	\$	\$ 62,546.73
61	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	-	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 7,090.91	\$	\$ 31,376.99
62	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$ 4,832.62	\$ 400.40	\$ 352.15	\$ 8,062.35	\$	\$ 32,348.43
63	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 3,229.73	\$	\$ 27,515.81
64	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	-	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 3,229.73	\$	\$ 27,515.81
65	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	-	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 2,258.29	\$	\$ 26,544.37
66	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 3,229.73	\$	\$ 27,515.81
67	Fire Lieutenant	13/6	\$ 16.65	\$ 41,558.40	-	\$	\$	\$ 2,576.62	\$	\$ 682.50	\$ 602.60	\$ 3,861.72	\$	\$ 45,420.12
68	Fire Lieutenant	9/2	\$ 11.27	\$ 28,129.92	1,125.20	\$	\$ 15,148.22	\$ 1,744.06	\$ 15,464.28	\$ 464.10	\$ 407.88	\$ 19,205.52	\$	\$ 47,335.44
69	Fire Captain	15/8	\$ 20.23	\$ 50,494.08	-	\$	\$	\$ 3,130.63	\$	\$ 819.00	\$ 732.16	\$ 19,830.02	\$	\$ 70,324.10
70	Fire Fighter-III	11/4	\$ 13.70	\$ 34,195.20	-	\$	\$	\$ 2,120.10	\$	\$ 564.20	\$ 495.83	\$ 3,180.13	\$	\$ 37,375.33
71	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 3,229.73	\$	\$ 27,515.81
72	Mechanic-II	6/1	\$ 9.27	\$ 19,280.84	-	\$	\$	\$ 1,195.41	\$ 4,832.62	\$ 318.50	\$ 279.57	\$ 6,626.10	\$	\$ 25,906.94
73	ARFF Chief	20/9	\$ 27.12	\$ 56,401.47	-	\$	\$	\$ 3,496.89	\$ 15,464.28	\$ 819.00	\$ 817.82	\$ 20,597.99	\$	\$ 76,999.46
74	Fire Fighter-II	9/1	\$ 10.73	\$ 26,782.08	-	\$	\$	\$ 1,660.49	\$ 4,832.62	\$ 445.90	\$ 388.34	\$ 7,327.35	\$	\$ 34,109.41
75	Fire Captain	15/5	\$ 17.48	\$ 43,630.08	-	\$	\$	\$ 2,705.06	\$	\$ 718.90	\$ 632.64	\$ 4,056.60	\$	\$ 47,686.68
76	Fire Fighter-III	11/1	\$ 11.83	\$ 29,527.68	1,181.11	\$	\$	\$ 1,830.72	\$	\$ 491.40	\$ 428.15	\$ 3,931.37	\$	\$ 33,459.05
77	Fire Fighter-III	11/1	\$ 11.83	\$ 29,527.68	1,181.11	\$	\$	\$ 1,830.72	\$	\$ 491.40	\$ 428.15	\$ 3,931.37	\$	\$ 33,459.05
78	ARFF Chief Mechanic	17/1	\$ 15.85	\$ 39,561.60	-	\$	\$	\$ 2,452.82	\$ 9,906.78	\$ 546.00	\$ 573.64	\$ 13,479.24	\$	\$ 53,040.84
79	Fire Fighter-II	9/2	\$ 11.27	\$ 28,129.92	1,125.20	\$	\$	\$ 1,744.06	\$	\$ 464.10	\$ 407.88	\$ 3,741.24	\$	\$ 31,871.16
80	Fire Lieutenant	13/8	\$ 18.35	\$ 45,801.60	-	\$	\$	\$ 2,839.70	\$	\$ 755.30	\$ 664.12	\$ 4,259.12	\$	\$ 50,060.72
81	Fire Lieutenant	13/2	\$ 13.70	\$ 34,195.20	-	\$	\$	\$ 2,120.10	\$	\$ 564.20	\$ 495.83	\$ 4,547.94	\$	\$ 38,743.14
82	Fire Lieutenant	13/1	\$ 13.04	\$ 32,547.84	1,367.81	\$	\$	\$ 2,017.97	\$	\$ 536.90	\$ 471.94	\$ 3,026.81	\$	\$ 35,574.65
83	Fire Fighter-III	11/1	\$ 11.83	\$ 29,527.68	-	\$	\$	\$ 1,830.72	\$	\$ 491.40	\$ 428.15	\$ 2,750.27	\$	\$ 32,277.95
84	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	-	\$	\$	\$ 1,505.74	\$	\$ 400.40	\$ 352.15	\$ 2,258.29	\$	\$ 26,544.37
85	Fire Fighter-II	9/8	\$ 15.10	\$ 37,689.60	-	\$	\$	\$ 2,336.76	\$	\$ 618.80	\$ 546.50	\$ 8,062.35	\$	\$ 41,191.65
86	Fire Fighter-I	7/1	\$ 9.73	\$ 24,286.08	971.44	\$	\$	\$ 1,505.74	\$ 4,832.62	\$ 400.40	\$ 352.15	\$ 8,062.35	\$	\$ 32,348.43
87	Mechanic-III	12/1	\$ 12.42	\$ 25,838.17	-	\$	\$	\$ 1,601.97	\$ 9,906.78	\$ 427.70	\$ 374.65	\$ 12,311.10	\$	\$ 38,149.27
88	ARFF General Maintenance	3/1	\$ 8.01	\$ 16,655.51	-	\$	\$	\$ 1,032.64	\$ 4,832.62	\$ 273.00	\$ 241.50	\$ 6,379.77	\$	\$ 23,035.28
89	ARFF Training Coordinator	17/1	\$ 15.85	\$ 32,976.77	-	\$	\$	\$ 2,044.56	\$ 9,906.78	\$ 338.00	\$ 478.16	\$ 12,677.50	\$	\$ 45,744.27
90	Airport Manager	Ungraded	\$ 33.65	\$ 70,000.00	3,000.00	\$	\$	\$ 4,650.00	\$	\$ 819.00	\$ 1,015.00	\$ 6,174.00	\$	\$ 76,174.00
91	Staff Attorney	Ungraded	\$ 36.06	\$ 75,000.00	-	\$	\$	\$ 4,650.00	\$	\$ 819.00	\$ 1,087.50	\$ 19,463.28	\$	\$ 94,463.28
92	Deputy Director	Ungraded	\$ 38.46	\$ 80,000.00	-	\$	\$	\$ 4,960.00	\$	\$ 819.00	\$ 1,160.00	\$ 6,939.00	\$	\$ 86,939.00
93	Receptionist/Secretary	5/1	\$ 8.83	\$ 18,362.70	734.51	\$	\$	\$ 1,138.49	\$	\$ 318.50	\$ 266.26	\$ 2,457.75	\$	\$ 20,820.45
94	Executive Director	Ungraded	\$ 43.27	\$ 90,000.00	-	\$	\$	\$ 5,580.00	\$ 4,832.62	\$ 819.00	\$ 1,305.00	\$ 2,457.75	\$	\$ 20,820.45
95	Officer Manager/Board Secretary	20/11	\$ 29.90	\$ 62,192.00	2,487.68	\$	\$	\$ 3,855.90	\$ 15,464.28	\$ 819.00	\$ 901.78	\$ 23,528.65	\$	\$ 85,720.65
96	Enforcement/Lease Comp. Officer	19/10	\$ 27.12	\$ 53,449.60	-	\$	\$	\$ 3,497.40	\$ 4,832.62	\$ 819.00	\$ 817.94	\$ 9,966.95	\$	\$ 66,376.55
97	Secretary-II	9/2	\$ 11.27	\$ 26,401.60	937.66	\$	\$	\$ 1,453.38	\$	\$ 391.30	\$ 339.90	\$ 3,122.25	\$	\$ 26,563.85

FY 2021 Budget

No.	Title	ASC			Social Sec.			FICA			Total \$&W and Benefits	
		Pay Level	Hourly Rate	Annual Salaries	4.00%	6.20%	Actna	Life	1.45%	Total Benefits	Total Benefits	Benefits
98	Receptionist/Secretary	5/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
99	IT Specialist	11/5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	HR Administrator	20/8	\$ 25.82	\$ 53,705.60	-	\$ 3,329.75	\$ 15,464.28	\$ 819.00	\$ 778.73	\$ 20,391.76	\$ -	\$ 74,097.36
101	HR Specialist	11/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
102	Executive Assistant/Project Manager	20/12	\$ 31.39	\$ 65,291.20	-	\$ 4,048.05	\$ -	\$ 819.00	\$ 946.72	\$ 5,813.78	\$ -	\$ 71,104.98
103	CADD Operator	16/5	\$ 18.35	\$ 38,168.00	-	\$ 2,366.42	\$ 4,832.62	\$ 627.90	\$ 553.44	\$ 8,380.37	\$ -	\$ 46,548.37
104	VACANT-CADD Operator	16/1	\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
105	Comptroller	Ungraded	\$ 38.46	\$ 80,000.00	\$ -	\$ 4,960.00	\$ 15,464.28	\$ 819.00	\$ 1,160.00	\$ 22,403.28	\$ -	\$ 102,403.28
106	Accountant-I	11/1	\$ 11.83	\$ 24,606.40	\$ 984.26	\$ 1,525.60	\$ 4,832.62	\$ 409.50	\$ 356.79	\$ 8,108.77	\$ -	\$ 32,715.17
107	Accountant-II	13/1	\$ 13.04	\$ 27,123.20	-	\$ 1,681.64	\$ -	\$ 409.50	\$ 393.29	\$ 2,484.42	\$ -	\$ 29,607.62
108	Accountant-IV	17/9	\$ 23.42	\$ 48,713.60	-	\$ 3,020.24	\$ -	\$ 800.80	\$ 706.35	\$ 4,527.39	\$ -	\$ 53,240.99
109	Procurement Technician	9/5	\$ 13.04	\$ 27,123.20	-	\$ 1,681.64	\$ 4,832.62	\$ 445.90	\$ 393.29	\$ 7,353.44	\$ -	\$ 34,476.64
110	Accounting Manager	20/9	\$ 27.12	\$ 56,409.60	\$ 2,256.38	\$ 3,497.40	\$ 4,832.62	\$ 819.00	\$ 817.94	\$ 12,223.34	\$ -	\$ 68,632.94
111	Accounts Clerk-I	2/5	\$ 9.27	\$ 19,280.84	-	\$ 1,195.41	\$ -	\$ 318.50	\$ 279.57	\$ 1,793.48	\$ -	\$ 21,074.32
112	Procurement Clerk	2/3	\$ 8.41	\$ 17,492.80	\$ 699.71	\$ 1,084.55	\$ -	\$ 291.20	\$ 253.65	\$ 2,329.11	\$ -	\$ 19,821.91
113	Accountant-II	13/3	\$ 14.38	\$ 29,910.40	\$ -	\$ 1,854.44	\$ 4,832.62	\$ 491.40	\$ 433.70	\$ 7,612.17	\$ -	\$ 37,522.57
114	Accounting Payroll Technician	15/4	\$ 16.85	\$ 34,632.00	\$ -	\$ 2,147.18	\$ 4,832.62	\$ 600.60	\$ 502.16	\$ 8,082.57	\$ -	\$ 42,714.57
115	Accountant-I	11/1	\$ 11.83	\$ 24,606.40	\$ -	\$ 1,525.60	\$ -	\$ 291.20	\$ 356.79	\$ 2,173.59	\$ -	\$ 26,779.99
116	Procurement Officer	20/9	\$ 27.12	\$ 56,409.60	\$ -	\$ 3,497.40	\$ -	\$ 819.00	\$ 817.94	\$ 5,134.33	\$ -	\$ 61,543.93
117	Accountant I	11/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
118	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ 870.25	\$ 1,348.89	\$ -	\$ 364.00	\$ 315.47	\$ 2,898.61	\$ -	\$ 24,654.89
119	Sergeant	12/5	\$ 15.10	\$ 33,763.60	\$ -	\$ 2,093.34	\$ -	\$ 555.10	\$ 489.57	\$ 3,138.02	\$ -	\$ 36,901.62
120	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ 870.25	\$ 1,348.89	\$ -	\$ 382.20	\$ 315.47	\$ 2,916.81	\$ -	\$ 24,673.09
121	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ 914.08	\$ 1,416.82	\$ 4,832.62	\$ 382.20	\$ 331.35	\$ 7,877.07	\$ -	\$ 30,728.99
122	Lieutenant	13/2	\$ 13.70	\$ 30,633.20	\$ -	\$ 1,899.26	\$ -	\$ 509.60	\$ 444.18	\$ 2,853.04	\$ -	\$ 33,486.24
123	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 2,130.37	\$ -	\$ 24,982.29
124	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 2,130.37	\$ -	\$ 24,982.29
125	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ -	\$ 336.70	\$ 315.47	\$ 2,001.06	\$ -	\$ 23,757.34
126	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ 914.08	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 3,044.45	\$ -	\$ 25,896.37
127	Chief, Ports Police	20/8	\$ 25.82	\$ 53,705.60	\$ -	\$ 3,329.75	\$ -	\$ 819.00	\$ 778.73	\$ 4,927.48	\$ -	\$ 58,633.08
128	Ports Police Officer-II	11/1	\$ 11.83	\$ 26,451.88	\$ 1,058.08	\$ 1,640.02	\$ -	\$ 436.80	\$ 383.55	\$ 3,518.44	\$ -	\$ 29,970.32
129	Lieutenant	13/6	\$ 16.65	\$ 37,229.40	\$ -	\$ 2,308.22	\$ -	\$ 618.80	\$ 539.83	\$ 3,466.85	\$ -	\$ 40,696.25
130	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ -	\$ 336.70	\$ 315.47	\$ 2,001.06	\$ -	\$ 23,757.34
131	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ 870.25	\$ 1,348.89	\$ 4,832.62	\$ 364.00	\$ 315.47	\$ 7,731.23	\$ 29,487.51	\$ 29,487.51
132	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ 4,832.62	\$ 364.00	\$ 315.47	\$ 6,860.98	\$ 28,617.26	\$ 28,617.26
133	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ 4,832.62	\$ 382.20	\$ 331.35	\$ 6,962.99	\$ 29,814.91	\$ 29,814.91
134	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ 1,166.30	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 3,044.45	\$ 25,896.37	\$ 25,896.37
135	Sergeant	12/2	\$ 13.04	\$ 29,157.44	\$ 1,166.30	\$ 1,807.76	\$ -	\$ 482.30	\$ 422.78	\$ 3,879.14	\$ 33,036.58	\$ 33,036.58
136	Assistant Chief-Admin & Trng	17/7	\$ 21.25	\$ 47,515.00	\$ -	\$ 2,945.93	\$ -	\$ 782.60	\$ 688.97	\$ 6,318.10	\$ 53,833.10	\$ 53,833.10
137	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ -	\$ 364.00	\$ 315.47	\$ 2,028.36	\$ 23,784.64	\$ 23,784.64
138	Assistant Chief-Operations	17/6	\$ 20.23	\$ 45,234.28	\$ -	\$ 2,804.53	\$ -	\$ 746.20	\$ 655.90	\$ 4,206.62	\$ 49,440.90	\$ 49,440.90
139	Sergeant	12/2	\$ 13.04	\$ 29,157.44	\$ 1,166.30	\$ 1,807.76	\$ -	\$ 482.30	\$ 422.78	\$ 13,785.92	\$ 42,943.36	\$ 42,943.36
140	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ 4,832.62	\$ 382.20	\$ 331.35	\$ 6,962.99	\$ 29,814.91	\$ 29,814.91
141	Ports Police Officer-I	7/1	\$ 9.73	\$ 21,756.28	\$ 870.25	\$ 1,348.89	\$ -	\$ 364.00	\$ 315.47	\$ 2,898.61	\$ 24,654.89	\$ 24,654.89
142	Sergeant	12/3	\$ 13.70	\$ 30,633.20	\$ 1,225.33	\$ 1,899.26	\$ -	\$ 509.60	\$ 444.18	\$ 4,078.37	\$ 34,711.57	\$ 34,711.57
143	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ 914.08	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 3,044.45	\$ 25,896.37	\$ 25,896.37
144	Captain	15/5	\$ 17.48	\$ 39,085.28	\$ -	\$ 2,423.29	\$ -	\$ 646.10	\$ 566.74	\$ 3,636.12	\$ 42,721.40	\$ 42,721.40
145	Ports Police Officer-I	7/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
146	Ports Police Officer-I	7/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
147	Ports Police Officer-I	7/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Commonwealth Ports Authority-Airport
Salary & Benefits Budget Detail

FY 2021 Budget

No.	Title	Pay Level	Hourly Rate	Annual Salaries	ASC 4.00%	Social Sec. 6.20%		Aetna	Life	FICA 1.45%		Total Benefits	Total S&W and Benefits
						\$	\$			\$	\$		
148	Ports Police Officer-I	7/1	\$	\$	-	\$	\$	-	\$	-	\$	-	\$
149	Ports Police Officer-I	7/1	\$	\$	-	\$	\$	-	\$	-	\$	-	\$
150	Ports Police Officer-I	7/1	\$	\$	-	\$	\$	-	\$	-	\$	-	\$
151	Ports Police Officer-I	7/2	\$	\$	-	\$	\$	-	\$	-	\$	-	\$
152	Ports Police Officer-I	7/3	\$	\$	-	\$	\$	-	\$	-	\$	-	\$
153	Ports Police Officer-II	11/1	\$	26,451.88	1,058.08	\$	1,640.02	-	\$	383.55	\$	3,518.44	29,970.32
154	Ports Police Officer-I	7/2	\$	22,851.92	914.08	\$	1,416.82	-	\$	331.35	\$	3,044.45	25,896.37
155	Sergeant	12/2	\$	29,157.44	-	\$	1,807.76	-	\$	422.78	\$	2,712.84	31,870.28
156	Custodial/Maintenance-II	5/10	\$	13,70	1,139.84	\$	1,766.75	4,832.62	\$	413.19	\$	8,625.60	37,121.60
157	Supervisor	15/1	\$	29,910.40	1,196.42	\$	1,854.44	15,529.80	\$	433.70	\$	19,505.76	49,416.16
158	Custodial/Maintenance-I	2/2	\$	16,660.80	-	\$	1,032.97	-	\$	241.58	\$	1,547.55	18,208.35
159	AOA/Maintenance-I	5/1	\$	18,366.40	734.66	\$	1,138.72	-	\$	266.31	\$	2,449.09	20,815.49
160	General Maintenance-I	3/4	\$	19,281.60	771.26	\$	1,195.46	9,906.78	\$	230.12	\$	12,471.59	31,753.19
161	Custodial/Maintenance-I	2/1	\$	15,870.40	-	\$	983.96	-	\$	273.00	\$	1,487.09	17,357.49
162	Custodial-II	6/4	\$	22,318.40	-	\$	1,383.74	-	\$	323.62	\$	2,080.46	24,398.86
163	AOA/Maintenance-I	5/1	\$	18,366.40	-	\$	1,138.72	-	\$	266.31	\$	1,714.43	20,080.83
164	Custodial/Maintenance-I	2/1	\$	-	-	\$	-	-	\$	-	\$	-	-
165	ARFF/Ports Police-II	9/1	\$	23,992.28	959.69	\$	1,487.52	-	\$	347.89	\$	3,195.50	27,187.78
166	ARFF/Ports Police-II	9/1	\$	23,992.28	959.69	\$	1,487.52	2,602.18	\$	347.89	\$	5,797.68	29,789.96
167	ARFF/Ports Police-I	7/1	\$	21,756.28	-	\$	1,348.89	-	\$	315.47	\$	2,028.36	23,784.64
168	ARFF/Ports Police-I	7/1	\$	21,756.28	870.25	\$	1,348.89	8,362.20	\$	315.47	\$	10,896.81	32,653.09
169	Captain	15/2	\$	33,763.60	-	\$	2,093.34	-	\$	489.57	\$	3,138.02	36,901.62
170	Ports Police/ARFF-I	7/1	\$	\$	-	\$	-	-	\$	-	\$	-	-
171	Rota Ports Manager	Ungraded	\$	60,000.00	2,400.00	\$	3,720.00	-	\$	870.00	\$	7,809.00	67,809.00
172	Administrative Assistant	18/2	\$	36,358.40	-	\$	2,254.22	15,529.80	\$	527.20	\$	18,911.82	55,270.22
173	Secretary/Tariff Technician	9/1	\$	22,318.40	892.74	\$	1,383.74	-	\$	373.10	\$	2,973.19	25,291.59
174	Supervisor	16/2	\$	32,968.00	1,318.72	\$	2,044.02	9,906.78	\$	478.04	\$	14,293.55	47,261.55
175	Radio Operator/Weather Observer	7/2	\$	21,257.60	850.30	\$	1,317.97	-	\$	308.24	\$	2,831.41	24,089.01
176	Radio Operator/Weather Observer	7/3	\$	22,318.40	-	\$	1,383.74	-	\$	323.62	\$	2,080.46	24,398.86
177	Radio Operator/Weather Observer	7/1	\$	20,238.40	809.54	\$	1,254.78	-	\$	293.46	\$	2,694.47	22,932.87
178	Ports Police/ARFF-I	7/2	\$	22,851.92	-	\$	1,416.82	-	\$	331.35	\$	2,130.37	24,982.29
179	Sergeant	11/4	\$	30,633.20	-	\$	1,899.26	-	\$	444.18	\$	2,853.04	33,486.24
180	Captain	15/1	\$	32,153.68	-	\$	1,993.53	15,464.28	\$	466.23	\$	18,451.84	50,605.52
181	Ports Police/ARFF-I	7/1	\$	21,756.28	-	\$	1,348.89	-	\$	315.47	\$	2,028.36	23,784.64
182	Assistant Chief	17/2	\$	37,229.40	1,489.18	\$	2,308.22	15,464.28	\$	539.83	\$	20,420.31	57,649.71
183	Ports Police/ARFF-I	7/1	\$	\$	-	\$	-	-	\$	-	\$	-	-
184	AOA Controller/Ground Maint.-I	5/1	\$	18,366.40	-	\$	1,138.72	-	\$	266.31	\$	1,714.43	20,080.83
185	Custodial-I	1/2	\$	15,870.40	-	\$	983.96	4,832.62	\$	230.12	\$	6,310.61	22,181.01
186	AOA Controller/Ground Maint.-I	5/2	\$	19,281.60	-	\$	1,195.46	-	\$	279.58	\$	1,793.54	21,075.14
187	General Maintenance-I	2/1	\$	15,870.40	-	\$	983.96	-	\$	230.12	\$	1,477.99	17,348.39
188	General Maintenance-I	2/2	\$	16,660.80	-	\$	1,032.97	-	\$	241.58	\$	1,547.55	18,208.35
189	AOA Controller/Ground Maint.-II	6/1	\$	19,281.60	-	\$	1,195.46	-	\$	279.58	\$	1,793.54	21,075.14
190	Supervisor	15/5	\$	36,358.40	-	\$	2,254.22	4,832.62	\$	527.20	\$	8,214.64	44,573.04
191	Custodial-II	5/2	\$	19,281.60	-	\$	1,195.46	-	\$	279.58	\$	1,793.54	21,075.14
192	Custodial-II	5/2	\$	19,281.60	-	\$	1,195.46	-	\$	279.58	\$	1,793.54	21,075.14
193	Captain	15/1	\$	32,153.68	1,286.15	\$	1,993.53	9,906.78	\$	466.23	\$	11,700.32	30,981.92
194	ARFF/Ports Police-I	7/1	\$	21,756.28	870.25	\$	1,348.89	4,832.62	\$	315.47	\$	9,106.32	41,260.00
195	ARFF/Ports Police-II	9/2	\$	25,199.72	1,007.99	\$	1,562.38	15,464.28	\$	365.40	\$	18,362.89	40,119.17
196	ARFF/Ports Police-I	7/2	\$	22,851.92	-	\$	1,416.82	-	\$	331.35	\$	2,130.37	24,982.29
197	ARFF/Ports Police-I	7/1	\$	21,756.28	870.25	\$	1,348.89	-	\$	315.47	\$	2,898.61	24,654.89

Commonwealth Ports Authority-Airport
Salary & Benefits Budget Detail

FY 2021 Budget

No.	Title	Pay Level	Hourly Rate	Annual Salaries	ASC 4.00%	Social Sec. 6.20%	Aetna	Life	FICA		Total S&W and Benefits
									1.45%	Total Benefits	
198	Sergeant	11/1	\$ 11.83	\$ 26,451.88	\$ -	\$ 1,640.02	\$ -	\$ 436.80	\$ 383.55	\$ 2,460.37	\$ 28,912.25
199	Tinian Ports Manager	Ungraded	\$ 26.44	\$ 55,000.00	\$ 2,200.00	\$ 3,410.00	\$ 15,464.28	\$ 819.00	\$ 797.50	\$ 22,690.78	\$ 77,690.78
200	Assistant Ports Manager	18/6	\$ 21.25	\$ 44,200.00	\$ -	\$ 2,740.40	\$ 15,464.28	\$ 728.00	\$ 640.90	\$ 19,573.58	\$ 63,773.58
201	Radio Operator/Weather Observer	7/2	\$ 10.22	\$ 21,257.60	\$ -	\$ 1,317.97	\$ 4,832.62	\$ 354.90	\$ 308.24	\$ 6,813.73	\$ 28,071.33
202	Radio Operator/Weather Observer	7/2	\$ 10.22	\$ 21,257.60	\$ -	\$ 1,317.97	\$ -	\$ 354.90	\$ 241.58	\$ 1,914.45	\$ 23,172.05
203	Radio Operator/Weather Observer	7/1	\$ 9.73	\$ 20,238.40	\$ -	\$ 1,254.78	\$ -	\$ 336.70	\$ 293.46	\$ 1,884.94	\$ 22,123.34
204	Supervisor	16/2	\$ 15.85	\$ 32,968.00	\$ -	\$ 2,044.02	\$ -	\$ 546.00	\$ 478.04	\$ 3,068.05	\$ 36,036.05
205	Ports Police/ARFF-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ -	\$ 364.00	\$ 315.47	\$ 2,028.36	\$ 23,784.64
206	Ports Police/ARFF-I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ -	\$ 364.00	\$ 315.47	\$ 2,028.36	\$ 23,784.64
207	Ports Police/ARFF-II	9/2	\$ 11.27	\$ 25,199.72	\$ -	\$ 1,562.38	\$ -	\$ 418.60	\$ 365.40	\$ 2,346.38	\$ 27,546.10
208	Assistant Chief	17/2	\$ 16.65	\$ 37,229.40	\$ -	\$ 2,308.22	\$ 15,464.28	\$ 618.80	\$ 539.83	\$ 18,931.13	\$ 56,160.53
209	Lieutenant	13/1	\$ 13.04	\$ 29,157.44	\$ -	\$ 1,807.76	\$ -	\$ 482.30	\$ 422.78	\$ 2,712.84	\$ 31,870.28
210	Ports Police/ARFF-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ 9,906.78	\$ 382.20	\$ 331.35	\$ 12,037.15	\$ 34,889.07
				\$ 5,510,491.65	\$ 81,435.29	\$ 24,448.32	\$ 503,536.72	\$ 86,351.20	\$ 79,567.08	\$ 1,116,985.09	\$ 6,627,480.74

Commonwealth Ports Authority-Consolidated Seaport

Fiscal Year 2021 Draft Budget

	Saipan	Rota	Tinian	TOTAL
Revenue:				
Harbor	\$ 4,881,066.66	\$ 25,084.00	\$ 65,608.80	\$ 4,971,759.46
Non-Harbor	\$ 1,756,881.35	\$ 12,224.04	\$ 70,615.32	\$ 1,839,720.71
Total Revenue	\$ 6,637,948.01	\$ 37,308.04	\$ 136,224.12	\$ 6,811,480.17
Personnel Expense:				
Salaries & Wages	\$ 827,958.56	\$ 51,043.63	\$ 80,362.01	\$ 959,364.20
Benefits	\$ 190,982.66	\$ 23,838.63	\$ 29,528.70	\$ 244,349.99
Total Personnel	\$ 1,018,941.22	\$ 74,882.26	\$ 109,890.71	\$ 1,203,714.19
Operating Expense:				
Staff Training	\$ 20,001.00	\$ -	\$ -	\$ 20,001.00
Travel	\$ 3,000.00	\$ 2,300.00	\$ 1,300.00	\$ 6,600.00
Contractual Services	\$ 119,940.00	\$ -	\$ -	\$ 119,940.00
Insurance	\$ 1,110,897.76	\$ -	\$ -	\$ 1,110,897.76
Board Travel/Expense	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
Promotion	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Repairs and Maintenance	\$ 38,000.00	\$ 5,000.00	\$ 7,000.00	\$ 50,000.00
Supplies & Materials	\$ 29,000.00	\$ 5,000.00	\$ 5,000.00	\$ 39,000.00
Fuel	\$ 19,900.00	\$ 2,000.00	\$ 4,500.00	\$ 26,400.00
Legal Services	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
Subscription	\$ -	\$ -	\$ -	\$ -
Membership Dues	\$ 18,800.00	\$ -	\$ -	\$ 18,800.00
Advertising	\$ -	\$ -	\$ -	\$ -
Communication	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
Postage	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 140,001.00	\$ 14,000.00	\$ 7,000.00	\$ 161,001.00
Professional Services	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00
OPA - 1%	\$ 26,864.80	\$ 1,031.82	\$ 1,346.91	\$ 29,243.53
Total Operating Expense	\$ 1,714,404.56	\$ 29,331.82	\$ 26,146.91	\$ 1,769,883.29
Total Operating and Personnel Expense	\$ 2,733,345.78	\$ 104,214.08	\$ 136,037.62	\$ 2,973,597.48
Operating Income (Loss)	\$ 3,904,602.23	\$ (66,906.04)	\$ 186.50	\$ 3,837,882.69

All numbers subject to change

Commonwealth Ports Authority-Seaport
Salary & Benefits Budget Detail

FY 2021 Budget

No.	Title	Pay Level	Hourly Rate	Annual Salaries	ASC		Social Sec.		FICA		Total S&W and Benefits	
					4.00%	6.20%	Aetna	Life	1.45%	Total Benefits	Total Benefits	Benefits
1	General Maintenance-III	7/6	\$ 12.42	\$ 25,833.60	\$ -	\$ 1,601.68	\$ -	\$ 427.70	\$ 374.59	\$ 2,403.97	\$ 2,403.97	\$ 28,237.57
2	Supervisor, Operations & Maint.	18/6	\$ 21.25	\$ 44,200.00	\$ -	\$ 2,740.40	\$ -	\$ 728.00	\$ 640.90	\$ 4,109.30	\$ 4,109.30	\$ 48,309.30
3	Vessel Traffic Controller-I	4/1	\$ 8.41	\$ 17,492.80	\$ 699.71	\$ 1,084.55	\$ 4,832.62	\$ 291.20	\$ 253.65	\$ 7,161.73	\$ 7,161.73	\$ 24,654.53
4	Secretary II	9/3	\$ 11.83	\$ 24,606.40	\$ 984.26	\$ 1,525.60	\$ 15,464.28	\$ 409.50	\$ 356.79	\$ 18,740.43	\$ 18,740.43	\$ 43,346.83
5	Vessel Traffic Controller-I	4/1	\$ 8.41	\$ 17,492.80	\$ -	\$ 1,084.55	\$ -	\$ 291.20	\$ 253.65	\$ 1,629.40	\$ 1,629.40	\$ 19,122.20
6	Tariff Technician-II	5/9	\$ 13.04	\$ 27,123.20	\$ 1,084.93	\$ 1,681.64	\$ 9,906.78	\$ 445.90	\$ 393.29	\$ 13,512.53	\$ 13,512.53	\$ 40,635.73
7	Vessel Traffic Controller-II	7/3	\$ 10.73	\$ 22,318.40	\$ 892.74	\$ 1,383.74	\$ -	\$ 373.10	\$ 323.62	\$ 2,973.19	\$ 2,973.19	\$ 25,291.59
8	Tariff Technician-I	4/3	\$ 9.27	\$ 19,281.60	\$ -	\$ 1,195.46	\$ 15,464.28	\$ 318.50	\$ 279.58	\$ 17,257.82	\$ 17,257.82	\$ 36,539.42
9	Vessel Traffic Controller-I	4/5	\$ 10.22	\$ 21,257.60	\$ -	\$ 1,317.97	\$ -	\$ 354.90	\$ 308.24	\$ 1,981.11	\$ 1,981.11	\$ 23,238.71
10	Foreman	15/4	\$ 16.65	\$ 34,632.00	\$ -	\$ 2,147.18	\$ 15,464.28	\$ 573.30	\$ 502.16	\$ 18,686.93	\$ 18,686.93	\$ 53,318.93
11	Vessel Traffic Controller-I	4/1	\$ 8.41	\$ 17,492.80	\$ -	\$ 1,084.55	\$ -	\$ 291.20	\$ 253.65	\$ 1,629.40	\$ 1,629.40	\$ 19,122.20
12	Port Manager	Ungraded	\$ 26.44	\$ 55,000.00	\$ -	\$ 3,410.00	\$ 15,529.80	\$ 819.00	\$ 797.50	\$ 20,556.30	\$ 20,556.30	\$ 75,556.30
13	Sergeant	12/2	\$ 13.04	\$ 29,157.44	\$ 1,166.30	\$ 1,807.76	\$ 4,832.62	\$ 482.30	\$ 422.78	\$ 8,711.76	\$ 8,711.76	\$ 37,869.20
14	Ports Police Officer-II	11/1	\$ 11.83	\$ 26,451.88	\$ 1,058.08	\$ 1,640.02	\$ -	\$ 436.80	\$ 383.55	\$ 3,518.44	\$ 3,518.44	\$ 29,970.32
15	Ports Police Officer - I	7/2	\$ 10.22	\$ 22,851.92	\$ 914.08	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 3,044.45	\$ 3,044.45	\$ 25,896.37
16	Ports Police Captain	15/6	\$ 18.35	\$ 41,030.60	\$ -	\$ 2,543.90	\$ -	\$ 673.40	\$ 594.94	\$ 3,812.24	\$ 3,812.24	\$ 44,842.84
17	Lieutenant	13/2	\$ 13.70	\$ 30,633.20	\$ 1,225.33	\$ 1,899.26	\$ -	\$ 509.60	\$ 444.18	\$ 4,078.37	\$ 4,078.37	\$ 34,711.57
18	Ports Police Officer-I	7/2	\$ 10.22	\$ 22,851.92	\$ -	\$ 1,416.82	\$ -	\$ 382.20	\$ 331.35	\$ 2,130.37	\$ 2,130.37	\$ 24,982.29
19	Ports Police Officer - I	7/1	\$ 9.73	\$ 21,756.28	\$ -	\$ 1,348.89	\$ 4,832.62	\$ 364.00	\$ 315.47	\$ 6,860.98	\$ 6,860.98	\$ 28,617.26
20	Ports Police Officer - I VACANT	7/1	\$ 9.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Ports Police Officer - I VACANT	7/1	\$ 9.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Tariff Technician I	4/1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	General Maintenance II	4/1	\$ 8.41	\$ 17,492.80	\$ 699.71	\$ 1,084.55	\$ 15,464.28	\$ 291.20	\$ 253.65	\$ 17,793.39	\$ 17,793.39	\$ 35,286.19
3	Ports Police/ARFF-II	9/1	\$ 10.73	\$ 23,992.28	\$ 959.69	\$ 1,487.52	\$ -	\$ 400.40	\$ 400.40	\$ 3,248.01	\$ 3,248.01	\$ 27,240.29
1	General Maint -II	5/2	\$ 9.27	\$ 19,281.60	\$ -	\$ 1,195.46	\$ -	\$ 318.50	\$ 279.58	\$ 1,793.54	\$ 1,793.54	\$ 21,075.14
2	Sergeant	11/2	\$ 12.42	\$ 27,771.12	\$ -	\$ 1,721.81	\$ 15,464.28	\$ 455.00	\$ 402.68	\$ 18,043.77	\$ 18,043.77	\$ 45,814.89
3	Tariff Administrator	12/2	\$ 13.04	\$ 27,123.20	\$ -	\$ 1,681.64	\$ 4,832.62	\$ 445.90	\$ 393.29	\$ 7,353.44	\$ 7,353.44	\$ 34,476.64
4	Ports Police/ARFF I	7/1	\$ 9.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 637,125.44	\$ 9,684.81	\$ 39,501.78	\$ 122,088.46	\$ 10,465.00	\$ 9,290.83	\$ 191,030.88	\$ 191,030.88	\$ 828,156.32

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for

Commonwealth Utilities Corporation

FY 2021 Budget Submission

(no submission by CUC)



2021 BUDGET

COMMONWEALTH HEALTHCARE CORPORATION
Revenue Projection Fiscal Year 2021

	FY 2019 Actual Revenues	FY 2020 Projected Revenues	FY 2021 Projected Revenues
Government Insurance:			
Medicare	7,461,216	24,528,580	26,505,804
Medicaid	25,504,298	11,104,500	29,700,675
Total Government Insurance:	32,965,514	35,633,080	56,206,479
Private Insurance:			
AETNA	9,147,171	12,563,615	10,707,048
Calvos	2,225,953	5,894,440	2,580,719
Staywell	637,323	2,501,871	821,334
Moylans/Netcare	861,018	1,087,806	575,009
TRICARE/Take Care/VA/Other Insurance	1,001,178	4,870,141	1,448,548
Total Private Insurance:	13,872,643	26,917,872	16,132,657
TOTAL BILLABLE INSURANCE PRIOR TO ADJUSTMENTS:	46,838,157	62,550,952	72,339,136
Non-Insurance Revenues			
Self-Pay from Collections	3,855	74,151	50,000
Upfront/Self-Pay for Medical Services	6,954,502	11,077,733	4,810,562
Rental/Lease	108,312	93,312	-
Miscellaneous - Medical Records, Health Clearances	219,336	315,661	180,645
Indirect Cost (federal grants)	894,496	833,635	927,104
Cafeteria	303,367	339,018	313,394
Donation	3,001	-	-
Total Non-Insurance Revenue:	8,486,869	12,733,510	6,281,706
TOTAL PRIOR TO ADJUSTMENTS:	55,325,026	75,284,462	78,620,841
CHCC Satellite Locations:			
PUBLIC HEALTH	712,923	994,386	1,077,396
THC - non Medicaid	160,525	221,731	192,080
THC - Medicaid	79,967	-	240,000
RHC - non Medicaid	228,252	238,503	204,956
RHC - Medicaid	-	-	240,000
Total CHCC Satellite Sources:	1,181,667	1,454,620	1,954,432
TOTAL BILLABLE INS & NON-INS REVENUES PRIOR TO ADJUSTMENT:	56,506,693	76,739,083	80,575,273
CONTRACTUAL ADJUSTMENTS			
Uncompensated Care		(18,000,000)	
Medicaid Match - CNMI Share 45%		(4,996,800)	
Department of Corrections		(327,100)	
Medicare Contractual Adjustment		(13,490,719)	(15,903,482)
Insurance Contractual Adjustments		(2,691,787)	(1,613,266)
Total Contractual Adjustments		(39,506,406)	(17,516,748)
REVENUES NET OF ADJUSTMENTS		37,232,676	63,058,525
PROPOSED BUDGET EXPENDITURE:		87,993,094	96,430,462
SHORTFALL		(50,760,418)	(33,371,937)
APPROPRIATION REQUEST NEEDED:			
Appropriation Requested (Medicaid - Local Match)		4,996,800	4,164,235
Appropriation Requested (Uncompensated Care)		18,000,000	18,350,000
Appropriation Requested (Dept. of Corrections)		327,100	300,000
Loss of ACA Funds for Medicaid - CNMI Funding		10,322,518	
Appropriation Requested - Utilities		5,160,000	4,800,000
Inter-Island Medical Referral Transport Costs		784,000	750,000
Inter-Island Medical Referral Medical Escort Costs - est.		200,000	200,000
Appropriation Requested - Subsidy		10,970,000	4,807,702
TOTAL APPROPRIATION TO ADDRESS SHORTFALL		50,760,418	33,371,937
TOTAL REVENUE WITH REQUESTED APPROPRIATION:		87,993,094	96,430,462
Compact Impact - Federal Funding	883,333		
Transfers In - Local Appropriations FY 2019	724,544		
MPLT - line of credit	-		
TTL REVENUES INCLUSIVE OF TRANSFERS IN	\$ 58,114,570		

CHCC Consolidated Budget FY-2021

CLASS CODE	Expense OBJECT CLASSIFICATION	CHCC 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	Medical Supply Pharmacy Nursing Admin	Pediatrics	ICU	Psychiatry	OB	Operating Room
			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	1823 PSY	1824 OB	1826 OR
61090	Wages/Salaries - CSC	16,920,339	456,806	573,454	-	40,012	116,525	311,137	126,752	162,148	652,218	-	51,066	566,916		316,574	56,301	62,071	460,588	450,431	61,208
61100	Wages/Salaries - UNG	37,424,097	405,000	-	58,000	100,000	19,207,212	519,786	-	423,497	-	368,823	419,547	-		408,397	653,365	788,207	278,189	726,944	1,104,166
61110	Overtime Compensation	510,104	-	-	-	-	-	500	-	-	-	-	339	-		863	6,999	-	23,401	18,804	9,652
61155	Other Differential	255,000		255,000																	
61180	Retirement Contributions (DB)	244,227	-	-	-	-	161,826	-	-	-	-	-	-	-		-	-	-	-	-	32,214
61190	401k Ret. Emplr Contribution (DC)	860,171	8,539	14,949	-	-	230,021	12,486	-	8,652	4,565	10,301	17,836	-		8,639	16,677	20,499	13,680	30,317	20,559
61195	Health Insurance	3,089,714	66,388	70,062	15,464	-	575,521	105,944	15,621	61,077	30,204	35,761	61,750	60,407		51,011	55,892	60,880	25,185	80,518	106,261
61196	Social Security @ 6.20%	2,898,618	48,894	35,554	3,596	8,681	716,644	75,400	7,859	36,310	40,438	22,867	29,178	35,149		41,100	43,999	52,717	45,804	72,997	72,253
61200	Medicare Contribution (1.45%)	766,603	12,496	8,315	841	2,030	272,853	12,048	1,838	8,492	9,457	5,348	6,824	8,220		9,612	10,290	12,329	10,712	17,072	16,898
61210	Life Insurance	194,200	4,284	5,202	841	1,927	27,392	1,791	240	1,561	4,542	3,734	1,358	2,165		4,044	4,590	2,449	3,357	2,687	5,967
	Total Fringe Benefits	8,308,532	140,601	389,083	20,742	12,638	1,984,257	207,669	25,557	116,092	89,206	78,012	116,946	105,942	-	114,406	131,449	148,875	98,738	203,591	254,154
Total Personnel Costs		63,163,072	1,002,406	962,537	78,742	152,650	21,307,994	1,039,091	152,308	701,736	741,424	446,835	587,898	672,858		840,240	848,112	999,153	860,916	1,399,770	1,429,180
Number of Positions		923	15	13	1	2	102	27	4	13	20	8	10	18		12	14	15	16	24	22
62050	Official Representation	5,000	5,000	-	-	-		-	-	-		-	-	-	-	-	-	-	-	-	-
62060	Professional Services	5,416,850	187,000	70,000	-	-	500,000	-	6,000	10,250	679,500	-	-	5,000	-	300,000	-	-	-	-	-
62080	Advertising	6,800	-	2,000	1,800	-	-	-	-	-	-	-	-	3,000	-	-	-	-	-	-	-
62090	Recruitment/Repatriation	260,240	-	260,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62100	Boards and Other Compensation	3,000	-	-	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62250	Communications	267,180	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62260	Dues and Subscription	101,205	36,143	-	50,000	1,000	-	-	-	4,085	-	-	-	-	-	1,000	-	-	-	500	-
62290	Licenses and Fees	166,476	-	1,000	-	-	2,000	200	-	16,000	-	300	-	-	-	600	-	-	-	-	-
62300	Printing & Photocopying	105,000	5,000	-	5,000	-	-	-	-	1,000	-	-	-	70,000	-	-	-	-	-	-	-
62420	Rental-Vehicles	33,600	-	10,000	600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62430	Rental-Housing	257,200	-	97,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62480	Rental-Others	82,638	-	-	-	-	-	-	-	-	61,200	-	-	-	-	-	-	-	-	-	-
62500	Travel	470,900	35,000	-	50,000	3,000	7,500	-	-	5,000	-	-	-	-	-	3,000	-	-	-	-	-
62500.1	Transportation	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62500.2	Per Diem	700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62660	Repairs & Maintenance	1,974,201	500	-	-	2,000	-	2,000	5,000	-	1,501,701	1,000	1,000	15,000	-	-	-	1,000	-	-	16,000
62680	Freight & Handling	88,000	-	-	-	-	-	-	-	-	-	-	-	75,000	-	-	-	-	-	-	-
62690	Personnel Training Costs	130,600	-	-	-	-	-	-	5,000	2,500	-	-	-	-	-	-	-	-	-	-	-
62710	Utilities - Power	4,800,000	-	-	-	-	-	-	-	-	4,800,000	-	-	-	-	-	-	-	-	-	-
62750	Cleaning Services	951,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63010	Books & Library Materials	17,300	-	-	-	-	-	-	-	500	-	-	-	-	-	-	-	-	-	1,500	-
63020	Food Items	590,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63030	Fuel & Lubrications	220,240	-	-	-	-	-	-	-	-	178,000	-	-	7,500	-	-	-	-	-	-	-
63040	Supplies - Office	81,900	1,500	1,000	-	1,000	-	1,000	-	500	-	1,000	1,000	1,500	-	2,500	800	1,000	1,000	750	1,000
63050	Supplies - Operations	870,973	1,500	-	500	23,000	-	2,500	1,500	-	106,000	2,500	7,500	100,000	-	7,500	4,000	3,000	3,000	4,000	5,000
63070	Medical-General Supplies	4,490,204	-	2,000	-	-	-	100,000	-	-	-	40,000	7,000	650,000	-	10,000	30,000	75,000	5,000	40,000	850,000
63080	Medical-Lab Supplies	1,459,012	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63090	Medical-Pharmaceutical Supplies	5,420,000	-	5,000	-	-	-	-	-	-	-	-	-	-	3,000,000	-	-	-	-	-	-
63120	Equipments under \$5000	17,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64050	Buildings & Improvements	1,044,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64520	Improvements	9,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	2,319,492	-	-	-	-	-	-	27,500	-	140,000	8,500	-	-	-	-	5,000	100,000	-	83,250	256,000
64550	Computer Systems & Equipment	1,009,029	5,000	-	4,000	-	-	-	-	-	-	-	-	75,000	-	-	-	-	-	-	-
64560	Office Equipment	61,850	-	-	-	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64570	Office Furniture & Fixtures	63,600	-	-	-	-	-	2,500	-	-	-	-	2,000	-	-	-	-	-	3,000	-	-
64580	Vehicles - Public Service Admin	215,000	-	-	-	-	-	-	-	-	-	-	-	95,000	-	-	-	-	-	-	-
65200	Interest Expense	105,000	105,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65350	Judgement against Gov't	150,000	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total All Others		33,267,390	531,643	448,440	114,900	37,500	509,500	108,200	45,000	39,835	7,466,401	53,300	18,500	1,097,000	3,000,000	324,600	39,800	180,000	12,000	130,000	1,128,000
Grand Total		96,430,462	1,534,049	1,410,977	193,642	190,150	21,817,494	1,147,291	197,308	741,571	8,207,825	500,135	606,398	1,769,858	3,000,000	1,164,840	887,912	1,179,153	872,916	1,529,770	2,557,180

CHCC			Recovery Room	Labor and Delivery	Emergency Room	Hemodialysis	Medical Surgical	NICU	ONCO	LAB	Radiology	Inpatient Pharmacy	Respiratory Therapy	Physical Therapy	Social Services	General Support Services	Dietary	Housekeepin g	Laundry and Linens	Ground Maintenance	Security
CLASS	Expense	CHCC	1827 RR	1828 LND	1830 ER	1831 HEM	1832 MS	1833 NICU	1839 ONCO	1840 LAB	1841 RAD	1842 PHR	1843 RT	1844 PT	1845 SW	1847 GSS	1848 DT	1851 HK	1852 LL	1853 GM	1854 SEC
CODE	OBJECT CLASSIFICATION	Consolidated																			
61090	Wages/Salaries - CSC	16,920,339	-	214,734	265,985	564,870	870,070	175,095	204,786	477,323	-	54,792	-	115,071	212,374	167,685	518,752	62,467		-	234,312
61100	Wages/Salaries - UNG	37,424,097	265,564	747,387	1,234,209	1,568,761	1,933,742	667,563	213,817	926,169	706,536	1,113,626	425,864	269,934	-	-	136,867	-		-	-
61110	Overtime Compensation	510,104	-	-	35,323	65,382	89,435	-	-	74,783	55,048	23,927	19,547	-	-	-	63,851	-		-	-
61155	Other Differential	255,000																			
61180	Retirement Contributions (DB)	244,227	-	-	-	-	-	24,369	-	-	-	-	-	-	-	19,094	-	-		-	-
61190	401k Ret. Emplr Contribution (DC)	860,171	8,478	17,388	30,613	47,604	45,606	13,190	2,607	33,568	15,563	24,381	8,865	5,832	4,287	3,932	13,674	-		-	5,028
61195	Health Insurance	3,089,714	20,362	54,674	94,765	82,940	160,356	46,129	10,007	50,035	40,272	75,258	24,408	15,621	24,646	3,335	35,102	3,335		-	9,763
61196	Social Security @ 6.20%	2,898,618	16,465	59,651	93,012	140,246	181,183	52,245	25,953	83,829	58,499	87,203	26,404	23,870	13,167	10,396	40,648	3,873		-	21,603
61200	Medicare Contribution (1.45%)	766,603	3,851	13,951	21,753	30,938	40,655	12,219	6,070	20,351	10,245	16,942	5,917	5,583	3,079	2,431	9,506	906		-	3,334
61210	Life Insurance	194,200	741	4,906	9,709	14,235	8,264	4,949	945	9,329	6,719	2,433	-	900	1,554	1,446	4,332	320		-	632
	Total Fringe Benefits	8,308,532	49,897	150,570	249,852	315,962	436,064	153,101	45,582	197,112	131,298	206,216	65,593	51,805	46,734	40,634	103,263	8,433	-	-	40,361
Total Personnel Costs		63,163,072	315,461	1,112,691	1,785,369	2,514,975	3,329,310	995,760	464,185	1,675,386	892,882	1,398,562	511,004	436,810	259,108	208,319	822,733	70,901	-	-	274,673
Number of Positions		923	5	19	31	46	67	15	9	30	14	23	8	7	4	5	21	3	-	-	10
62050	Official Representation	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62060	Professional Services	5,416,850	-	37,000	-	140,000	-	-	-	1,667,000	769,000	25,000	36,000	-	-	81,600	-	-	-		205,000
62080	Advertising	6,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62090	Recruitment/Repatriation	260,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62100	Boards and Other Compensation	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62250	Communications	267,180	-	-	-	-	-	-	-	-	-	-	-	-	2,500	-	-	-	-		-
62260	Dues and Subscription	101,205	-	500	-	1,200	500	500	1,600	-	-	-	-	1,100	-	-	1,170	-	-		-
62290	Licenses and Fees	166,476	-	-	-	4,000	1,300	-	-	20,000	2,000	-	2,500	-	-	1,100	-	-	-		-
62300	Printing & Photocopying	105,000	-	-	-	500	-	-	-	-	-	-	-	-	-	2,500	-	-	-		-
62420	Rental-Vehicles	33,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62430	Rental-Housing	257,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62480	Rental-Others	82,638	-	-	-	-	-	-	-	-	-	-	-	-	-	21,438	-	-	-		-
62500	Travel	470,900	-	-	-	15,000	-	-	5,000	2,000	-	6,000	-	-	-	-	-	-	-		-
62500.1	Transportation	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62500.2	Per Diem	700	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62660	Repairs & Maintenance	1,974,201	3,000	-	1,000	102,000	1,000	1,000	11,000	40,000	56,500	6,000	1,000	1,000	1,000	17,000	5,000	-	-		-
62680	Freight & Handling	88,000	-	-	-	-	-	-	-	4,000	-	-	-	-	-	-	-	-	-		-
62690	Personnel Training Costs	130,600	-	-	-	-	-	-	10,000	-	-	-	3,000	5,000	-	3,100	-	-	-		-
62710	Utilities - Power	4,800,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
62750	Cleaning Services	951,000	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	-	470,000	396,000	46,800	-
63010	Books & Library Materials	17,300	-	-	-	500	800	-	500	-	-	-	-	-	-	-	500	-	-		-
63020	Food Items	590,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	580,000	-	-		-
63030	Fuel & Lubrications	220,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
63040	Supplies - Office	81,900	1,000	1,000	2,000	4,000	2,500	1,000	5,000	1,000	1,500	2,000	1,000	2,000	1,000	1,500	1,000	-	-		-
63050	Supplies - Operations	870,973	2,000	1,000	5,000	34,600	5,000	4,000	5,000	5,000	1,500	3,000	2,500	3,000	1,000	118,350	130,000	165,000	-		15,000
63070	Medical-General Supplies	4,490,204	10,000	70,000	150,000	1,750,000	250,000	40,000	60,000	25,000	45,000	30,000	125,000	25,000	-	-	-	-	-		-
63080	Medical-Lab Supplies	1,459,012	-	-	-	-	-	-	-	1,200,000	-	-	-	-	-	-	-	-	-		-
63090	Medical-Pharmaceutical Supplies	5,420,000	-	-	-	-	-	-	2,400,000	-	-	-	-	-	-	-	-	-	-		-
63120	Equipments under \$5000	17,600	-	-	5,000	-	1,000	-	5,000	-	-	-	-	-	-	-	1,600	-	-		-
64050	Buildings & Improvements	1,044,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		350,000
64520	Improvements	9,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
64540	Machinery, Tools & Equipment	2,319,492	-	47,300	24,000	642,000	233,040	-	40,000	70,000	206,500	80,000	30,000	-	-	168,802	10,000	10,000	-		-
64550	Computer Systems & Equipment	1,009,029	-	-	-	-	-	-	-	-	9,700	2,500	-	-	3,000	-	-	-	-		15,000
64560	Office Equipment	61,850	-	-	-	-	-	-	3,000	-	5,200	1,000	-	-	1,000	-	-	-	-		-
64570	Office Furniture & Fixtures	63,600	-	-	-	-	-	1,500	12,200	-	-	-	-	-	-	-	-	-	-		-
64580	Vehicles - Public Service Admin	215,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		15,000
65200	Interest Expense	105,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
65350	Judgement against Gov't	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total All Others		33,267,390	16,000	156,800	187,000	2,693,800	495,140	48,000	2,558,300	3,034,000	1,096,900	155,500	201,000	37,100	9,500	450,390	729,270	645,000	396,000	46,800	600,000
Grand Total		96,430,462	331,461	1,269,491	1,972,369	5,208,775	3,824,450	1,043,760	3,022,485	4,709,386	1,989,782	1,554,062	712,004	473,910	268,608	658,709	1,552,003	715,901	396,000	46,800	874,673

CHCC Consolidated Budget FY-2021

CHCC			Communicati ons	Grants Management Office	Medical Records	General Accounting	Health Information Tech. (HIT)	Business Office	Business Office	Collection Services	Bureau of Environmenta l Health Dental	General Public Health	Mental Health	Transitional Living Center	Inter Island Referral	Tinian Health Center	Outpatient Pharmacy	Rota Health Center	
CLASS	Expense	Consolidated																	
CODE	OBJECT CLASSIFICATION	Consolidated	1855 COM	1859 GMO	1860 MR	1861 GA	1862 HIT	1863A BO	1863B BO	1864 COL	1865 BEH	1866 DEN	1867 GPH	1869 CGC	1870 TLC	1871 IIMR	1906 THC	1908A OPHR	1912 RHC
61090	Wages/Salaries - CSC	16,920,339	133,680	210,384	321,225	695,254	1,112,261	1,052,207	761,265	226,395	561,076	204,895	231,650	979,609	179,978		789,763	198,539	659,637
61100	Wages/Salaries - UNG	37,424,097	-	-	40,012	145,000	50,000		-	-	-	-	73,000		-		361,375	442,398	641,139
61110	Overtime Compensation	510,104	-	-	22,250	-	-	-	-	-	-	-	-	-	-		-	-	-
61155	Other Differential	255,000																	
61180	Retirement Contributions (DB)	244,227	-	-	-	-	-	-	-	-	-	-	-	6,724	-		-	-	-
61190	401k Ret. Emplr Contribution (DC)	860,171	891	-	7,448	13,573	22,449	8,468	9,926	1,872	9,773	4,710	6,929	25,130	1,383		22,938	8,613	17,731
61195	Health Insurance	3,089,714	17,017	4,882	40,028	106,659	50,566	70,621	96,522	56,542	85,526	20,344	30,193	60,052	-		162,465	45,668	13,674
61196	Social Security @ 6.20%	2,898,618	8,288	13,044	22,397	50,453	72,060	65,237	47,198	14,036	39,653	10,760	18,888	14,204	11,159		71,371	39,738	72,443
61200	Medicare Contribution (1.45%)	766,603	1,938	3,051	5,238	12,184	16,853	15,257	11,038	3,283	7,555	2,516	4,417	4,330	2,610		16,691	9,294	16,942
61210	Life Insurance	194,200	-	-	3,112	5,642	3,519	4,335	3,178	1,214	5,493	2,209	1,059	-	426		5,326	553	8,593
	Total Fringe Benefits	8,308,532	28,135	20,976	78,223	188,510	165,447	163,918	167,862	76,946	148,001	40,539	61,486	110,440	15,576	-	278,792	103,865	129,384
Total Personnel Costs		63,163,072	161,815	231,360	461,710	1,028,764	1,327,708	1,216,125	929,127	303,341	709,078	245,434	366,136	1,090,049	195,554	-	1,429,930	744,802	1,430,160
Number of Positions		923	6	4	14	16	26	43	29	12	17	6	7	-	5		33	13	39
62050	Official Representation	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62060	Professional Services	5,416,850	2,500	-	-	36,000	440,000	40,000	110,000	50,000	-	-	-	-	-	-	20,000	-	-
62080	Advertising	6,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62090	Recruitment/Repatriation	260,240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62100	Boards and Other Compensation	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62250	Communications	267,180	160,000	-	-	-	68,880	1,200	-	-	3,600	-	1,000	-	-	-	15,000	-	15,000
62260	Dues and Subscription	101,205	-	-	-	947	-	-	-	360	-	-	-	-	-	-	-	600	-
62290	Licenses and Fees	166,476	-	-	-	-	-	36,476	51,000	-	-	-	-	-	-	-	2,000	25,500	500
62300	Printing & Photocopying	105,000	-	-	1,000	-	-	-	-	-	5,000	-	-	-	-	-	7,000	-	8,000
62420	Rental-Vehicles	33,600	-	-	-	-	-	-	-	-	-	-	-	20,000	-	-	3,000	-	-
62430	Rental-Housing	257,200	-	-	-	-	-	-	-	-	-	-	-	-	-	140,000	10,000	-	10,000
62480	Rental-Others	82,638	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62500	Travel	470,900	-	-	-	5,000	8,424	10,000	10,000	-	5,000	3,976	-	14,500	-	250,000	12,500	5,000	15,000
62500.1	Transportation	2,000	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-	-
62500.2	Per Diem	700	-	-	-	-	-	-	-	-	700	-	-	-	-	-	-	-	-
62660	Repairs & Maintenance	1,974,201	-	-	2,000	-	-	10,000	5,000	-	6,000	3,000	-	-	-	-	15,000	2,000	139,500
62680	Freight & Handling	88,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	-	7,000
62690	Personnel Training Costs	130,600	-	-	-	-	10,000	30,000	61,000	-	-	-	-	-	-	-	-	1,000	-
62710	Utilities - Power	4,800,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
62750	Cleaning Services	951,000	-	-	-	-	-	-	-	-	1,200	-	-	-	-	-	2,000	-	-
63010	Books & Library Materials	17,300	-	-	-	-	-	-	8,000	-	-	-	-	-	-	-	-	-	5,000
63020	Food Items	590,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	-	7,000
63030	Fuel & Lubrications	220,240	-	-	-	-	-	-	-	-	6,240	-	-	5,000	-	-	10,000	-	13,500
63040	Supplies - Office	81,900	-	3,000	4,000	5,000	750	2,000	2,000	2,000	3,600	2,500	-	-	-	-	7,000	2,000	5,000
63050	Supplies - Operations	870,973	700	-	2,000	4,800	41,123	-	16,000	3,000	2,400	2,500	-	-	-	-	5,000	5,000	16,000
63070	Medical-General Supplies	4,490,204	-	-	-	-	-	-	-	-	-	18,000	15,204	-	-	-	25,000	3,000	40,000
63080	Medical-Lab Supplies	1,459,012	-	-	-	-	-	-	-	-	-	-	209,012	-	-	-	50,000	-	-
63090	Medical-Pharmaceutical Supplies	5,420,000	-	-	-	-	-	-	-	-	-	-	10,000	-	-	-	5,000	-	-
63120	Equipments under \$5000	17,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	-	-
64050	Buildings & Improvements	1,044,000	250,000	-	-	-	-	-	-	-	171,000	-	-	-	-	-	18,000	-	255,000
64520	Improvements	9,600	-	-	-	-	-	5,760	1,920	1,920	-	-	-	-	-	-	-	-	-
64540	Machinery, Tools & Equipment	2,319,492	10,000	-	-	-	-	-	-	-	800	28,000	-	-	-	-	500	-	98,300
64550	Computer Systems & Equipment	1,009,029	-	5,000	3,000	12,500	821,729	11,200	14,100	8,800	-	-	-	-	-	-	10,000	5,000	3,500
64560	Office Equipment	61,850	-	-	2,000	6,000	-	5,000	5,150	2,000	-	-	-	-	-	-	4,000	-	20,000
64570	Office Furniture & Fixtures	63,600	-	-	-	-	-	4,000	3,900	8,000	6,500	-	-	-	-	-	15,000	-	5,000
64580	Vehicles - Public Service Admin	215,000	-	-	-	-	-	-	-	-	105,000	-	-	-	-	-	-	-	-
65200	Interest Expense	105,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65350	Judgement against Gov't	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total All Others		33,267,390	423,200	8,000	14,000	70,247	1,390,906	155,636	288,070	76,080	319,040	57,976	235,216	39,500	-	390,000	246,000	49,100	663,300
Grand Total		96,430,462	585,015	239,360	475,710	1,099,011	2,718,614	1,371,761	1,217,197	379,421	1,028,118	303,410	601,352	1,129,549	195,554	390,000	1,675,930	793,902	2,093,460

1801A
EXECUTIVE OFFICE

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	CEO (1801A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020 Budget	FY 2021 Budget
		Request	Request
61090	Wages/Salaries - CSC	367,840	456,806
61100	Wages/Salaries - UNG	394,102	405,000
61190	401k Ret. Emplr Contribution (DC)	6,680	8,539
61195	Health Insurance	19,572	66,388
61196	Social Security @ 6.20%	43,731	48,894
61200	Medicare Contribution (1.45%)	11,048	12,496
61210	Life Insurance	3,625	4,284
	Total Fringe Benefits	84,656	140,601
	Total PERSONNEL COSTS	846,599	1,002,406
	Number of Positions	13	15
62050	Official Representation	5,000	5,000
62060	Professional Services	187,000	187,000
62260	Dues and Subscription	36,143	36,143
62300	Printing & Photocopying	8,000	5,000
62500	Travel	40,000	35,000
62660	Repairs & Maintenance	500	500
63010	Books & Library Materials	500	-
63040	Supplies - Office	1,500	1,500
63050	Supplies - Operations	1,500	1,500
64550	Computer Systems & Equipment	10,000	5,000
65200	Interest Expense	105,000	105,000
65350	Judgement against Gov't	150,000	150,000
	Total ALL OTHERS	545,143	531,643
	Total PERSONNEL & ALL OTHERS	1,391,742	1,534,049

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : CEO

ACCT: 1801A

OT HRS:

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
		Position Title		Incumbent				
Filled	1	EXECUTIVE SECRETARY		CABRERA-ITIBUS, Bernadita	FTE	\$ 40,439.52	FTE	\$ 42,000.00
Filled	2	CHIEF, EXECUTIVE OFFICER		MUNA, Esther	EC	\$ 150,000.00	EC	\$ 185,000.00
Filled	3	SPECIAL ASSISTANT FOR ADMINSTR		GUERRERO, Janet	FTE	\$ 65,174.89	FTE	\$ 65,000.00
Filled	4	SA for POLICY SUSTAINABILITY & DEV		NEISES-MOCANU, Kaitlynn Rose	FTE	\$ 50,000.00	FTE	\$ 65,000.00
Filled	5	CORPORATE COMPLIANCE OFFICER		GREEN, Chavel T.	EC	\$ 65,000.00	EC	\$ 84,102.13
Filled	6	COMMUNICATIONS AND PUBLIC RELIA		TRAVIS, ZOE,	FTE	\$ 30,000.00	FTE	\$ 33,600.00
Filled	7	CHIEF OPERATING OFFICER		BANERJI, Subroto	EC	\$ 105,000.00	EC	\$ 125,000.00
Zeroed		IT SPECIALIST		SABLAN, Jesse (transfer to Federal Program - ELC ZIKA)	FTE	\$9,888.00		\$ -
Vacant	8	INTERNSHIP		VACANT vice: MITHNOY, John Carlson Z. (6/25/18-8	FTE	\$ 27,040.00	FTE	\$ 27,040.00
Vacant	9	INTERN-PUBLIC HEALTH -NCDB		VACANT vice: ALDAN, Johnny T. (doh:5/21/18-8/15/	FTE	\$ 27,040.00	FTE	\$ 27,040.00
Vacant	10	INTERN - PHYSICAL THERAPY		VACANT vice: URENA, Brian R. (6/25/18-8/17/18)(Co	FTE	\$ 27,040.00	FTE	\$ 27,040.00
Filled	11	VITAL STATISTICS REGISTRAR		ROSPEL, Wilbert	FTE	\$ 40,000.00		
Filled	12	ELECTRONIC BIRTH RECORD CLERK		SABLAN, Melissa	FTE	\$ 23,320.00		
Vacant	13	HEALTH INFORMATION SPECIALIST		VACANT vice: CASTRO, Jolynn	FTE	\$ 23,320.00		
Vacant	14	HEALTH INFORMATION TECHNICIAN		VACANT vice: SEMAN, Cathleen D. (doh:12/27/16) vice: C	FTE	\$ 15,080.00		
Vacant	15	DATA SPECIALIST		VACANT/NEW POSITION FY 21				
Total	15							
Filled	Vacant	TBF	Zeroed					
9	6	0	4	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)			3	\$ 394,102.13
				Limited Term Appointments Ungraded (Temporary)			0	\$ -
				Full Time Employment (Permanent)			10	\$ 367,840.00
				WAGES & OTHERS:				
				Wages -Permanent (61090)				\$ 367,840.00
				Wages Ungraded (61100)				\$ 394,102.13
				Overtime				
				Differentials				
				TOTAL: Wages & Others				\$ 761,942.13
				BENEFITS:				
				Retirement DB 30%/37.39%				\$ -
				Retirement DC - 401K 4%				\$ 6,680.00
				Health Insurance				\$ 9,763.00
				Social Security - 6.20%				\$ 43,731.21
				Medicare - 1.45%				\$ 11,048.16
				Life Insurance 1.45%				\$ 3,625.00
				Subsistence - Housing				\$ -
				TOTAL: Personnel Benefits				\$ 74,847.37
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS			13	\$ 836,789.50
							15	1,002,406

Chief Executive Office - 1801A
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62050	Official Representation			5,000
	Contingency fund for CEO and Board for meetings and events that the Corporation Observes.			
62060	Professional Services			
	Contract for Legal Counsel			118,000
	Smarter Good - External Fundraising			6,000
	PHAB - PH Accreditation Board			16,000
	JDE Annual Fee/Add-On Modules and Maintenance Cost			75,000
	Total			187,000
62100	Board & Other Compensation			-
	Travel (Board Member - Tinian)	0	60	-
	Stipend @ \$15 per day	0	15	-
	Car Rental @\$70 per day	0	70	-
	Trave (Board Member - Rota)	0	239	-
	Per Diem - Rota @ \$175 per day (max of 2 days per meeting	0	350	-
	Car Rental @\$70 per day	0	70	-
	Compensation @70 per day for 5 Trustee x 24	0	70	-
	Total			-
62260	Dues & Subscription			36,143
	PIHOA			25,000
	APHA			220
	AHA			4,873
	NACCHO			440
	ACHE			250
	Marianas Variety			180
	Saipan Tribune			180
	ASTHO			5,000
62300	Printing and Photocopying			5,000
62500	Travel			35,000
	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			25,000
62660	Repairs and Maintenance			\$ 500
63010	Books and Library Materials			\$ -

63040	Supplies- Office			\$ 1,500
63050	Supplies- Operations			\$ 1,500
64550	Computer System and Equipment			5,000
64580	Vehicle- Administration			
63030	Fuel and Lubrication			
65200	Interest Expense			\$ 105,000
65350	Judgement against Gov't			150,000
				\$ 531,643

1802A
HUMAN RESOURCES
OFFICE

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	HR (1802A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	580,227	573,454
61155	Other Differential		255,000
61190	401k Ret. Emplr Contribution (DC)	10,354	14,949
61195	Health Insurance	49,765	70,062
61196	Social Security @ 6.20%	35,974	35,554
61200	Medicare Contribution (1.45%)	8,413	8,315
61210	Life Insurance	4,221	5,202
	Total Fringe Benefits	108,728	389,083
	Total PERSONNEL COSTS	688,955	962,537
	Number of Positions	13	13
62060	Professional Services	36,000	70,000
62080	Advertising	15,000	2,000
62090	Recruitment/Repatriation	228,290	260,240
62260	Dues and Subscription	3,000	-
62290	Licenses and Fees	1,000	1,000
62420	Rental-Vehicles	45,000	10,000
62430	Rental-Housing	100,000	97,200
62680	Freight & Handling	2,500	-
63010	Books & Library Materials	600	-
63040	Supplies - Office	4,000	1,000
63070	Medical-General Supplies	10,000	2,000
63090	Medical-Pharmaceutical Supplies	20,000	5,000
64540	Machinery, Tools & Equipment	9,000	-
	Total ALL OTHERS	474,390	448,440
	cap outlay		
	Total PERSONNEL & ALL OTHERS	\$ 1,163,345	\$ 1,410,977

OT HRS:

CHCC 2021 Page 12

Human Resource - 1802A

Schedule B

Obj. Code	Item	Qty	Unit Price		Total Price
62060	Professional Services				70,000
	Global Medical Staffing Agreement/Harris Staffing Agreement				
62080	Advertising				2,000
	For Local Job Announcements /banners				
62090	Recruitment & Repatriation				
	USCIS (Current/New /H1B		174,710		
	Airfare for Medical/Mid-Level		69,000		
	Ancillary CW-1		6,130		
	Drug Test screening cost		5,400		
	3R Net Recruitment Website		5,000		
	Total				260,240
62260	Dues & Subscription				
	ASHARRA				1,500
	SHRM Membership Dues				1,500
	National Rural Recruitment (Headhunter)				
	Linkedin (1 job posting for 30 days @\$195 x 2 = \$390) posting cost; \$110 for nurse posting in guam market				
	Total				3,000
62290	Licenses and Fees				
	Social Workers & Professional	5	200		1,000
62420	Rental - Vehicles				10,000
	Medical Recruitment of Providers - vehicle rental				
62430	Rental - Housing				
	Currently Utilizing the following vendors:				
	Lease of one(1) @\$800.00/mo for 1 year	12	800	9,600	
	Anaks rental (2 bedroom units) @ \$1,000.00/mo for 1 year	12	1,000	12,000	
	Summit Condo (3 units@\$2100/mo*12) = \$75600)	12	6,300	75,600	
	Total				97,200
63010	Books And Library Materials				-

	Webinars				
63030	Fuel and Lubricants				
	Fuel and Vehicle maintenance				
63040	Office Supplies				1,000
	To budget for HR's supplies open account				
63070	Medical - General Supplies				2,000
	for Employee Health Services				
63090	Medical - Pharmaceutical Supplies				5,000
	For Employee Health Services				
64540	Machinery, Tools and Equipment				-
	To budget for HR Xerox, Scan and Print in one copier				
64550	Computer System & Equipment				
	For two(2) HR Staff Computers @ \$1,418.00 and printer for NOPA	0	\$ 1,418.00	-	
	Total				-
64560	Office Equipment				
	To budget for 2 desk printer				
	TOTAL				451,440

1804A
BOARD OF TRUSTEES

OPERATING EXPENDITURE WORKSHEET

Function:		Healthcare	
Agency:		CHCC	
Unit:		BOT (1804A)	
CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61100	Wages/Salaries - UNG	52,500	58,000
61195	Health Insurance	15,621	15,464
61196	Social Security @ 6.20%	3,255	3,596
61200	Medicare Contribution (1.45%)	761	841
61210	Life Insurance	761	841
	Total Fringe Benefits	20,398	20,742
	Total PERSONNEL COSTS	72,898	78,742
	Number of Positions	1	1
62060	Professional Services	50,000	-
62080	Advertising	1,800	1,800
62100	Boards and Other Compensation	5,400	3,000
62250	Communications	-	-
62260	Dues and Subscription	25,000	50,000
62300	Printing & Photocopying	5,000	5,000
62420	Rental-Vehicles	600	600
62480	Rental-Others	1,000	-
62500	Travel	61,200	50,000
63050	Supplies - Operations	500	500
64550	Computer Systems & Equipment	10,000	4,000
	Total ALL OTHERS	160,500	114,900
	Total PERSONNEL & ALL OTHERS	233,398	193,642

COMMONWEALTH OF THE NERTHEN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : HA

ACCT: 1805A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	EXECUTVE SECRETARY TO THE BO	DIAZ, TRINIDAD	EC	50,000	EC	52,500	EC	58,000
Total									
Filled	Vacant	TBF	Zeroed						
1	0	0	0	TOTAL WAGE BASE:					
		Employment Contracts Ungraded (CW/Med Staff/Managers)		1	50,000	1	52,500	1	58,000
		Limited Term Appointments Ungraded (Temporary)		0	-				
		Full Time Employment (Permanent)		0	-	-	-	0	-
		WAGES & OTHERS:							
		Wages -Permanent (61090)			-		-		-
		Wages Ungraded (61100)			50,000		52,500		58,000
		Overtime			-		-		-
		Differentials							
		TOTAL: Wages & Others			50,000		52,500		58,000
		BENEFITS:							
		Retirement DB 30%/37.39%			-		-		-
		Retirement DC - 401K 4%			-		-		-
		Health Insurance			15,464		15,621		15,464
		Social Security - 6.20%					3,225		3,596
		Medicare - 1.45%					761		841
		Life Insurance 0.031%					761		841
		Subsistence - Housing							
		TOTAL: Personnel Benefits					20,398		20,742
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		1	50,000	1	72,898	1	78,742

BOARD OF TRUSTEES

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			-
62080	Advertising			1,800
92100	Boards and Other Compensation			3,000
62260	Dues & Subscription			50,000
62300	Printing & Photocopying			5,000
62420	Rental-Vehicles			600
62480	Rental-Other			-
62500	Travel			50,000
63050	Supplies - Operation			500
64550	Computer Systems & Equipment			4,000
			TOTAL	114,900

1805A

HOSPITAL ADMINISTRATION



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Deputy Chief Operations Officer

BUDGET NARRATIVE

Background of the Hospital – Commonwealth Health Center (CHC)

Built in 1986, Commonwealth Health Center (Hospital) is an 86 bed facility that provides in-patient acute care services and outpatient services that are underfunded and experiencing a high census and acuity level. Our struggles are due to rising population and the demand for health care is greater today than it was back when CHC opened its doors. More CNMI residents and visitors are sick today and CHC is unable to meet the demand as a facility. However for services, CHC is doing more today with less resource. Although faced with limited resources and external challenges, CHC's readmission rate has continued to decrease and is below national average of 15% illustrating commitment to patient care and diligent work from all stakeholders.

FY 2021 Budget Proposal

In this FY 2021 Budget call for Business Unit 1805A is requesting for a two-step (10% increase) to CHC Ancillary and Outpatient Clinic personnel budget so that to align with the current CHCC 2017 Pay Scale to each hospital personnel (Clinical and Non-Clinical) to correct salary disparity, account for increase in the cost of living in the CNMI and any needed personnel increase to meet U.S. Department of Labor's prevailing wage determination (PWD) as we continue to petition our contract workers for EB2/EB3 Visa.

The CHC Ancillary and Outpatient Clinic Budget FY 2021 proposal covers the following business units below that may also include request for new vacant FTE's to meet new services, improving patient outcomes, staffing shortage and high acuity level in hopes of reducing overtime cost. The requested additional FTE's on top of what the unit submitted came from our Budget meeting with individual managers during the week of Jan. 13-17, 2020.

Business Unit	# of New FTE	Position(s)
1805A (HA)		
1808A (FCC)	3	2 RN
1813A (WCC)	1	1 RN
1814A (PCC)	1	1 RN
1817A (IPP)		
1840A (LAB)	3	1 Lab Safety Officer, 1 Clinical Lab Tech, 1 Phlebotomist
1849A (ONCO)	3	1 Nurse Unit Manager, 1 Unit Clerk, 1 CNA

1841A (RAD)		
1842A (PHR)	4	3 Pharmacy Technician, 1 Pharmacy Intern
1843A (RT)		
1844A (PT)		
1845A (SW)		
1848A (DT)		
1860A (MR)		
1866A (DEN)		
1908A (OPHR)	1	1 Tele-Pharmacist
1909A (OPP)		

The objective of the attach budget proposal for FY 2021 is to ensure that CHC Ancillary and Outpatient Clinic continues to provide essential medical services and improve patient outcomes as mandated in the Centers for Medicare & Medicaid Services (CMS) Conditions of Participation (CoP) for Hospitals set forth at 42 CFR Part 482. The compliance to CMS CoP for Hospitals is vital for CHC Hospital to be re-certified in order to receive Medicare/Medicaid payment.

The other objective for this FY 2021 Budget proposal is to begin forecasting for sustainability and to increase local capacity such as internship positions in our Pharmacy. It is high time we make positions available for the next wave of healthcare workers to replace our veterans. If this proposal is not approved by the CHCC Board of Trustees, I recommend we scrap the internship positions and half of the 16 additional new FTE's.

Overall, CHC Ancillary and Outpatient Clinics respectfully request for additional 16 new FTE's for the above CHC Hospital units in FY 2021 to better improve the delivery of services (new and current), to perform Tele-Pharmacy to our sister islands, to meet staffing shortage that has cost CHCC close to \$5M in unaccounted overtime cost in FY 2019, and to meet the growing demand for healthcare workers as CNMI's economy continues its rollercoaster ride.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Hospital Admin (1805A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	40,012	40,012
61100	Wages/Salaries - UNG	100,000	100,000
61196	Social Security @ 6.20%	8,681	8,681
61200	Medicare Contribution (1.45%)	2,030	2,030
61210	Life Insurance	1,927	1,927
	Total Fringe Benefits	12,638	12,638
	Total PERSONNEL COSTS	152,650	152,650
	Number of Positions	2	2
62260	Dues and Subscription	1,000	1,000
62500	Travel	3,000	3,000
62660	Repairs & Maintenance	2,000	2,000
63040	Supplies - Office	2,500	1,000
63050	Supplies - Operations	25,000	23,000
64560	Office Equipment	17,000	7,500
	Total ALL OTHERS	50,500	37,500
	Total PERSONNEL & ALL OTHERS	203,150	190,150

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : HA

ACCT: 1805A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	DEPUTY CHIEF OPERATING OFFICER	TUDELA, JESSE M.	EC	\$ 93,500.00	EC	\$ 105,289.00	EC	\$ 100,000.00
Filled	2	ADMINISTRATIVE ASSISTANT	AJOSTE, NAZARIO OMAR	FTE	\$ 31,350.00	FTE	\$ 32,918.00	FTE	\$ 40,012.00
Total		2							
Filled	Vacant	TBF	Zeroed						
2	0	0	0	TOTAL WAGE BASE:					
		Employment Contracts Ungraded (CW/Med Staff/Managers)		1	93,500	1	105,289	1	100,000
		Limited Term Appointments Ungraded (Temporary)							
		Full Time Employment (Permanent)		1	31,350	1	32,918	1	40,012
		WAGES & OTHERS:							
		Wages -Permanent (61090)			31,350		32,918		40,012
		Wages Ungraded (61100)			93,500		105,289		100,000
		Overtime			-		-		-
		Differentials							
		TOTAL: Wages & Others			124,850		138,207		140,012
		BENEFITS:							
		Retirement DB 30%/37.39%			-		-		-
		Retirement DC - 401K 4%			-		-		-
		Health Insurance			-		-		-
		Social Security - 6.20%			7,471		8,569		8,681
		Medicare - 1.45%			1,747		2,004		2,030
		Life Insurance 0.031%			1,356		1,527		1,927
		Subsistence - Housing							-
		TOTAL: Personnel Benefits			10,574		12,100		12,638
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		2	135,424	2	150,307	2	152,650

HOSPITAL ADMINISTRATION =1805A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			-
	For Medicare Cost Report Consultant - Essential Consulting LLC; To meet the Medicare Cost Report requirement for reimbursement purposes performed by a Consultant.			
62260	Dues & Subscription			
	PIHOA Membership			1,000
	Total			1,000
62500	Travel			
	To allow Hospital Administrator to travel to PIHOA bi-annual meeting as an associate member and officer of PIHOA.			3,000
	Total			3,000
62660	Repairs & Maintenance			2,000
	To ensure that iRA 4251 Copier machine remains operational for all copying, sending, faxing and printing needs for hospital operations.			
62680	Freight & Handling			-
	To ensure timely shipping of hospital services confidential documents to CMS and off-island vendors			
63030	Fuel & Lubricant			-
	For Hospital Administration function; To meet Hospital Administration function and activities at other CHCC facilities and out in the community.			
63040	Supplies - Office			1,000
	To budget for procurement of toners and staples for Cannon Image Runner 4251 at Hospital Administration office			
63050	Supplies - Operation			
	To budget for water consumption for entire hospital and clinics.			22,000
	To budget for Hospital Services OPEN PO at National Office Supply to effectively provide services administratively			1,000
	Total			23,000
64560	Office Equipment			7,500
	To budget for procurement of office equipments such as new Cannon Image Runner Advance C5040 (Colored copier) to meet HIPAA compliance.			7,000
	To budget for UPS Battery Back up			500
	TOTAL			37,500

1807A
MEDICAL STAFF

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Medical Staff (1807)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	112,000	116,525
61100	Wages/Salaries - UNG	18,003,780	19,207,212
61180	Retirement Contributions (DB)	41,877	161,826
61190	401k Ret. Emplr Contribution (DC)	151,500	230,021
61195	Health Insurance	288,981	575,521
61196	Social Security @ 6.20%	683,598	716,644
61200	Medicare Contribution (1.45%)	262,679	272,853
61210	Life Insurance	22,707	27,392
	Total Fringe Benefits	1,451,342	1,984,257
	Total PERSONNEL COSTS	19,567,122	21,307,994
	Number of Positions	97	102
62060	Professional Services	500,000	500,000
62290	Licenses and Fees	2,000	2,000
62500	Travel	7,500	7,500
	Total ALL OTHERS	509,500	509,500
	Total PERSONNEL & ALL OTHERS	20,076,622	21,817,494

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : MED
ACCT: 1807A
OT HRS:

FTE Status		Position Title	Incumbent	FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	CERTIFIED NURSE MIDWIFE	ALLEN, Sarah W.	EC	\$ 95,000.00	EC	\$ 95,000.00	EC	\$ 98,838.00
Filled	2	CERTIFIED NURSE MIDWIFE	DI CONSTANZO, Rhonda Jean (doh:9/17/18) vice: BRANCH, Mia (completion 2/3/18)(doh:10/25/17) vice: CASTILLO, Catherine(resigned 5/31/17) (doh: 02/06/17-05/05/17 ext:5/31/17) vice: FY17 New Position	EC	\$ 95,000.00	EC	\$ 226,000.00	EC	\$ 98,838.00
Vacant	3	CERTIFIED REGISTERED NURSE ANESTHETIST	LEE, Seung Gin (doh:02/03/19) vice: Vacant FY 18 - Physician (FM)	EC	\$ 175,000.00	EC	\$ 178,000.00	EC	\$ 178,500.00
Filled	4	MIDWIFE	ROGOYAWA, Losana T.	EC	\$ 55,000.00	EC	\$ 55,000.00	EC	\$ 57,222.00
Filled	5	MIDWIFE	SAIMON, Flaviana A.	FTE	\$ 57,000.00	FTE	\$ 57,000.00	FTE	\$ 59,303.00
Filled	6	NURSE MIDWIFE I	KAPILEO, Christine P.	FTE	\$ 55,000.00	FTE	\$ 55,000.00	FTE	\$ 57,222.00
Filled	7	NURSE MIDWIFE/NURSE PRACTITIONER	SABLAN, Roca Q.	EC	\$ 95,000.00	EC	\$ 95,000.00	EC	\$ 98,838.00
Filled	8	NURSE PRACTITIONER	NOISOM, Louise Q.	EC	\$ 96,900.00	EC	\$ 95,000.00	EC	\$ 98,838.00
Filled	9	NURSE PRACTITIONER	BLAU, Gayline P.	EC	\$ 96,900.00	EC	\$ 95,000.00	EC	\$ 98,838.00
Filled	10	NURSE PRACTITIONER(LOCUM)	TAYLOR, Heather (doh:9/1/16)vice: TUOHEY-MOTE, Alan David (completion 4/4/16)	EC	\$ 101,745.00	EC	\$ 95,000.00	EC	\$ 101,745.00
TBF	11	NURSE PRACTITIONER	VACANT to be filled by: BARNES, Noel H. (doh:10/17/19-10/16/21) vice: DARR, Emily (resigned 10/11/19) (doh: 10/14/18)vice: Vacant - Pediatrician FY 18	EC	\$ 110,000.00	EC	\$ 88,000.00	EC	\$ 112,200.00
Filled	12	NURSE PRACTITIONER	COLLORD, Thomas Clifford (doh:1/18/19) vice: BURKE, KIMBERLY MAE vice: CHUA, GEORGE (THC)	EC	\$ 105,000.00	EC		EC	\$ 112,200.00
Filled	13	NURSE PRACTITIONER(TRIAGE)	BRENNFLECK, Shawna Lee	EC	\$ 95,000.00	EC	\$ 95,000.00	EC	\$ 98,838.00
Filled	14	PHYSICIAN (ANESTHESIOLOGIST)	KONING, Michael	EC	\$ 321,000.00	EC	\$ 300,000.00	EC	\$ 327,420.00
Filled	15	PHYSICIAN (ANESTHESIOLOGIST)	HOWLAND, MORGAN M. vice: FITCH, BRIAN DUANE (resigned 8/29/15)	EC	\$ 285,000.00	EC	\$ 285,000.00	EC	\$ 296,514.00
Filled	16	PHYSICIAN (ANESTHESIOLOGY)	HART, Michael vice: COLE, James C. completion 9/15/15)	EC	\$ 290,700.00	EC	\$ 285,000.00	EC	\$ 296,514.00
Filled	17	PHYSICIAN (Pediatric Cardiologist)	YOUSUFI, Umair (doh: 10/01/17 vice: CUNNINGHAM, Glenn D	EC	\$ 403,000.00	EC	\$ 403,000.00	EC	\$ 411,060.00
Filled	18	PHYSICIAN (Gastroenterology)	KIM, Ji Woon	EC	\$ 225,000.00	EC	\$ 225,000.00	EC	\$ 225,000.00
Vacant	19	PHYSICIAN (NEPHROLOGIST) (LOCUM)	SAFABAKHSH, Saied	EC	\$ 39,780.00	EC	\$ 39,780.00	EC	\$ 39,780.00
Filled	20	PHYSICIAN (NEPHRO/IM)	MAKSY, Magdy G. (doh:7/5/18) vice: OSMAN, Sherlene M. (Completion 7/26/18)	EC	\$ 280,500.00	EC	\$ 285,500.00	EC	\$ 330,000.00
Filled	21	PHYSICIAN (NEPHROLOGIST) (LOCUM)	KIM, Grace E.(doh:9/17/18-9/16/2020) vice: MAKSY, Magdy G. (completion 5/18/18)(doh: 04/16/18) vice: FY 17	EC	\$ 218,000.00	EC	\$ 280,500.00	EC	\$ 285,500.00
Filled	22	PHYSICIAN (ORTHOPEDIC SURGEON) (loc)	AUSTIN, Thomas vice: GURKOFF, Jerry Frederic (doh: 12/3/18 - 3/1/2019 ext 09/20/19) (vice: HUGHES, Charles H. Jr. (doh: 9/24/18-11/16/18 RFPAL)) (vice: GURKOFF, Jerry Frederic (doh: 7/2/18/ - 9/7/18 RFPAL)) (vice: FY18)	EC	\$ 400,000.00	EC	\$ 403,000.00	EC	\$ 408,000.00
Filled	23	PHYSICIAN (Otolaryngologist (ENT)	MOSS, William James vice: WALLACE, Mark A. (6/24/19-8/24/19)vice: MOSS, William James (Ext: 6/1/19-6/7/19)(Extension 1/1/19-1/11/19) (doh:7/1/18- 12/31/18) (vice: FY18)	EC	\$ 378,000.00	EC	\$ 378,000.00	EC	\$ 378,000.00
Filled	24	PHYSICIAN (CARDIOLOGIST) locum	DIEHL, Michael vice: FY18 (doh:7/30/18-8/24/18)	EC	\$ 315,000.00	EC	\$ 315,000.00	EC	\$ 321,300.00
Filled	25	PHYSICIAN (PODIATRIST)	SHEAD, Daniel Joseph (doh: 9/1/18-8/30/2020) - vice: Vacant FY 17 Physician (FM)	EC	\$ 190,000.00	EC	\$ 178,000.00	EC	\$ 193,800.00
Filled	26	PHYSICIAN (HEME & ONCOLOGY)	BRETT, Peter B.(doh:5/20/19) Vice: FY18	EC	\$ 320,000.00	EC	\$ 321,000.00	EC	\$ 327,420.00
Filled	27	DENTIST (Restructured from PA)	SABINO, Angelica vice: CARNEY, Michael (completion 11/22/15) (vice: FISHER, William Ronald (completion 2/10/15) ext due to AL 4/24/15)	EC	\$ 159,120.00	EC	\$ 156,000.00	EC	\$ 162,303.00
Vacant	28	PHYSICIAN (DENTIST) (Temp position f	VACANT vice: GENTRY, ADAM J.(resigned 10/04/16) vice: BROWN, HAZEL (transferred to federal KCHC Account)	EC	\$ 156,000.00	EC	\$ 156,000.00	EC	\$ 156,000.00
Filled	29	PHYSICIAN (ER)	KLASSEN, Rodney H. (doh:11/1/18-6/23/21) vice: FARZAN, Neda(completion: 8/6/19 (doh:) vice:SEELENGER-DEVEY, JEREMY (resigned 8/8/15)	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 250,920.00
Filled	30	PHYSICIAN (ER)	ROHRINGER, Martin	EC	\$ 289,000.00	EC	\$ 275,000.00	EC	\$ 300,676.00
Filled	31	PHYSICIAN (ER)	VILLALON, NICHOLAS R. vice:GENISCA, ALICIA vice: DOBLER, Elizabeth (completion 1/16/15)	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 246,000.00
Filled	32	PHYSICIAN (ER)	EDVALSON, Tanuja M. (doh:7/15/19) vice: NICHOLS, Taylor Scott (doh:5/25/18 to 6-21-18)COMP 6/21/18) vice:EDVALSON, TANUJA (completion 4/24/18) (DOH:1/22/18)vice: SCHENKER, Florence Susan (completion 10/12/17)	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 250,920.00
Filled	33	PHYSICIAN (ER)	SEELINGER-DEVEY, Jeremy VACANT vice: TRITCH, Todd Alan (resigned 12/3/15) (vice:Hunter, Charlotte (resignation 9/14/14)	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 250,920.00
Filled	34	PHYSICIAN (ER)	PULST-KORENBERG, Alexandra M. (doh:9/16/19-6/15/2020) vice: CANEPA, Carlo Andre (completion: 6/30/19)(doh:7/5/18) vice:FY 17	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 250,920.00

Filled	35	PHYSICIAN (ER)	CULP, Elizabeth E. (doh:6/30/19) vice: RINEER, Scott (separate: 12/8/18) (6/25/18-12/31/18)vice: FY 17	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 250,920.00
Filled	36	PHYSICIAN (ER)	GRAY, Kelly M. (doh:7/22/18-8/26/18) FY 18	EC	\$ 246,000.00	EC	\$ 246,000.00	EC	\$ 246,000.00
Filled	37	PHYSICIAN (IM)	LUU, Ngoc-Phucong Tran(vice: SPRINGER, Martin Ferdinand B.(vice: Kreegel, Paige)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	38	PHYSICIAN (IM)	DOYLE, John	EC	\$ 218,000.00	EC	\$ 178,000.00	EC	\$ 226,807.00
TBF	39	PHYSICIAN (IM) (Locum	VACANT to be filled by: ZEVALLOS, Alan D. vice YALAMANCHILI, Hima (completion 4/21/19)(doh:10/22/18-4/21/19) vice: NGUYEN, Quy T. (DOH: 11/20/17 vice: SUMMERS, Kathleen on Locum) completion 3/22/17 vice: SUMMERS, Kathleen Lea (completion 1/19/16)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	40	PHYSICIAN (IM)	TUDELA, John M.	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	41	PHYSICIAN (IM)	NEGRO, Luis (doh: 4/15/19) vice: MACRIS, George Patrick (completion 4/6/19)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	42	PHYSICIAN (IM)	KOHNEN, ELIZABETH ANN	EC	\$ 222,360.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	43	PHYSICIAN (IM)	SMITH, Joel	EC	\$ 222,360.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	44	PHYSICIAN (IM)	GRAUMAN, DAVID SAMUEL	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	45	PHYSICIAN (IM)	KANAYJORN-AYUTHAYA, Esther	EC	\$ 222,360.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	46	PHYSICIAN (IM)	ODIN, OLEG (DOH1/8/18- 2/17/20)vice: NORWOOD, Aliza (Resigned: 11/26/17) vice: New Position FY 15 (start:10/03/16)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 226,807.00
Filled	47	PHYSICIAN (IM)	GARDNER, Gregory (doh:3/5/18)vice:VACANT FY 18	EC	\$ 218,000.00	EC	\$ 189,000.00	EC	\$ 222,360.00
Filled	48	PHYSICIAN (IM)	THURMAN, Lawrence (7/1/19-6/30/21) VICE: PARDO, Nellie (resigned ____) (doh:11/26/18)vice: VACANT FY 19	EC	\$ 218,000.00	EC	\$ 189,000.00	EC	\$ 222,360.00
Filled	49	PHYSICIAN (IM)	SHAFRANSKY, Dore (doh: 04/08/19):vice: CHEKOL, Ashebir (doh:11/8/18- FY 18	EC	\$ 250,000.00	EC	\$ 189,000.00	EC	\$ 255,000.00
Filled	50	PHYSICIAN (IM)	CHEKOL, Ashebir T. (doh:2/8/19)FY 19	EC	\$ 218,000.00	EC	\$ 189,000.00	EC	\$ 226,807.00
Filled	51	PHYSICIAN (IM)	DWINELL, Mark E VICE: FY18 Vacant Anesthesiologist	EC	\$ 218,000.00	EC	\$ 301,000.00	EC	\$ 307,020.00
Filled	52	PHYSICIAN (FM)	HOFSCHEIDER, James vice: FY 17 (Temporary COA 1-1-18 to 9-30-18)	EC	\$ 72,000.00	EC	\$ 175,000.00	EC	\$ 175,000.00
Filled	53	PHYSICIAN (OB/GYN)	LINDEN, Jennifer (doh:7/22/19-7/21/21)vice: HY, MARIA ANNA (resignation 5/7/19) (doh:2/5/18)vice: Hi, Maria (compl.9/12/17)	EC	\$ 226,000.00	EC	\$ 226,000.00	EC	\$ 230,520.00
Vacant	54	PHYSICIAN (OB/GYN)	VACANT vice: MCHATTIE, Thomas John(completion 8/23/19) (doh:8/24/17) vice: MIZGALA, Liane (resigned 6/26/17)	EC	\$ 226,000.00	EC	\$ 226,000.00	EC	\$ 226,000.00
Filled	55	PHYSICIAN (OB/GYN)	DEARY, MICHAEL JOSEPH vice: (MURPHY, Colleen Mary Elizabeth (completion 5/5/14)	EC	\$ 230,520.00	EC	\$ 226,000.00	EC	\$ 235,131.00
Vacant	56	PHYSICIAN (OB/GYN)	VACANT vice: HY, Maria (doh:08/13/19-10/15/19) vice: New Vacant FY18	EC	\$ 226,000.00	EC	\$ 226,000.00	EC	\$ 226,000.00
Filled	57	PHYSICIAN (OB/GYN) (Locum)	DOLHANTY, Dorothy (DOH:10/14/19-4/13/20) vice: GORDON, Samuel (completion 8/30/19)(doh: 8/6/17)vice: GRANT, Jeanolivia D. (resigned 12/01/16) (Vice: 6/22/12) GRANT, Jeanolivia D.	EC	\$ 226,000.00	EC	\$ 226,000.00	EC	\$ 230,520.00
Filled	58	PHYSICIAN (PEDIATRICIAN)(LOCUM)	PENA, Julio vice: HERNANDEZ-GRANDE, Agnes (resigned ____ vice: MOSKALEWICZ, Risha L. - Salary \$165,000.00 (completion 9/9/16) from 8/8/16 -9/9/16 vice: OGUNDIPE, OLUWAKEMI(separation 7/2/16) vice:CH'NG, Tong Woon (resigned 11/17/15)	EC	\$ 190,000.00	EC	\$ 190,000.00	EC	\$ 195,840.00
Filled	59	PHYSICIAN (PEDIATRICIAN)	TRICHE, Elizabeth Frances (vice Weimar, Ashlee	EC	\$ 203,300.00	EC	\$ 190,000.00	EC	\$ 203,300.00
Filled	60	PHYSICIAN (PEDIATRICIAN)	BORJA, Leticia P.	EC	\$ 193,800.00	EC	\$ 190,000.00	EC	\$ 195,840.00
Filled	61	PHYSICIAN (PEDIATRICIAN)	TAYLOR, Michael vice: STEADMAN, Christopher J. (resigned 01/04/2016)	EC	\$ 203,490.00	EC	\$ 190,000.00	EC	\$ 203,490.00
Filled	62	PHYSICIAN (PEDIATRICIAN)	CHOTAS, William (doh:7/1/19) vice: SHEARER, Zackary Shane (completion: 6/30/19)vice: LIN, TIFFANY (completion 7/31/16)	EC	\$ 190,000.00	EC	\$ 190,000.00	EC	\$ 203,490.00
Filled	63	PHYSICIAN (PEDIATRICIAN)	WISTER, Jason vice vice: FY 17 new Position	EC	\$ 190,000.00	EC	\$ 190,000.00	EC	\$ 195,840.00
Filled	64	PHYSICIAN (PEDIATRICIAN)	JONES, Justin Lee (doh:7/1/19) vice: FY 18	EC	\$ 190,000.00	EC	\$ 192,000.00	EC	\$ 195,840.00
Filled	65	PHYSICIAN (PSYCHIATRY)	VAN DER MEID, Justin (doh:6/17/19)vice: SHAFEEULLAH, Irshaad (resigned 05/5/17) (vice: RICHARDS, Jeremy S. (resigned 2/5/15)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 222,360.00
Vacant	66	PHYSICIAN (PSYCHIATRY)	VACANT vice: CHYUNG, Dorothy (completion: 6/30/19)(doh:7/5/18) vice: FY16 (change of account from 1869A)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 222,360.00
Filled	67	PHYSICIAN (PSYCHIATRY)	HATSUSHI, Katie I. (doh:7/5/18-7/4/2020)vice:FY17 Vacant (Hospitalist)	EC	\$ 218,000.00	EC	\$ 218,000.00	EC	\$ 222,360.00
Filled	68	PHYSICIAN (SURGEON)	HIESTERMAN, Mark (doh:9/25/17) vice:LE VEEN , Eric (termination without cause	EC	\$ 275,400.00	EC	\$ 270,000.00	EC	\$ 277,440.00
Filled	69	PHYSICIAN (SURGEON)	MOSELEY, Kimberly Ann (doh:2/17/19)vice: CHAO, Stan(completion 6/16/18) (doh:03/13/18) vice: ANYADIKE, Chukwuma Paul(doc: 1/13/17) (doc: 7/19/16)vice: HALLMAN, Jeri M. (completion 9/9/15) vice: KATZ, STEPHEN	EC	\$ 270,000.00	EC	\$ 270,000.00	EC	\$ 277,440.00
Filled	70	PHYSICIAN (SURGEON)	YAROFALIR, John Michael	EC	\$ 270,000.00	EC	\$ 270,000.00	EC	\$ 277,440.00
Filled	71	PHYSICIAN (SURGEON)(LOCUM)	GHELLAI, ALI M. vice:FY18 Vacant	EC	\$ 272,000.00	EC	\$ 272,000.00	EC	\$ 277,440.00
Zeroed		PHYSICIAN (SURGEON) (Locum)	VACANT to be filled by: CHAO Stan (DOH: 8/8/19-9/30/19)vice: New Position FY18	EC	\$ 270,000.00	EC	\$ 272,000.00		\$ -

[illegible]

MEDICAL UNIT = 1807A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			500,000
62290	License & fees			2,000
	Physicians accreditation (as estimated)			
62500	Travel			7,500
	To budget for Travel should there be a need for ER coverages for THC and RHC.			
				509,500

1808A
FAMILY CARE CLINIC

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	FCC
Bus. Unit:	1808A

		FY 2020	FY 2021
		Budget	Budget
CLASS	OBJECT CLASSIFICATION	Request	Request
CODE			
61090	Wages/Salaries - CSC	241,420.11	311,137
61100	Wages/Salaries - UNG	665,291.06	519,786
61110	Overtime Compensation	169.26	500
61190	401k Ret. Emplr Contribution (DC)	18,002.82	12,486
61195	Health Insurance	44,680.74	105,944
61196	Social Security @ 6.20%	47,403.25	75,400
61200	Medicare Contribution (1.45%)	13,147.31	12,048
61210	Life Insurance	2,009.95	1,791
	Total Fringe Benefits	125,244	207,669
	Total PERSONNEL COSTS	1,032,124	1,039,091
	Number of Positions	19	27
62290	Licenses and Fees	-	200
62660	Repairs & Maintenance	2,000	2,000
63040	Supplies - Office	2,500	1,000
63050	Supplies - Operations	2,500	2,500
63070	Medical-General Supplies	100,000	100,000
64540	Machinery, Tools & Equipment	7,500	-
64550	Computer Systems & Equipment	11,600	-
64560	Office Equipment	2,500	-
64570	Office Furniture & Fixtures	2,500	2,500
	Total ALL OTHERS	131,100	108,200
	Total PERSONNEL & ALL OTHERS	1,163,224	1,147,291

DIV : CHCC
UNIT : FCC
ACCT: 1808A
OT HRS: 13

CHCC 2021 Page 33

FCC=1808A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62290	Licenses and Fees			200
	CLIA Waiver Certificate fee payment for INR POC and H1AC POC			200
62660	Repairs & Maintenance			2,000
	Repair and Maintenance of Xerox Work Centre 3325, EPSON and Brother MFC 7460 machine			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners for family care outpatient needs			
63050	Supplies - Operation			2,500
	To budget for FCC to effectively carry out its services administratively.			
63070	Medical - General Supplies			100,000
	To budget for Medical-General Supplies for family outpatient care			
64570	Office Furniture & Fixtures			2,500
	To budget for Office equipment such as chairs, desk and exam bed for family care outpatient needs			
			TOTAL	108,200

1810A

BIOMEDICAL

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Biomed (1810A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	88,226	126,752
61195	Health Insurance	-	15,621
61196	Social Security @ 6.20%	5,470	7,859
61200	Medicare Contribution (1.45%)	1,279	1,838
61210	Life Insurance	640	240
	Total Fringe Benefits	7,389	25,557
	Total PERSONNEL COSTS	95,615	152,308
	Number of Positions	2	4
62060	Professional Services	15,600	6,000
62660	Repairs & Maintenance	5,000	5,000
62690	Personnel Training Costs	20,000	5,000
63050	Supplies - Operations	3,000	1,500
64540	Machinery, Tools & Equipment	155,000	27,500
64550	Computer Systems & Equipment	3,500	-
	Total ALL OTHERS	202,100	45,000
	Total PERSONNEL & ALL OTHERS	297,715	197,308

Biomedical Services = 1810A
Schedule B

CODE	ITEM	QTY	UNIT COST	FY2021
62060	Professional Services			\$ 6,000
	Certified Water Operator (annually) \$800/Monthly	0	\$0	
	Calibration of biomedical testing devices		\$6,000	
62690	Employee Training			\$ 5,000
62660	Repair and Maintenance			\$ 5,000
	Annual PM kits Dialog		\$5,000	
64540	Equipment			\$ 27,500
	Equipment Parts and supplies		\$15,000	
	Tools		\$2,500	
	Water testing equipment		\$10,000	
	RO System (FDA Approved for Dialysis)			
63050	Operational			
	Uniforms		\$3,000	\$ 1,500
64550	Computers & Equipment			\$ -
	2 Computers		\$0	
	Printer/copier/scanner		\$0	
Total				\$ 45,000

1811A

QUALITY ASSURANCE

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Quality Assurance (1811A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	156,200	162,148
61100	Wages/Salaries - UNG	412,250	423,497
61190	401k Ret. Emplr Contribution (DC)	15,230	8,652
61195	Health Insurance	5,256	61,077
61196	Social Security @ 6.20%	35,244	36,310
61200	Medicare Contribution (1.45%)	8,243	8,492
61210	Life Insurance	2,192	1,561
	Total Fringe Benefits	66,165	116,092
	Total PERSONNEL COSTS	634,615	701,736
	Number of Positions	13	13
62060	Professional Services		10,250
62260	Dues and Subscription	4,085	4,085
62290	Licenses and Fees	17,000	16,000
62300	Printing & Photocopying	1,000	1,000
62500	Travel	9,000	5,000
62690	Personnel Training Costs	2,500	2,500
63010	Books & Library Materials	500	500
63040	Supplies - Office	500	500
	Total ALL OTHERS	34,585	39,835
	Total PERSONNEL & ALL OTHERS	669,200	741,571

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : QA
ACCT: 1811A

OT HRS:

FTE Status		Position Title	Incumbent	FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Vacant	1	ADMINISTRATIVE ASSISTANT	VACANT vice: NAKAZATO, Francine M. (doh:5/29/18) vice: CAPILITAN, Myla Grace V.(resigned 12/04/2017) vice: CHAUDHRY, Olinka (resigned 3/2/16)C. vice: ZANDUETA, Annie (transferred to Fed. Acct.)	FTE	\$ 20,000.00	FTE	\$ 21,000.00	FTE	\$ 21,000.00
Filled	2	HOSPITAL QUALITY COORDINATOR	CABALBAG, Normita (vice: CASTRO, Hilma P.	EC	\$ 46,000.00	EC	\$ 48,300.00	EC	\$ 51,066.23
Filled	3	INFECTION CONTROL PREVENTIONIST /	FERNANDEZ, Nancy L.D.	EC	\$ 55,000.00	EC	\$ 57,750.00	EC	\$ 59,115.65
Filled	4	UTILIZATION REVIEW COORDINATOR	LAXINA, Gracia A.	EC	\$ 55,000.00	EC	\$ 57,750.00	EC	\$ 59,115.65
Filled	5	INFECTION CONTROL SPECIALIST	TEBIA, Vanessa vice: ZANDUETA, Annie Marie vice: TEBIA, Vanessa transferred to Federal Acct 2/25/16) (vice: Boyer, Laurina (COP to UR Case Manager 5/3/15)	EC	\$ 45,000.00	EC	\$ 47,250.00	EC	\$ 48,534.51
Vacant	6	UTILIZATION REVIEW CASE MANAGER	VACANT vice: PAMINTUAN-ATILIG, GRACE P. Vice:BOYER, Laurina F. transferred to Immunization 7/27/15)	FTE	\$ 44,000.00	FTE	\$ 46,200.00	FTE	\$ 51,066.23
Vacant	7	UTILIZATION REVIEW CASE MANAGER	VACANT vice: AQUINO, Kristine May C. (VICE YU NIMFA V.	EC	\$ 44,000.00	EC	\$ 46,200.00	EC	\$ 51,066.23
Filled	8	COPM MANAGER	PALACIOS, Halina	FTE	\$ 60,000.00	FTE	\$ 63,000.00	FTE	\$ 63,000.00
Filled	9	RISK MANAGEMENT SPECIALIST	CAMACHO, Jayson John	FTE	\$ 24,000.00	FTE	\$ 26,000.00	FTE	\$ 27,081.51
Vacant	10	PATIENT EDUCATOR	VACANT vice: MARBEDA, DENNIS SJ (doh: 12/24/18 to 03/23/19) vice: MUNAR, KRISTINE PINKY B. vice: AYRES, Roberta A.F. (retired	EC	\$ 36,000.00	EC	\$ 40,000.00	EC	\$ 40,011.73
TBF	11	HOSPITAL QUALITY SPECIALIST	VACANT/NEW POSITION FY 20			EC	\$ 40,000.00	EC	\$ 40,011.73
Vacant	12	INFECTION CONTROL SPECIALIST	VACANT/NEW POSITION FY 20			EC	\$ 40,000.00	EC	\$ 40,011.73
Vacant	13	PUBLIC HEALTH ACCREDITATION C	VACANT/NEW POSITION FY 20			EC	\$ 35,000.00	EC	\$ 34,563.54
Total	13								
Filled									
Vacant									
TBF									
Zeroed									
6	6	1	0						
TOTAL WAGE BASE:									
Employment Contracts Ungraded (CW/Med Staff/Managers)					281,000	9	412,250	9	423,497
Limited Term Appointments Ungraded (Temporary)					-	0	-	0	-
WAFull Time Employment (Permanent)					148,000	4	156,200	4	162,148
Wages -Permanent (61090)					148,000		156,200		162,148
Wages Ungraded (61100)					281,000		412,250		423,497
Overtime							-		
Differentials									
TOTAL: Wages & Others					429,000		568,450		585,645
BENEFITS:									
Retirement DB 30%/37.39%					-		-		
Retirement DC - 401K 4%					6,000		15,230		8,652
Health Insurance					5,256		5,256		61,077
Social Security - 6.20%					20,584		35,244		36,310
Medicare - 1.45%					5,133		8,243		8,492
Life Insurance 1.45%					1,436		2,192		1,561
Medicare Adjustment for Austerity/Unpaid Holidays					-				
Subsistence - Housing					-		-		
TOTAL: Personnel Benefits					38,408		66,165		116,092
TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS									
				9	467,408	13	634,615	13	701,736

Quality Assurance = 1811A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			10,250.00
	Narrative to be submitted by CEO for ECRI Compliance			
	HCAHPS		10,250	
62260	Dues and Subscription			\$ 4,085.00
	HIPAA (NIST) membership fees			
62290	Licenses and Fees			\$ 16,000.00
	To pay for rennual of McKesson software annual license. This is the s/w QA relies on for its reports			
62300	Printing & Photocopying			1,000
	To budget for Open PO Account for Printing of documents for the programs of Infection Control, UR, Quality, and HIPAA. Currently sharing Xerox Machine with HA, therefore this will go towards ink and maintenance.			
62500	Travel			5,000
	Potential Travel for trainings.			
62690	Personnel Training Costs			\$2,500
	CQPM Programatic trainings: HIPAA (NIST), Utilization Review/Clinical Quality (NAHQ), Institute of Health Improvement (IHI)			
64550	Computer Systems & Equipment			
	Computer for Patient Educator that is starting Feb 2017			
63010	Books & Library Materials			500
	References and Manuals for programatic updates			
63040	Office Supplies			500
	To budget for open PO Account for office supplies required by the program			
	Total			39,835.00

1812A

PLANT OPERATIONS/FACILITIES

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Facility Plant Operations (1812A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	520,794	652,218
61190	401k Ret. Emplr Contribution (DC)	3,540	4,565
61195	Health Insurance	27,681	30,204
61196	Social Security @ 6.20%	32,289	40,438
61200	Medicare Contribution (1.45%)	7,552	9,457
61210	Life Insurance	6,565	4,542
	Total Fringe Benefits	77,627	
	Total PERSONNEL COSTS	598,420	741,424
	Number of Positions	20	20
62060	Professional Services	616,500	679,500
62480	Rental-Others	66,200	61,200
62660	Repairs & Maintenance	1,346,000	1,501,701
62690	Personnel Training Costs	50,000	-
62710	Utilities - Power	5,160,000	4,800,000
63030	Fuel & Lubrications	203,000	178,000
63050	Supplies - Operations	108,500	106,000
64540	Machinery, Tools & Equipment	655,000	140,000
64560	Office Equipment	47,000	-
64570	Office Furniture & Fixtures	5,000	-
	Total ALL OTHERS	8,257,200	7,466,401
	Total PERSONNEL & ALL OTHERS	8,855,620	8,207,825

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : FCL
ACCT: 1812A
OT HRS:

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
		Position Title		Incumbent				
Filled	1	TRADES SPECIALIST II (VARIOUS)	FTE	\$ 27,081.51	FTE	\$ 29,588.71	FTE	\$ 40,011.73
Filled	2	FACILITY MANAGER	FTE	\$ 52,000.00	FTE	\$ 52,500.00	FTE	\$ 56,300.52
Filled	3	ADMINISTRATIVE ASSISTANT (Restructured)	FTE	\$ 32,917.75	FTE	\$ 32,047.45	FTE	\$ 34,563.64
Filled	4	TRADES TECHNICIAN	FTE	\$ 24,000.00	FTE	\$ 25,200.00	FTE	\$ 27,081.51
TBF	5	TRADES TECHNICIAN	FTE	\$ 20,208.64	FTE	\$ 19,797.38	FTE	\$ 20,208.64
Filled	6	TRADES SPECIALIST II (VARIOUS)	FTE	\$ 29,857.37	FTE	\$ 41,622.27	FTE	\$ 32,917.75
Filled	7	TRADES SPECIALIST (SAFETY OFFICER)	FTE	\$ 30,000.00	FTE	\$ 31,690.85	FTE	\$ 31,690.85
Filled	8	TRADES SPECIALIST	FTE	\$ 36,853.11	FTE	\$ 38,695.77	FTE	\$ 40,011.73
Filled	9	TRADES TECHNICIAN II (ELECTRICIAN)	FTE	\$ 24,563.73	FTE	\$ 25,472.34	FTE	\$ 27,081.51
Vacant	10	TRADES SPECIALIST II (AIRCON/REFRIG)	FTE	\$ 29,857.37	FTE	\$ 32,895.69	FTE	\$ 32,895.69
TBF	11	TRADES SPECIALIST	FTE	\$ 22,280.03	FTE	\$ 16,986.17	FTE	\$ 22,280.03
TBF	12	TRADES TECHNICIAN	FTE	\$ 20,208.64	FTE	\$ 16,986.17	FTE	\$ 20,208.64
Vacant	13	MASTER ELECTRICIAN	FTE	\$ 36,000.00	FTE	\$ 36,000.00	FTE	\$ 46,318.58
Filled	14	FACILITY PROJECT COORDINATOR	EC	\$ 65,000.00			FTE	\$ 65,000.00
Vacant	17	TRADES SPECIALIST I					FTE	\$ 22,280.03
Vacant	18	TRADES SPECIALIST I					FTE	\$ 22,280.03
Vacant	19	TRADES SPECIALIST I					FTE	\$ 22,280.03
Vacant	20	TRADES SPECIALIST I					FTE	\$ 22,280.03
Vacant	21	TRADES TECHNICIAN					FTE	\$ 20,208.64
Vacant	23	MASTER PLUMBER					FTE	\$ 46,318.58
Total	23							
Filled	Vacant	TBF	Zeros	TOTAL WAGE BASE:				
9	8	3	0	Employment Contracts Ungraded (CW/Med Staff/Managers)				
				Limited Term Appointments Ungraded (Temporary)				
				Full Time Employment (Permanent)				
				WAGES & OTHERS:				
				Wages -Permanent (61090)				
				Wages Ungraded (61100)				
				Overtime				
				Differentials				
				TOTAL: Wages & Others				
				BENEFITS:				
				Retirement DB 30%/37.39%				
				Retirement DC - 401K 4%				
				Health Insurance				
				Social Security - 6.20%				
				Medicare - 1.45%				
				Life Insurance 1.45%				
				Medicare Adjustment for Austerity/Unpaid Holidays				
				Subsistence - Housing				
				TOTAL: Personnel Benefits				
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS				

SCHEDULE B

Obj. Code	Item	Cost	Total Cost
62060	Professional Services		\$679,500
	Medical Gas Annual Testing	\$20,000	
	Medical Vacuum Pump & Medical Air Compressor	\$15,000	
	Fire Rated Doors Annual Inspections	\$10,000	
	Cooling tower monitoring & treatment for legionella and micro-organisms	\$30,000	
	Certified Water Operator Services	\$123,000	
	Preventive Maintenance for HVAC System.	\$300,000	
	RO Water Testing & Analysis	\$10,000	
	Elevators Preventive Maintenance and Testing & Certification	\$25,000	
	Annual Inspection of Fire Extinguishers.	\$1,500	
	Annual Inspection of Fire Systems (Fire Alarm, Wet Fire Sprinkler, etc.)	\$10,000	
	Generators 1, 2, & 3 Annual Preventive Maintenance	\$15,000	
	Multistack Chiller, Mechanical room, Cooling tower	\$3,000	
	Boiler System cleaning & maintenance	\$12,000	
	Automatic Transfer Switch Inspection / Testing	\$15,000	
	External manpower for: plumbing (10/hr), electrical (12/hr), painting (10/hr), & carpentry (/hr)	\$90,000	
62480	Rental Equipment		\$61,200.00
	Rental of Honeywagon truck for sewer line issues.	\$1,200	
	For rental of an Emergency Generator in the event of CHCC generator failure (estimated for 2 weeks).	\$50,000	
	Other rental of equipment such as boom trucks, waterblaster, road sweeper.	\$10,000	
62660	Repair and Maintenance		\$1,501,701.01
	PBSI CONTRACT, PM, REPAIRS & CALIBRATION	\$ 589,501.01	
	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.	\$ 350,000	
	Boiler Corrosion & Scale Control System	\$ 36,000	
	For repairs, servicing, and maintenance of the Metreflex, motor air repairs, AHU pillow block, Morgue Chiller repairs.	\$ 80,000	
	For repairs of upholstered hospital furniture.	\$ 10,000	
	Materials / Supply of faucet sets, toilets & flushometer	\$ 50,000	
	UV lights & Autoclave	\$ -	
	Window repairs & tinting	\$ -	
	Doors and door lock repairs (emergency exits panic hardware and alarm systems)	\$ -	
	Smoke/Fire Barrier Doors	\$ -	
	RO and Oxygen Room upgrades. To install an HVAC system, new exhaust vent and window replacements.	\$ -	
	Metal fabrications and welding.	\$ 7,500	

	For servicing and repairs of Facility vehicles	\$	3,500	
	Gate for Maintenance Entrance	\$	30,000	
	Radio Communication System for Maintenance	\$	-	
	HVAC (chiller) condenser replacement	\$	-	
	Special Projects / Improvements			
	Patient Room RR Re-tiling & Door Repair Projects	\$	150,000	
	Improvement / renovation of ER (waiting on Sean's proposal)			
	Dental Suite	\$	-	
	Labor & Delivery OR	\$	195,200	
	Public Restrooms			
62690 Personnel Training \$0.00				
	ASHE Training - American Society for Healthcare Engineering		\$0	
63030	Fuel and Lubrications			\$178,000.00
	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.	\$175,000.00		
	Fuel for the Maintenance vehicle needed for operations	\$3,000.00		
63050	Supplies – Operations			\$106,000.00
	Abatement supplies. Replacing the pressure monitors	\$30,000		
	Plumbing supplies	\$30,000		
	Medical Gas supply	\$25,000		
	Sloan Sensor Faucets	\$3,500		
	Boiler Supplies	\$20,000		
	Generator parts & supplies	\$20,000		
	uniforms	\$2,500		
64540	Machinery, Tools & Equipment			\$140,000.00
	Upgrade Building II Building Management System (BMS)	\$0		
	Lighting system for energy saving			
	1 Reverse Osmosis (RO) System *RO C*	\$0		
	Atlas Copco & High Pressure Oxygen Compressor for platform 2	\$0		
	2 vehicle for the Maintenance Department (1 regular truck & 1 All Wheel Drive)	\$0		
	1 Crossover Utility Vehicle (Gator, John Deere)	\$0		
	Special tools for operations and maintenance of facility equipment	\$10,000		
	Generator connections	\$100,000		
	O2 Emergency Connections	\$30,000		
64560	Office Equipment			\$0
	Printer/Copier/Scanner with color	\$0		
	Blueprint scanner & printer	\$0		
64570	Office Furniture and Fixtures			\$0
	Drawing rack (for organization of Facility drawings)	\$0		
	TOTAL			\$2,666,401.01

Personnel Justification:

The need for additional Plant Operations staff is requested in order to ensure and maintain compliance with Medicare. The installation of the HVAC system in the hospital requires constant monitoring and monthly maintenance. The shortage of staffing causes numerous areas within the hospital to be deferred on maintenance. Also, with the additional staff, we can also include other buildings such as BEH, CGC and other offices for maintenance and these buildings were denied of FEMA reimbursements due to deferred maintenance. Additional staff is also requested as CHCC is getting technical assistance provided by ECRI for compliance requirements that need the additional staff to complete and achieve consistency with an adequate number of staff.

1813A
WOMEN'S CLINIC

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Women's Clinic (1813A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	53,620	-
61100	Wages/Salaries - UNG	275,536	368,823
61190	401k Ret. Emplr Contribution (DC)	11,021	10,301
61195	Health Insurance	38,893	35,761
61196	Social Security @ 6.20%	20,408	22,867
61200	Medicare Contribution (1.45%)	4,773	5,348
61210	Life Insurance	2,179	3,734
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	77,274	78,012
	Total PERSONNEL COSTS	406,430	446,835
	Number of Positions	7	8
62290	Licenses and Fees	300	300
62660	Repairs & Maintenance	1,000	1,000
63040	Supplies - Office	2,500	1,000
63050	Supplies - Operations	2,500	2,500
63070	Medical-General Supplies	40,000	40,000
64540	Machinery, Tools & Equipment	13,000	8,500
64560	Office Equipment	5,000	-
64570	Office Furniture & Fixtures	3,000	-
	Total ALL OTHERS	67,300	53,300
	Total PERSONNEL & ALL OTHERS	473,730	500,135

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV CHCC
UNITWCC

ACCT 1813A

OT HI 20

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title	Incumbent						
Filled	1	STAFF NURSE	TINIO, PERLINA (moved from MS 11/2/17)	EC	51,066.23	EC	53,619.55	EC	53,619.55
Filled	2	LICENSED PRACTICAL NURSE	ALKUINO, China	EC	42,012.32	EC	44,112.93	EC	44,112.93
Filled	3	HEAD NURSE	CULTURA, Mila	EC	59,115.55	EC	62,071.33	EC	62,071.33
Filled	4	LICENSED PRACTICAL NURSE	NUGUID, Elizabeth	EC	42,012.32	EC	44,112.93	EC	44,112.93
Filled	5	STAFF NURSE	SANTOMIN, MA LANY vice: NEW POSITIO	EC	51,066.23	EC	53,619.55	EC	53,619.55
VACANT	6	STAFF NURSE (CGC Behavioral H	VACANTvice: Sikyang, Wendina	EC	36,000.00	EC	53,619.55	EC	40,011.73
VACANT	7	UNIT CLERK	VACANT FY 20 (Restructure from Clinical Attendant)			EC	18,000.00	EC	20,208.64
VACANT	8	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	51,066.23
Total	8								
Filled	Vacant	tb	zero						
5	3	0	0	TOTAL WAGE BASE:					
			Employment Contracts Ungraded (CW/Med Staff/Managers)	6	281,272.65	7	329,155.84	8	368,823
			Limited Term Appointments Ungraded (Temporary)	0	0.00	0	0.00	0	0
			Full Time Employment (Permanent)	0	0.00	0	0.00	0	0
			WAGES & OTHERS:						
			Wages -Permanent (61090)		0.00		0.00		
			Wages Ungraded (61100)		281,272.65		329,155.84		368,823
			Overtime						
			Differentials						
			TOTAL: Wages & Others		281,272.65		329,155.84		368,823
			BENEFITS:						
			Retirement DB 30%/37.39%				0		0
			Retirement DC - 401K 4%		7,398		11,021		10,301
			Health Insurance		38,893		38,893		35,761
			Social Security - 6.20%		14,483		20,408		22,867
			Medicare - 1.45%		3,387		4,773		5,348
			Life Insurance 1.45%		1,977		2,179		3,734
			Subsistence - Housing						
			TOTAL: Personnel Benefits		66,138		77,274		78,012
			TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	6	347,410.69	7	406,430.16	8	446,835

WCC =1813A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62290	Licenses and Fees			300
	CLIA Waiver Certificate fee for Provider Performed Microscopy Procedures; To meet CMS CLIA waiver certificate for performing Provider Performed Microscopy Procedures			
62660	Repairs & Maintenance			1,000
	Repair and Maintenance of HP Laser Jet machine			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners for women care outpatient needs			
63050	Supplies - Operation			2,500
	To budget for WCC to effectively carry out its services administratively.			
63070	Medical - General Supplies			40,000
	To budget for Medical-General Supplies for women outpatient care			
63080	Medical - Lab Supplies			-
	To budget for Medical-Lab Supplies for women outpatient care perform as Point of Care (POC)			
64540	Machinery, Tools & Equipment			
	NST Machine	1		5,000
	Dopplers	5	700	3,500
	TOTAL			8,500
64560	Office Equipment			-
	To budget for Office equipment such as shredder and phones for women care outpatient needs			
64570	Office Furniture & Fixtures			-
	To budget for Office equipment such as chairs, desk and exam bed for women care outpatient needs			
			TOTAL	53,300

1814A
PEDIATRIC CARE CLINIC

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Pediatric Clinic (1814A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	53,620	51,066
61100	Wages/Salaries - UNG	392,282	419,547
61110	Overtime Compensation	-	339
61190	401k Ret. Emplr Contribution (DC)	13,208	17,836
61195	Health Insurance	46,129	61,750
61196	Social Security @ 6.20%	27,646	29,178
61200	Medicare Contribution (1.45%)	6,466	6,824
61210	Life Insurance	-	1,358
	Total Fringe Benefits	93,449	116,946
	Total PERSONNEL COSTS	539,351	587,898
	Number of Positions	9	10
62260	Dues and Subscription	500	-
62660	Repairs & Maintenance	1,000	1,000
63040	Supplies - Office	2,500	1,000
63050	Supplies - Operations	7,500	7,500
63070	Medical-General Supplies	30,000	7,000
64560	Office Equipment	5,000	-
64570	Office Furniture & Fixtures	5,000	2,000
	Total ALL OTHERS	51,500	18,500
	Total PERSONNEL & ALL OTHERS	590,851	606,398

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : PCC

ACCT: 1814A

OT HRS: 16

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	STAFF NURSE II	PERRERAS, VENUS Q. vice: BELLA, Jam	EC	\$48,066.23	EC	53,619.54	EC	53,619.54
Filled	2	NURSE UNIT MANAGER	CATINDOY, Luwalhati T. A.	EC	\$56,300.52	EC	62,071.33	EC	62,071.33
Filled	3	STAFF NURSE	YUAN, Xiao Hua	FTE	\$46,318.58	FTE	53,619.54	FTE	51,066.23
Filled	4	LICENSED PRACTICAL NURSE	ECHAVEZ, Paz L.	EC	\$40,011.73	EC	44,112.93	EC	44,112.93
Filled	5	STAFF NURSE	LEGASPI, Veronica M.	EC	\$48,634.51	EC	53,619.54	EC	53,619.54
Filled	6	STAFF NURSE II	INDALECIO, Rose P. vice: CALEON, Car	EC	\$ 36,291.52	EC	53,619.54	EC	40,011.73
Vacant	7	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	53,619.54	EC	48,634.51
Vacant	8	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	53,619.54	EC	48,634.51
Vacant	9	UNIT CLERK	VACANT/NEW POSITION FY'20			EC	18,000.00	EC	20,208.64
Vacant	10	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	48,634.51
Total				10					
Filled	6								
Vacant	4								
TBF	0								
Zeroed	0								
TOTAL WAGE BASE:									
		Employment Contracts Ungraded (CW/Med Staff/Managers)		5	229,305	8	392,282	9	419,547
		Limited Term Appointments Ungraded (Temporary)		0	-	0	-	0	-
		Full Time Employment (Permanent)		1	46,319	1	53,620	1	51,066
		WAGES & OTHERS:							
		Wages -Permanent (61090)			46,319		53,620		51,066
		Wages Ungraded (61100)			229,305		392,282		419,547
		Overtime			347,737		-		339
		Differentials							
		TOTAL: Wages & Others			623,360		445,902		470,953
		BENEFITS:							
		Retirement DB 30%/37.39%							
		Retirement DC - 401K 4%			7,437		13,208		17,836
		Health Insurance			46,129		46,129		61,750
		Social Security - 6.20%			18,737		27,646		29,178
		Medicare - 1.45%			4,382		6,466		6,824
		Life Insurance 1.45%			-		-		1,358
		Subsistence - Housing			-		-		
		TOTAL: Personnel Benefits			76,686		93,449		116,946
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		6	700,045	9	539,351	10	587,898

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			-
	To budget for online subscription to current policies and practice in Pediatric			
62660	Repairs & Maintenance			1,000
	Repair and Maintenance of HP Laser Jet machine			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners for women care outpatient needs			
63050	Supplies - Operation			7,500
	To budget for PCC to effectively carry out its services administratively.			
63070	Medical - General Supplies			7,000
	To budget for Medical-General Supplies for pediatric outpatient care			
63080	Medical - Lab Supplies			-
	To budget for Medical-Lab Supplies for pediatric outpatient care perform as Point of Care (POC)			
64560	Office Equipment			-
	To budget for Office equipment such as shredder and phones for pediatric care outpatient needs			
64570	Office Furniture & Fixtures			2,000
	To budget for Office equipment such as chairs, desk and exam bed for pediatric care outpatient needs			
			TOTAL	18,500

1815A
PROCUREMENT AND
SUPPLY

Function:	Healthcare
Agency:	CHCC
Unit:	MSO (1815A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	597,901	566,916
61190	401k Ret. Emplr Contribution (DC)	3,360	-
61195	Health Insurance	65,482	60,407
61196	Social Security @ 6.20%	37,070	35,149
61200	Medicare Contribution (1.45%)	8,670	8,220
61210	Life Insurance	7,826	2,165
	Total Fringe Benefits	122,407	105,942
	Total PERSONNEL COSTS	720,308	672,858
	Number of Positions	18	18
62060	Professional Services	5,000	5,000
62080	Advertising	5,000	3,000
62260	Dues and Subscription	500	
62300	Printing & Photocopying	70,000	70,000
62500	Travel	10,000	
62660	Repairs & Maintenance	12,000	15,000
62680	Freight & Handling	55,000	75,000
62690	Personnel Training Costs	6,000	
63030	Fuel & Lubrications	7,000	7,500
63040	Supplies - Office	13,800	1,500
63050	Supplies - Operations	30,000	100,000
63070	Medical-General Supplies	1,000,000	650,000
64050	Buildings & Improvements	75,000	
64540	Machinery, Tools & Equipment	30,000	-
64550	Computer Systems & Equipment	20,000	75,000
64560	Office Equipment	5,000	
64570	Office Furniture & Fixtures	3,000	
64580	Vehicles - Public Service Admin	-	95,000
	Total ALL OTHERS	1,347,300	1,097,000
	cap outlay		
	Total PERSONNEL & ALL OTHERS	2,067,608	1,769,858

BUDGET WORKSHEET PERSONNEL

ACCT: 1815A

FTE Status		Position Title	Incumbent	Emp Stat.	Salary	Emp Stat.	Salary	Emp Stat.	Salary
Filled	1	FIXED ASSET SPECIALIST	TAKAI, Edwin (vice: Baba	FTE	\$ 34,563.36	FTE	\$ 38,692.50	FTE	\$ 38,106.41
Filled	2	MEDICAL SUPPLY TECHNICIAN	FLORES, Zachary vice: FITIAL	FTE	\$ 27,081.06	FTE	\$ 29,789.66	FTE	\$ 29,857.37
Filled	3	MEDICAL SUPPLY SPECIALIST II	SAN NICOLAS, Adrian Daniel (doh:4/29/19)vice: IT	FTE	\$ 20,208.64	FTE	\$ 43,312.50	FTE	\$ 22,280.03
TBF	4	LOGISTICS TECHNICIAN	VACANT to be filled by: SANTOS, Michael P. (doh:1	FTE	\$ 17,456.98	FTE	\$ 29,452.50	FTE	\$ 19,246.33
Filled	5	PROCUREMENT & SUPPLY SUPERVISOR	BABAUTA, Jesus	FTE	\$ 44,112.64	FTE	\$ 50,820.00	FTE	\$ 48,534.51
Filled	6	LOGISTICS TECHNICIAN	JONES , Michael	FTE	\$ 20,208.64	FTE	\$ 22,229.50	FTE	\$ 22,280.03
Filled	7	WAREHOUSE MANAGER	CABRERA, Patrick D. (doh:7/22/19) vice: SABLAN,	FTE	\$ 55,000.00	FTE	\$ 43,312.50	FTE	\$ 60,000.00
TBF	8	LOGISTICS TECHNICIAN	VACANT to be filled by: LIZAMA, Joaquin R. Jr.: vi	FTE	\$ 16,625.70	FTE	\$ 43,312.50	FTE	\$ 17,456.98
Filled	9	MEDICAL SUPPLY TECHNICIAN	FITIAL, Manny vice: TAKAI,	FTE	\$ 27,081.60	FTE	\$ 30,896.25	FTE	\$ 31,350.24
Filled	10	MEDICAL SUPPLY TECHNICIAN	AGUON, Randall	FTE	\$ 27,081.60	FTE	\$ 30,665.25	FTE	\$ 31,350.24
Filled	11	PROCUREMENT SPECIALIST	ALLEN, Anthony D (Start date: 9/6/16) vice: UNTALA	FTE	\$ 23,394.03	FTE	\$ 22,229.50	FTE	\$ 32,917.75
Filled	12	DIRECTOR OF PROCUREMENT & SUPPLY	ADA, Corazon P. (doh:8/20/19) vice: IAKOPO, Prisc	FTE	\$ 70,000.00	FTE	\$ 80,000.00	FTE	\$ 80,000.00
Filled	13	MEDICAL SUPPLY ASSISTANT	DUEÑAS, Luis Jr.	FTE	\$ 20,208.64	FTE	\$ 19,800.00	FTE	\$ 22,280.02
Vacant	14	MEDICAL SUPPLY TECHNICIAN	VACANT vice: TOMEI, Francine Katherine (change	FTE	\$ 20,208.64	FTE	\$ 19,800.00	FTE	\$ 21,219.07
TBF	15	LOGISTICS TECHNICIAN	VACANT to be filled by: REYES, Jode T. vice Vacan	FTE	\$ 16,625.70	FTE	\$ 22,000.00	FTE	\$ 23,394.03
TBF	16	LOGISTICS TECHNICIAN	VACANT to be filled by METTAO, Martin T. vice: F	FTE	\$ 22,208.64	FTE	\$ 22,000.00	FTE	\$ 23,394.03
Filled	17	PROCURMENT SPECIALIST	TOMEI, Francine Katherine vice: Vacant FY19	FTE	\$ 23,394.03	FTE	\$ 33,000.00	FTE	\$ 25,791.91
Filled	18	ADMINISTRATIVE CLERK	IGUEL, Aurelia Marie T. Vice: FOR FY19	FTE	\$ 15,834.00	FTE	\$ 16,588.00	FTE	\$ 17,456.98
Total	18								
Filled	Vacant	TBF	Zerosed						
13	1	4	0	TOTAL WAGE BASE:					
				Employment Contracts Ungraded (CW/Med Staff/Managers)					
				Limited Term Appointments Ungraded (Temporary)					
				Full Time Employment (Permanent)		18	597,901	18	566,916
				WAGES & OTHERS:					
				Wages -Permanent (61090)					566,916
				Wages Ungraded (61100)					
				Overtime					
				Differentials					
				TOTAL: Wages & Others			597,901	18	566,916
				BENEFITS:					
				Retirement DB 30%/37.39%					
				Retirement DC - 401K 4%			3,360		-
				Health Insurance			65,482		60,407
				Social Security - 6.20%			37,070		35,149
				Medicare - 1.45%			8,670		8,220
				Life Insurance 1.45%			7,826		2,165
				Subsistence - Housing					
				TOTAL: Personnel Benefits			122,408		105,942
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		18	720,308	18	672,858

MATERIAL & MANAGEMENT = 1815A
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			5,000
	To budget for Technical support for MSO's Inventory System.			
62080	Advertising			3,000
	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)			
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			7,500
	to budget for gasoline and other related lubricants for all MSO's vehicles.			
63040	Office Supplies			1,500
	To budget for MSO/Procurement Office Supplies only. (Supplies are requested directly from the Business Units)			
63050	Supplies - Operation.			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			650,000

	CHCC Overall medical wards supplies, including pharmacy			
62710	Utility Cost			
	Utility Cost @\$7500 per month approximately (moved to 1812A)			-
64050	Buildings & Improvements			
	I zeroed the budget for Building Improvements as it will be included in GMO's lists for federal assistance.			
64540	Machinery, Tools & Equipment	0	12,000	-
	To budget for Back-up generator for entire MSO Building Facility.			
64550	Computer System & Equipment			75,000
	To budget for MSO's Inventory System/Software including tablets. (Enlisted for GMO's potential funding application under DOI-TAP for Financial Management/Inventory System)			
64560	Office Equipment			
64570	Office Furniture and Fixtures			
64580	Vehicles			95,000
	To purchase flatbed truck to move large/ bulk items and/ or medical equipments to and from MSO. (Enlisted for GMO's potential funding application under DOI-TAP for Building Capacity)	1	50,000	
	To purchase van for delivery of medical supplies to hospital, public health, etc. (Enlisted for GMO's potential funding application under DOI-TAP for Building Capacity)	1	45,000	
			Total	1,097,000

1817A
MEDICAL
SUPPLY

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	IPP
Bus. Unit:	1817A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
63090	Medical-Pharmaceutical Supplies	3,000,000	3,000,000
	Total ALL OTHERS	3,000,000	3,000,000
	Total PERSONNEL & ALL OTHERS	3,000,000	3,000,000

1820A

NURSING ADMIN

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Nursing Admin (1820A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	386,206	316,574
61100	Wages/Salaries - UNG	333,044	408,397
61110	Overtime Compensation	-	863
61190	401k Ret. Emplr Contribution (DC)	15,448	8,639
61195	Health Insurance	61,750	51,011
61196	Social Security @ 6.20%	44,594	41,100
61200	Medicare Contribution (1.45%)	10,429	9,612
61210	Life Insurance	5,137	4,044
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	137,358	114,406
	Total PERSONNEL COSTS	856,609	840,240
	Number of Positions	12	12
62060	Professional Services	300,000	300,000
62090	Recruitment/Repatriation	10,000	-
62260	Dues and Subscription	4,000	1,000
62290	Licenses and Fees	500	600
62500	Travel	9,000	3,000
62660	Repairs & Maintenance	2,000	-
62690	Personnel Training Costs	85,670	-
63010	Books & Library Materials	1,000	-
63040	Supplies - Office	2,500	2,500
63050	Supplies - Operations	20,000	7,500
63070	Medical-General Supplies	20,000	10,000
64560	Office Equipment	3,000	-
	Total ALL OTHERS	457,670	324,600
	Total PERSONNEL & ALL OTHERS	1,314,279	1,164,840

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : NA

ACCT: 1820A

OT HRS: 19

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	DIRECTOR OF NURSING	RAHO, RENE A vice: CAMACHO, LESLIE B	EC	\$ 90,000.00	EC	\$ 75,448.09	EC	\$ 94,500.00
Filled	2	ADMINISTRATIVE STAFF	WABOL, Ann Millie R.L.	FTE	\$ 24,732.37	FTE	\$ 28,435.59	FTE	\$ 27,081.51
Filled	3	HOSPITAL NURSE SUPERVISOR	DANAO, JORDAN D.	EC	\$ 59,115.55	EC	\$ 65,174.89	EC	\$ 65,174.89
Vacant	4	HOSPITAL NURSE SUPERVISOR	JACINTO, Ruby	EC	\$ 59,115.55	EC	\$ 65,174.89	EC	\$ 65,174.89
Filled	5	NURSE/CE COORDINATOR	BOYER, Laurina vice Camacho, Bertha	EC	\$ 51,066.23	EC	\$ 62,071.32	EC	\$ 56,300.52
Filled	6	HOSPITAL NURSE SUPERVISOR	KELLER, Mildred S.	FTE	\$ 59,115.55	FTE	\$ 65,174.89	FTE	\$ 65,174.89
Filled	7	HOSPITAL NURSE SUPERVISOR	ALTURAS, ROWENA vice: GAMUNDOY, W	EC	\$ 59,115.55	EC	\$ 65,174.89	EC	\$ 65,174.89
Filled	8	HOSPITAL NURSE SUPERVISOR	SOMORANG, Sonia (moved from ICU(1822	FTE	\$ 59,115.55	FTE	\$ 65,174.89	FTE	\$ 65,174.89
TBF	9	CERTIFIED WOUND CARE NURSE	VACANT to be JVA /NEW POSITION FY'20	FTE	\$ 59,115.55	FTE	\$ 62,071.32	FTE	\$ 62,071.32
Filled	10	ADMINISTRATIVE OFFICER	NELMIDA, MARY ANN vice: VACANT/NEW	FTE		FTE	\$ 35,000.00	FTE	\$ 35,000.00
Vacant	11	CLINICAL NURSE EDUCATOR	VACANT/NEW POSITION FY 21					FTE	\$ 62,071.32
Vacant	12	WOUND CARE STAFF NURSE	VACANT to be filled by Wound Care Staff Nurse /NEW POSITION FY'18 (INCREASE # MEDICAL P					EC	\$ 62,071.32
Total				12					
Filled	Vacant	TBF	Zeroed						
8	3	1	2	TOTAL WAGE BASE:					
					Employment Contracts Ungraded (CW/Med Staff/Managers)	5	318,413	5	333,044
					Limited Term Appointments Ungraded (Temporary)	0	-	0	-
					Full Time Employment (Permanent)	6	261,195	7	386,206
					WAGES & OTHERS:				
					Wages -Permanent (61090)		261,195		386,206
					Wages Ungraded (61100)		318,413		333,044
					Overtime		183,862		-
					Differentials				
					TOTAL: Wages & Others		763,469		719,251
					BENEFITS:				
					Retirement DB 30%/37.39%				-
					Retirement DC - 401K 4%		8,958		15,448
					Health Insurance		61,750		61,750
					Social Security - 6.20%		35,141		44,594
					Medicare - 1.45%		8,218		10,429
					Life Insurance 1.45%		5,137		5,137
					Subsistence - Housing				-
					TOTAL: Personnel Benefits		119,205		137,358
					TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	11	882,674	12	856,609
								12	840,240

NURSING ADMINISTRATION =1820A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			300,000
	For Traveling Nurses on as needed basis when CW "Capped Out" is in effect.			
62260	Dues & Subscription			
	Membership dues to American Pacific Nursing Leaders Council (APLNC)			1000
	Total			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			
62500	Travel			
	To allow the Director of Nursing to travel and attend American Nurses Association conference			0
	To allow the Director of Nursing to travel and attend American Pacific Nursing Leaders Council (APLNC) conference			3,000
	Total			3,000
63040	Supplies - Office			2,500
	To budget for procurement of toners at Nursing Administration and Nurse Supervisor's office			
63050	Supplies - Operations			7,500
	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			10,000
	To budget for Point of Care such as glucometer supplies for entire nursing units			
			TOTAL	324,600

1821A
PEDIATRIC WARD



Commonwealth Healthcare Corporation
Hospital Division, Commonwealth Health Center
Nursing Department
Pediatric Unit



March 10, 2020

Pediatric Unit 1821-A
Budget Narrative for Fiscal Year 2021

Overview

The pediatric unit provides exceptional healthcare tailored to each patient aged 0-17 years with medical and surgical conditions. The pediatric staffs are BLS and PALS certified by American Heart Association. The pediatric unit keeps updated in the most recent evidence-based practice, which complies with CMS regulations.

The pediatric unit is located at the B-side of CHCC premises. The unit consists of 12 rooms equipped with either bed, crib, isolette, or warmer depending on each child's needs. Our unit strives to lessen or eliminate the children's fear and anxiety during their hospital admission, so we offer several features that may entertain and promote play. Upon entering the unit, patients and families will notice the child-friendly environment, where walls are decorated with under-the-sea themed paintings.

Our unit aims to provide patient and family centered care. The unit has four (4) negative pressure rooms for when a child requires respiratory isolation. We advise either parent or legal guardian to stay with the child to provide support and psychological comfort. Furthermore, they are encouraged to be actively involved in the patient's treatment plan.

Budgetary Inclusions for FY 2021

Additional Equipment, Tools, Machinery

It is essential to have a treatment/procedure cart that can be use at bedside for any bedside procedures like Lumbar puncture (LP), wound dressing, chest tube placement, PICC line/ IV insertion etc. The cart is an easy access tool that stores medical supplies, equipments for use in medical and surgical bedside procedures.

Operational and General and Office Supplies

Pediatric unit maintains a certain par level of supplies whether for operational, general or office use for a daily operation and to be within its par level at all times.

Personnel Training Costs, Books and Library Materials

The staff needs to be updated about theoretical and practical knowledge in a specialized nursing field; training of nurses plays an indispensable role in improving the quality of patient care.

It is also essential to have journals to stay current with medical and nursing issue and for the nurses to earn CEU's to keep their license. In addition to this, we also need a latest book for Pediatric Manual Nursing Practice and Nursing Care Plan which will guide the nurses in application of latest nursing practice.

In view of this, the aforementioned budget request for fiscal year 2021 should be taken in consideration because as our mission states "We want to elevate quality , safety and service to our patients through excellence and professional nursing practice, research, education and collaboration"

Jeannet Muyalde, BSN, RN
Peds Unit, Nurse Manager

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Pediatric Ward (1821A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	51,066	56,301
61100	Wages/Salaries - UNG	634,090	653,365
61110	Overtime Compensation	-	6,999
61190	401k Ret. Emplr Contribution (DC)	6,439	16,677
61195	Health Insurance	20,502	55,892
61196	Social Security @ 6.20%	42,480	43,999
61200	Medicare Contribution (1.45%)	9,935	10,290
61210	Life Insurance	3,812	4,590
	Total Fringe Benefits	83,168	131,449
	Total PERSONNEL COSTS	768,325	848,112
	Number of Positions	13	14
62260	Dues and Subscription	500	0
62660	Repairs & Maintenance	1,000	0
63010	Books & Library Materials	500	0
63040	Supplies - Office	2,500	800
63050	Supplies - Operations	5,000	4,000
63070	Medical-General Supplies	30,000	30,000
64540	Machinery, Tools & Equipment	86,000	5,000
64560	Office Equipment	2,500	0
64570	Office Furniture & Fixtures	2,200	0
	Total ALL OTHERS	130,200	39,800
	Total PERSONNEL & ALL OTHERS	898,525	887,912

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : PED

ACCT: 1821A

OT HRS: 110

ACCT: 1821A				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
OT HRS: 110				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	NURSE UNIT MANAGER	MUYALDE, Jeannet M.	EC	\$ 56,300.52	EC	\$ 62,071.32	EC	\$ 62,071.32
Filled	2	STAFF NURSE	LI, li	EC	\$ 48,634.51	EC	\$ 56,300.52	EC	\$ 53,619.54
Filled	3	LICENSED PRACTICAL NURSE	CHING, Susan A.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Filled	4	LICENSED PRACTICAL NURSE	CRISOSTOMO, Nora	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Filled	5	LICENSED PRACTICAL NURSE	FERRER, Ailene P.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Filled	6	STAFF NURSE	VERSOZA, Biovanni C.	EC	\$ 48,634.51	EC	\$ 56,300.52	EC	\$ 53,619.54
Filled	7	STAFF NURSE	SANTOS, Marian F.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	8	STAFF NURSE	DANAO, Ma. Victoria G.	FTE	\$ 51,066.23	FTE	\$ 51,066.23	FTE	\$ 56,300.52
Filled	9	STAFF NURSE	RICAFORT, Cathlene Janne vice: KANG, N	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	10	STAFF NURSE	EBUEN, Honey Jane G. vice: ATIENZA, R	EC	\$ 40,011.73	EC	\$ 53,619.54	EC	\$ 44,112.93
Filled	11	STAFF NURSE	SALLY, Shana Julianne vice COLLINS, R	EC	\$ 40,011.43	EC	\$ 53,619.54	EC	\$ 44,112.93
Vacant	12	STAFF NURSE	VACANT/New Position FY 18			EC	\$ 53,619.54	EC	\$ 53,619.54
Vacant	13	STAFF NURSE	VACANT/New Position FY 21					EC	48,634.51
Vacant	14	STAFF NURSE	VACANT/New Position FY 21					EC	48,634.51
Total		14							
Filled	Vacant	TBF	Zeroed						
11	3	0	1	TOTAL WAGE BASE:					
		Employment Contracts Ungraded (CW/Med Staff/Managers)		10	455,760	12	634,090	13	653,365
		Limited Term Appointments Ungraded (Temporary)		0	-	-	-	0	-
		Full Time Employment (Permanent)		1	51,066	1	51,066	1	56,301
		WAGES & OTHERS:							
		Wages -Permanent (61090)			51,066		51,066		56,301
		Wages Ungraded (61100)			455,760		634,090		653,365
		Overtime			347,737		-		6,999
		Differentials							
		TOTAL: Wages & Others			854,563		685,157		716,664
		BENEFITS:							
		Retirement DB 30%/37.39%					-		-
		Retirement DC - 401K 4%			3,988		6,439		16,677
		Health Insurance			20,502		20,502		55,892
		Social Security - 6.20%			36,909		42,480		43,999
		Medicare - 1.45%			8,632		9,935		10,290
		Life Insurance 1.45%			3,458		3,812		4,590
		Subsistence - Housing			-		-		-
		TOTAL: Personnel Benefits			73,488		83,168		131,449
TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS				11	928,052	13	768,325	14	848,112

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			-
	To budget for online subscription to current policies and practice			
62660	Repairs & Maintenance			-
	Repair and Maintenance of HP Laser Jet machine			
63010	Books & Library Materials			-
	To budget for Books and Library materials			
63040	Supplies - Office			800
	To budget for Supplies - Office such as Toners			500
	To budget for Kardex pocket (Kard indexer)	1	\$300.00	300
62690	Personnel Training Costs			-
63050	Supplies - Operation			4,000
	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			
	To budget for 4 more new pediatric cribs for babies and toddlers, to replace the old and unrepairable cribs.	0	\$16,000	-
	To budget for 4 new electric Pediatric patient beds because all beds are old and are manually crank (4 x \$4K)	0	\$7,000	-
	To budget for 1 additional phototherapy, because the existing old phototherapy lights are emitting low irradiance	0	\$4,500	-
	To budget for Treatment and Procedure Cart to use for wound dressing change, Lumbar Puncture (LP) procedure, PICC line dressing	1	\$5,000	5,000
	Total			5,000
64570	Office Furniture & Fixtures			
	Storage cabinet for patient's books,	0	\$800	

	game boards. Coloring books and electronic game gadgets. - Needed for patient's activities			
	To budget for patient chart cabinet/rack	0	\$1,400	
	Total			-
64560	Office Equipment			-
	To budget for Office equipment such as shredder for pediatric ward to meet HIPAA compliance			
	Total			39,800

1822A
INTENSIVE CARE UNIT



Commonwealth Healthcare Corporation
Commonwealth Health Center
Nursing Department



To : Esther L. Muna, MHA, FACHE - Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
Thru : Renea D. Raho, MSN, RN – Chief Nursing Officer
From : Ray Aldus S. Alejandre, BSN, RN – ICU Nurse Manager
Date : March 11, 2020
Subject : Narrative for Proposed ICU Budget for FY 2021

Overview

The Commonwealth Healthcare Corporation's Intensive Care Unit (CHCC-ICU) is a general critical care unit which caters primarily to acutely-ill individuals of all ages across the lifespan. Our ICU has four (4) fully-equipped and functional rooms that can respond to a host of patients experiencing acute biologic crisis. CHCC-ICU has the capacity to perform invasive and non-invasive hemodynamic monitoring. It specifically handles all patients suffering from life-threatening conditions such as myocardial infarction, cerebrovascular accidents, shock, respiratory failure, and diabetic and renal emergencies to name a few. The ICU also responds to any cardiopulmonary emergencies within the hospital. Invasive procedures such as esophago-gastro-duodenoscopy, vascular catheterization, arterial and central venous access insertions are routinely done in the unit. Patients requiring life-support measures such as mechanical ventilation, external and transvenous cardiac pacing, including infusion of high-alert medications which requires close and continuous monitoring such as vasopressors, insulin drips, proton pump inhibitors, and anti-coagulation therapy are all managed in the ICU. Currently staffed with ten (9) full-time Registered Nurses including the Nurse Manager, in collaboration with the medical providers from the different departments, the ICU prides itself with a team of competent, committed and dynamic individuals backed with years of clinical practice. All staff are BLS, ACLS, PALS, and NRP certified by the American Heart Association and the American Academy of Pediatrics.

Budgetary Inclusions for FY 2021

Personnel

The ICU has been understaffed ever since. Ideally, the ICU should have a full complement of 13 FTE nurses (12 staff RNs, and 1 Nurse Manager). The unit has only 9 staff at the start of this fiscal year, the Nurse Manager included. The staff still gets to pick-up overtime hours to cover

for the lack of 4 staff, hence overtime are still plotted in the unit's monthly staff schedule. Acute on chronic understaffing happens when: (1) a staff or his/her family member gets sick; (2) a staff goes on annual leave; and, (3) high patient acuity and census. We are fortunate that our staff rarely calls-in sick. On the issue of salary, we strongly believe that we are not justly compensated. Considering the complexity of the work we do as ICU nurses, we believe that we should be receiving a base pay that is higher than the nurses assigned in the clinic or the regular floor units. According to the American Association of Critical-Care Nurses (AACN), "*critical care nursing is that specialty within nursing that deals specifically with human responses to life-threatening problems. A critical care nurse is a licensed professional nurse who is responsible for ensuring that acutely and critically ill patients and their families receive optimal care.*" The ICU nurse therefore takes care of patients who are much more fragile and vulnerably delicate. As such, being an ICU nurse would require advanced skill to take care of these types of patients. Additionally, an ICU nurse needs to have a certain degree of creativity and latitude in decision making and in the performance of nursing tasks. It is for this reason that ICU nurses across the country generally receive higher salaries because of the more intense work they perform on a day-to-day basis. Hence, we are imploring that ICU staff salary be adjusted to a rate higher than other regular nurses in the hospital.

Patient Care

For fiscal year 2019, the ICU catered to a total of 285 patient admissions. Duration of stay in the ICU remains variable from 1 day to as much as 4 weeks per patient depending on illness severity. We have seen an uptrend on patient census during the past years and with that an increase in patient acuity. As for medical referrals, we sent 23 patients off-island for further medical treatment and evaluation. This is excluding patients that were transferred-out of ICU prior to off-island referral. Most of our patients were sent to Guam; followed by Philippines; and others to either Hawaii or San Diego, CA.

Additional Equipment, Tools, Machinery

The ICU continues to upgrade. We have acquired new equipment the but will still require additional equipment/tools/machinery to replace existing aging ones. These are all geared to provide an even better service to our critically-ill patients. Included in the budget are four (4) new HillRom ICU hydraulic beds; additional one (1) sequential compressive device, and one (1) hospital grade vein finder machine.

Operational, General, and Office Supplies

The ICU maintains as certain par level of supplies whether for operational, general or office use. These are mainly based on patient needs and day-to-day unit consumption. Most of our medical supplies are requested regularly from the MSO. Operational supplies or those supplies not carried not the MSO are periodically requested and is coursed through the hospital's procurement office subject to bidding process. Meanwhile, office and miscellaneous supplies come from the administrative office. The lack of one resource or another affects the delivery of care to patients. The ICU being a special unit will require that supplies whether operational, general or office use be within its par levels at all times.

Staff Development

The courses being offered by the CE department does not usually cater to courses leaning towards intensive care. Therefore, to enhance staff development, the unit should have a budget specific for intensive care training. These includes getting individual membership from our accredited professional organization, the AACN, where the staff can gain access to wide learning resource material online; participate in annual conferences pertaining to critical care and the likes. These trainings are usually held off-island which will require transportation and boarding expense. The hospital in its effort to raise the quality of patient care and services is bound to ensure that staff development is a primary concern, hence the budget for such.

Repairs and Maintenance

All equipment, machinery, fixtures especially those for medical use are subject to repair and preventive maintenance, hence the budget for such.

Conclusion

The proposed budget for ICU for FY 2021 has always been geared at 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, then, we would surely be getting citations from the CMS which could ruin our participation to Medicare and Medicaid programs.

RASA/20

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	ICU (1822A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	62,071	62,071
61100	Wages/Salaries - UNG	684,876	788,207
61190	401k Ret. Emplr Contribution (DC)	25,143	20,499
61195	Health Insurance	96,883	60,880
61196	Social Security @ 6.20%	46,311	52,717
61200	Medicare Contribution (1.45%)	10,831	12,329
61210	Life Insurance	3,227	2,449
	Total Fringe Benefits	182,394	148,875
	Total PERSONNEL COSTS	929,341	999,153
	Number of Positions	13	15
62260	Dues and Subscription	2,000	-
62500	Travel	5,000	-
62660	Repairs & Maintenance	2,000	1,000
62690	Personnel Training Costs	2,500	-
63010	Books & Library Materials	500	-
63040	Supplies - Office	2,500	1,000
63050	Supplies - Operations	5,000	3,000
63070	Medical-General Supplies	75,000	75,000
64540	Machinery, Tools & Equipment	340,000	100,000
64560	Office Equipment	3,000	-
	Total ALL OTHERS	437,500	180,000
	Total PERSONNEL & ALL OTHERS	1,366,841	1,179,153

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : ICU

ACCT: 1822A

OT HRS: 712

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.
Filled	1	STAFF NURSE	FERRER, Edward C.(DOH:8/13/18)vice: ALEJANDRE, R	EC	\$ 44,112.93	EC	\$ 56,300.52	EC
Filled	2	STAFF NURSE	APURA, Jerome (moved from MS-1832A-04/29/18) (doh:	EC	\$ 48,634.51	EC	\$ 56,300.52	EC
Filled	3	STAFF NURSE	COROTAN, Resty A.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC
Filled	4	STAFF NURSE	PUGUON, Nikko Cid D.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	5	NURSE UNIT MANAGER	ALEJANDRE, Ray Aldus effective 11/20/17 vice: SOMO	EC	\$ 56,300.52	FTE	\$ 62,071.32	FTE
TBF	6	STAFF NURSE	VACANT to be filled by: MORATILLO, Franco vice: VAL	EC	\$ 46,318.85	EC	\$ 56,300.52	EC
TBF	7	STAFF NURSE III	VACANT to be filled by: RYU, Sung Hee vice: ORTEGA	EC	\$ 48,634.58	EC	\$ 56,300.52	EC
Filled	8	STAFF NURSE	RELATIVO, Allan (moved from 1832A 2/4/18)vice: GATC	EC	\$ 48,634.51	EC	\$ 56,300.52	EC
TBF	9	STAFF NURSE	VACANT to be filled by: PEREZ, Rovelyn vice: NEPON	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
TBF	10	STAFF NURSE	VACANT to be filled by: TANNAGAN, Nathalie Faye A. v	EC	\$ 48,634.58	EC	\$ 62,071.32	EC
Filled	11	STAFF NURSE	SINANG, Aljelyn M. (vice: FERNANDEZ, SAMSON 8/7/1	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	12	STAFF NURSE	ALDAN, KELANIE KAY C. (moved from 1832A to 1822A	EC	\$ 48,634.58	EC	\$ 62,071.32	EC
TBF	13	STAFF NURSE	VACANT to be filled by: SONG , Juyen /NEW POSITION	EC	\$ 60,000.00	EC	\$ 62,071.32	EC
Vacant	14	STAFF NURSE	VACANT/NEW POSITION FY 21					EC
Vacant	15	STAFF NURSE	VACANT/NEW POSITION FY 21					EC
Total			15					
Filled	Vacant	TBF	Zeroed					
8	2	5	0	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	13	646,875	12	684,876
				Limited Term Appointments Ungraded (Temporary)	0	-	-	0
				Full Time Employment (Permanent)	0	-	1	62,071
				WAGES & OTHERS:				
				Wages -Permanent (61090)		-	62,071	62,071
				Wages Ungraded (61100)		646,875	684,876	788,207
				Overtime			347,737	-
				Differentials				
				TOTAL: Wages & Others		646,875	1,094,684	850,279
				BENEFITS:				
				Retirement DB 30%/37.39%			-	-
				Retirement DC - 401K 4%		19,216	25,143	20,499
				Health Insurance		96,883	96,883	60,880
				Social Security - 6.20%		44,270	46,311	52,717
				Medicare - 1.45%		10,353	10,831	12,329
				Life Insurance 1.45%		3,073	3,227	2,449
				Subsistence - Housing			-	-
				TOTAL: Personnel Benefits		173,796	182,394	148,875
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	13	820,671	13	1,277,078
								15
								999,153

ICU =1822A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription	0	200	-
	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			1,000
	Repair and Maintenance of HP Laser Jet machine			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			3,000
	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			75,000
	To budget for general medical supplies for ICU patients			
64540	Machinery, Tools & Equipment			
	Vein Detector Machine	1		-
	To budget for 4 new ICU patient monitoring system (4 x \$15K)			-
	To budget for 2 new HillRom ICU Beds to replace older model (2 x \$28K)	2	\$50,000	100,000
	Total			100,000
64560	Office Equipment			-
	To budget for Office equipment such as shredder for ICU to meet HIPAA compliance			
			TOTAL	180,000

1823A
PSYCHIATRIC WARD



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



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1823A - PSYCHIATRY UNIT BUDGET NARRATIVE FY 2021

The Inpatient Psychiatry Unit is a locked unit. It is the only Psychiatry Unit in the Northern Mariana Islands. It provides inpatients care for mentally ill patients and behavioral problems patients requiring hospitalization including Rota and Tinian. The Unit is operating on an eight bed capacity and two safety rooms. Other Mentally Ill Patients that required medical treatment will be admitted to Medical or Surgical Unit for treatment, and transfer to Psychiatry if needed only when medically clear. Adolescence requiring psychiatry treatment and hospitalization will be admitted to Pediatric Unit, while care will be provided by Psychiatry/Pediatric Nurses.

The Psychiatry Unit provide care for Acute and Chronic Psychiatric Illnesses including: Schizophrenia, Depression, Bipolar Disorder, Personality Disorder, Epilepsy/Seizure Disorder, and also others like Drug Abuse/Dependence/Overdose, Suicidal Attempt/Ideation, Violence Victims suffering Post Traumatic Stress Syndrome, Social and Situational Problems that triggers Depression/ Suicidality, Drug Induced Psychosis, Suicidal and Homicidal cases etc.

There are eight Psychiatry Staff to run the unit 24 hours, 7 days a week operation. It comprises of six Registered Nurses including the Unit Manager, one Certified Psychiatry Technician, and one Certified Nursing Assistant. Providing care for patients admitted to the Inpatient Psychiatric Unit, also others in Medical/Surgical, and Pediatric Unit if needed due to safety issues, or suicidality call one-to-one care.

Census for 2019 - 2,510 compared for the previous year 2018 – 2,510 ,Census for Psychiatry Unit is increasing .

Personnel

Psychiatry Unit still lack of 3 regular FTE, RN. The unit needs nursing professionals to fill in the vacant position and deliver a comprehensive nursing care to patients in the unit. If failed to give attention to the problem, the psychiatric unit will suffer to maintain the upkeep of the unit and care to the patient. It will reduce the quality of care provided to the patient and reduced personal accomplishment by the staff. It will give emotional exhaustion, feeling of incompetency to the staff.

Staff Development

Personnel Training cost for Psychiatry Staff Nurse to receive intervention training to deal with combative patients. Training on use of Crisis and Non-Crisis Intervention on patient plus restraints and seclusion techniques. Training will equip staff members with new knowledge and skills on motivational interviewing, crisis intervention, self –defense and other therapeutic techniques when dealing with fragile, easily aggravated and complicated patients. To improve employee satisfaction and morale, strengthen skills, and creates a supportive workplace. Training can benefit employees to reduce the risk of injury, comply with legislative mandates, improve staff retention, minimize exposure to liability and

promote care, welfare, safety and security to staff and patient. It is essential that Psychiatry Nurses stay up-to-date on issues, studies, and disciplines in Psychiatry Area. Without the requisite Continuing Education, the Psychiatry Ward Staff will not be equipped to provide the necessary level of care to patient.

Repairs & Maintenance

Enhance structure of nursing station including doors, to provide safety for patient and staff, also to accommodate patient information confidentiality. Need to repair the windows of Safety Rooms, A18 & A20 windows are leaking on rainy days flooding the unit.

Operational Supplies and General Office Supplies

Specialized Psychiatry supplies and consumables. Vital for patients' follow up care and for communication purposes to all the departments. Improves staff efficiency and save time that could be allocated towards patient care. All other supplies are necessary to continue the daily operations and functions of the ward.

Machinery, Tools & Equipment

Portable DINAMAP vital sign machine is necessary to replace the old and outdated machines of the ward. This vital sign machine is expected to be more efficient, reliable and space conscientious important component of patient care. Measurements are taken to help assess the general physical health of a person.

Office Furniture & Fixtures

Chairs for staff use and during Patient Conference with Psychiatrist.

New couch in dayroom. Couch in dayroom needs replacement to provide and increase patient comfort during daily therapeutic activities, and also to provide multiple seating's for patients' family members and visitors during Treatment Plan Meetings. Printer / fax /scanner to meet HIPPA compliance.

Conclusion

The above requested items are necessary to enable the Psychiatric Ward and Staff to operate and provide the requisite level of treatment and care to patients.

Prepared by:

Jocelyn B.Oblea BSN RN
Psychiatry Nursing Supervisor
Psychiatry Unit

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Pshyciatric Ward (1823A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	431,788	460,588
61100	Wages/Salaries - UNG	283,960	278,189
61110	Overtime Compensation	21,495	23,401
61190	401k Ret. Emplr Contribution (DC)	15,455	13,680
61195	Health Insurance	14,785	25,185
61196	Social Security @ 6.20%	44,376	45,804
61200	Medicare Contribution (1.45%)	10,378	10,712
61210	Life Insurance	4,173	3,357
	Total Fring Benefits	89,168	98,738
	Total PERSONNEL COSTS	826,411	860,916
	Number of Positions	14	16
62260	Dues and Subscription	500	-
62660	Repairs & Maintenance	1,000	-
62690	Personnel Training Costs	5,000	-
63010	Books & Library Materials	1,000	-
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	5,000	3,000
63070	Medical-General Supplies	10,000	5,000
64540	Machinery, Tools & Equipment	4,000	-
64570	Office Furniture & Fixtures	5,000	3,000
	Total ALL OTHERS	32,500	12,000
	Total PERSONNEL & ALL OTHERS	858,911	872,916

DIV : CHCC
UNIT : PSY

OT HRS: 355

ACCT: 1823A				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
OT HRS: 355				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status									
Position Title				Incumbent					
Filled	1	STAFF NURSE		ESPANOLA, RENATO (COA from 1832A) 10/21/15 vice: ZAL					
Filled	2	LICENSED PRACTICAL NURSE		JAVIER, ERNEST Jay (doh:12/13/16) vice: BUTALID, Gisela					
Filled	3	LICENSED PRACTICAL NURSE		CRUZ, Lydia D.					
Filled	4	STAFF NURSE		KIM, Joung MIN vice: CARIASO, Rocel R.(moved to Federal					
Vacant	5	CERTIFIED NURSING ASSISTANT		VACANT vice: PRIEST, Ma Loren (moved to Onco 1839A					
Filled	6	STAFF NURSE I		BALBOA, BRYAN JAMES C. (moved from FCC(1808A on					
Vacant	7	STAFF NURSE		VACANT vice: LEGASPI, Felisa R.					
Filled	8	STAFF NURSE		TANGHAL, Joshua N.(DOH:3/12/18)vice: UNGAB, Michael					
Filled	9	NURSE SUPERVISOR (Junior)		OBLEA, Jocelyn					
Filled	10	CERTIFIED NURSING ASSISTANT		SOMORANG, MARCY LYNN N.					
Filled	11	CERT PSYCH TECHNICIAN (PART		LASERNA, Kristopher (vice: Angello, Leonora					
Filled	12	STAFF NURSE		DAGUITAN, BRENT /FY'17					
Filled	13	STAFF NURSE II		FISHMAN-TUDOR, Susan Ellen (doh: 2/11/19) vice:/NEW P					
Vacant	14	STAFF NURSE		VACANT/NEW POSITION FY'18 (INCREASE # MEDICAL P					
Vacant	15	STAFF NURSE		VACANT/NEW POSITION FY 21					
Vacant	16	STAFF NURSE		VACANT/NEW POSITION FY 21					
Total				16					
Filled	Vacant	TBF	Zeroed						
11	5	0	0	TOTAL WAGE BASE:					
		Employment Contracts Ungraded (CW/Med Staff/Managers)		5	247,578	5	283,960	5	278,189
		Limited Term Appointments Ungraded (Temporary)		0	-	-	-	0	-
		Full Time Employment (Permanent)		9	336,056	9	431,788	11	460,588
		WAGES & OTHERS:							
		Wages -Permanent (61090)			336,056		431,788		460,588
		Wages Ungraded (61100)			247,578		283,960		278,189
		Overtime							23,401
		Differentials							
		TOTAL: Wages & Others			583,635		715,748		762,178
		BENEFITS:							
		Retirement DB 30%/37.39%					-		-
		Retirement DC - 401K 4%			10,025		15,455		13,680
		Health Insurance			14,785		14,785		25,185
		Social Security - 6.20%			42,592		44,376		45,804
		Medicare - 1.45%			9,961		10,378		10,712
		Life Insurance 1.45%			3,974		4,173		3,357
		Subsistence - Housing					-		
		TOTAL: Personnel Benefits			81,338		89,168		98,738
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		14	664,972	14	804,916	16	860,916

PSY =1823A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			3,000
	To budget for specialized PSY supplies and consumables such as Stethoscopes			
63070	Medical - General Supplies			5,000
	To budget for general supplies and consumables for patients			
64540	Machinery, Tools & Equipment			
	To budget for a portable DINAMAP vital sign machine			-
64560	Office Equipment			-
	To budget for Office equipment such as printer/fax/scanner for PSY to meet HIPAA compliance			
64570	Office Furniture & Fixtures			3,000
	To budget for Office furniture such as chairs for staff use.			
	To budget for new couch for patient use			
			TOTAL	12,000

1824A
OB WARD

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Obgyn (1824A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	271,349	450,431
61100	Wages/Salaries - UNG	775,311	726,944
61110	Overtime Compensation	27,017	18,804
61190	401k Ret. Emplr Contribution (DC)	32,150	30,317
61195	Health Insurance	61,263	80,518
61196	Social Security @ 6.20%	64,893	72,997
61200	Medicare Contribution (1.45%)	15,177	17,072
61210	Life Insurance	3,602	2,687
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	177,085	203,591
	Total PERSONNEL COSTS	1,250,762	1,399,770
	Number of Positions	20	24
62260	Dues and Subscription	1,000	500
62660	Repairs & Maintenance	1,000	-
62690	Personnel Training Costs	4,000	-
63010	Books & Library Materials	2,000	1,500
63040	Supplies - Office	1,500	750
63050	Supplies - Operations	5,000	4,000
63070	Medical-General Supplies	50,000	40,000
64540	Machinery, Tools & Equipment	153,000	83,250
64560	Office Equipment	2,500	-
64570	Office Furniture & Fixtures	5,000	-
	Total ALL OTHERS	225,000	130,000
	Total PERSONNEL & ALL OTHERS	1,475,762	1,529,770

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : OB

ACCT: 1824A

OT HRS: 427

ACCT: 1824A OT HRS: 427				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title	Incumbent						
Filled	1	NURSE UNIT MANAGER	FIGUEROA, Shiela B.	EC	\$ 53,619.54	EC	\$ 59,115.55	EC	\$ 59,115.55
Filled	2	LICENSED PRACTICAL NURSE IV	ACIDO, Mary Ann B.	EC	\$ 40,011.73	EC	\$ 53,619.54	EC	\$ 44,112.93
Vacant	3	STAFF NURSE II	VACANT vice: BARBO, Shiela (moved to NICU on 3/31/18)	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	4	LICENSED PRACTICAL NURSE IV	TOLENTINO, BELEN	EC	\$ 40,011.73	EC	\$ 53,619.54	EC	\$ 44,112.93
Vacant	5	CERT. NURSING ASSISTANT I	VACANT vice: LANIYO, Juliet M. I.	FTE	\$ 25,791.92	FTE	\$ 28,435.56	FTE	\$ 28,435.56
Filled	6	CERT. NURSING ASSISTANT I	PILEG, Evelyn G.	FTE	\$ 25,791.92	FTE	\$ 28,435.56	FTE	\$ 28,435.56
Filled	7	STAFF NURSE	GATCHALIAN, Lahaina vice: PANDI, Arienne Rico (5/18/18)	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	8	STAFF NURSE II	BENETUA, Jackleen Kate D. vice: DIVINA, Ma. Lalaine M.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	9	STAFF NURSE II	LIZAMA, XIU ZHEN L.	FTE	\$ 48,634.51	FTE	\$ 53,619.54	FTE	\$ 53,619.54
Filled	10	STAFF NURSE II	AGUILA, Monique (doh 11/16/16) vice: PRADO, Angela	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	11	STAFF NURSE II	JAVIER, Ma Gisela A.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	12	STAFF NURSE II	ABANTAO, Edna vice: Quiambao, Annette (resigned 10/18/18)	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	13	STAFF NURSE	WALDO, Joy (moved from FCC(1808a) on 1/1/19 vice:RICA)	EC	\$ 36,291.82	EC	\$ 53,619.54	EC	\$ 51,066.23
Filled	14	STAFF NURSE II- BSN	DELA ROSA, Lovella L.vice: SABLON, Mika C.(resigned 6/1/18)	FTE	\$ 48,634.51	FTE	\$ 53,619.54	FTE	\$ 53,619.54
Filled	15	STAFF NURSE II	ANDA, Lisa C.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	16	STAFF NURSE I - Part-Time	LOPEZ, Lovely vice(DOH10/02/17): AQUE, Elde A. (transf)	FTE	\$ 40,011.73	FTE	\$ 53,619.54	FTE	\$ 51,066.23
Filled	17	STAFF NURSE II	PERAJA, Marlene G.	FTE	\$ 48,634.51	FTE	\$ 53,619.54	FTE	\$ 53,619.54
Filled	18	STAFF NURSE	SONG, So jung vice:/NEW POSITION FY'18	EC	\$ 38,106.41	EC	\$ 60,000.00	EC	\$ 51,066.54
Vacant	19	STAFF NURSE	VACANT/NEW POSITION FY'18 (INCREASE # MEDICAL)	EC	\$ 42,012.32	EC	\$ 60,000.00	EC	\$ 51,066.54
Filled	20	STAFF NURSE	CASTILLO, Lynette D. /NEW POSITION FY'18 (INCREASE # MEDICAL)	EC	\$ 38,106.41	EC	\$ 60,000.00	EC	\$ 51,066.54
Vacant	21	CERTIFIED NURSING ASSISTANT	VACANT/ NEW POSITION FY 2021					FTE	\$ 28,435.56
Vacant	22	STAFF NURSE	VACANT/NEW POSITION FY 2021					FTE	51,066.54
Vacant	23	STAFF NURSE	VACANT/NEW POSITION FY 2021					FTE	51,066.54
Vacant	24	STAFF NURSE	VACANT/NEW POSITION FY 2021					FTE	51,066.54
Total		24							
Filled	Vacant	TBF	zeroed						
17	7	0	0	TOTAL WAGE BASE:					

OB =1824A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			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. WEBINAR			
63010	Books & Library Materials			1,500
	To budget for Books and Library materials			
63040	Supplies - Office			750
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			4,000
	To budget for specialized OB supplies and consumables such as Nursery and Formulas; also disposable breast pump kit			
63070	Medical - General Supplies			40,000
	To budget for general supplies and consumables for patients			
64540	Machinery, Tools and Equipment			83,250
	To budget for additional phototherapy	0	3,500	-
	To budget Maternal and Fetal Monitor	1	50,000	50,000
	To budget for VS Monitoring Portable/need to change the old one	0	0	-
	Electric Bed	5	4,000	20,000
	Hand Held Pulse Oximeter	1	2,000	2,000
	Hand Held Ophthalmoscope/otoscope	1	2000	2,000
	Storage lock cabinet	0	1,900	-
	Thermoscan	1	250	250
	Transcutaneous bilirubin Machine	1	9,000	9,000
64560	Office Equipment			-
	To budget for Computer Lap Top			
			TOTAL	130,000

1826A

OPERATING ROOM



Commonwealth healthcare Corporation
Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



**BUDGET NARRATIVE
OPERATING ROOM UNIT
FY 2021**

Mission

To provide the highest and safest quality care for all surgical procedures in the CNMI

Goals

1. To maintain adequate number of staff providing efficient and effective care to patients
2. To ensure function of available machine and equipment for safe utilization in all surgical procedures
3. To guarantee zero infection rate in all surgical procedures in the OR

Objectives

1. To maintain a safe and therapeutic environment
2. To comply with all Infection Control policies
3. To increase number of surgical instruments necessary to deliver standard care
4. To keep a well-organized record of autoclave loads
5. To ensure sterility of all instruments and supplies
6. To obtain necessary equipment and supplies to provide quality care
7. To initiate a frequent inventory of necessary supplies to prevent shortage that will disrupt standard patient care
8. To support and sustain staff members

Budget Distribution

STAFFING

<u>AREAS</u>	<u>AT PRESENT</u>	<u>REQUIRED</u>
OPERATING ROOM	9	12
PACU	3	4
CSR	2	3

UNIT MANAGER	1	1
---------------------	---	---

Our department needs five (3) more nurses to provide standard quality care. Our RNs are on call status beyond regular duty hours and during weekends. Customarily, RNs are scheduled to do on-call shifts every other day but since we are currently understaffed, some are doing call consecutively during weekdays and on weekends. This routine may jeopardize the delivery of quality patient care.

EQUIPMENT

1. **Anesthesia tower-** for Dental as well as new OR addition
2. **EGD and colonoscopy scope** Multiple Drs doing same procedures at the same time
3. **O.R. Supplies – Every new Doctor has different preferences for supplies , we need an allocation for them.**
4. **OR tables** – although still functional, some accessories are broken
5. **Additional Rooms for Storage** – Add on near Recovery room and OR 2. additional shelving
6. **4 Monitors**

MEDICAL SUPPLIES

We need on time delivery of necessary supplies. Most of the time consultants complain of lack of items that are necessary to provide standardized care (WE SHOULD BE AT PAR WITH OTHER HOSPITALS IN TERMS OF EQUIPMENT). As a result, quality care is being compromised. As one of the **top-earning** departments, I think we should have a proper budget to obtain proper equipment and supplies. This can attract specialized doctors, lessening the number of patients being referred to other hospitals.

TOTAL CASES FOR 2020 = 1518 2021 unknown

ALLOTTED ANNUAL BUDGET FOR OR:

STAFF SALARY = 2,100,000 (19 STAFF)

MEDICAL EQUIPMENT / SUPPLIES = 1,155,000

Prepared by:

**JUN HINOLAN, BSN, RN Narrative by Connie Gold
Nurse Manager
Operating Room**

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	OR (1826A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	59,786	61,208
61100	Wages/Salaries - UNG	1,018,635	1,104,166
61110	Overtime Compensation	4,271	9,652
61180	Retirement Contributions (DB)	31,683	32,214
61190	401k Ret. Emplr Contribution (DC)	29,373	20,559
61195	Health Insurance	85,899	106,261
61196	Social Security @ 6.20%	66,862	72,253
61200	Medicare Contribution (1.45%)	15,637	16,898
61210	Life Insurance	4,132	5,967
	Total Fringe Benefits	233,586	254,154
	Total PERSONNEL COSTS	1,316,278	1,429,180
	Number of Positions	20	22
62260	Dues and Subscription	1,500	-
62660	Repairs & Maintenance	31,000	16,000
63010	Books & Library Materials	500	-
63040	Supplies - Office	3,000	1,000
63050	Supplies - Operations	5,000	5,000
63070	Medical-General Supplies	800,000	850,000
64540	Machinery, Tools & Equipment	255,000	256,000
64560	Office Equipment	3,000	-
	Total ALL OTHERS	1,099,000	1,128,000
	Total PERSONNEL & ALL OTHERS	2,415,278	2,557,180

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : OR

ACCT: 1826A

OT HRS: 328

ACCT: 1826A OT HRS: 328				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED		
				SALARY		SALARY		SALARY		
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	
FTE Status		Position Title	Incumbent							
Filled	1	CERTIFIED NURSING ASSISTANT	CASTRO, Janice S.	FTE	\$ 27,081.51	FTE	\$ 28,435.59	FTE	\$ 29,857.37	
Filled	2	CERTIFIED NURSING ASSISTANT	DL GUERRERO, Maecy R.	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE	\$ 31,350.24	
Filled	3	NURSE UNIT MANAGER	HINOLAN, Jun vice: DIVA, Aida T (resigned 6/26/17) v	EC	\$ 56,300.52	EC	\$ 62,071.33	EC	\$ 65,174.89	
Vacant	4	STAFF NURSE	KUNKEL, Patrick Joseph (doh: 01/28/2019) vice: JALAD, An	EC	\$ 44,112.93	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	5	STAFF NURSE III	CENTINA, Lochinvar (doh:01/10/17)vice: DIVA, Aida (COP t	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	6	STAFF NURSE III	KWON, SOCKCHAN	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52	
Vacant	7	STAFF NURSE II	GALLARDO, Sheena Glee (doh:7/16/18)vice: FERRER, Wir	EC	\$ 44,112.93	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	8	STAFF NURSE III	DIVA, Aida T. vice: PERRERAS, Venus Q. moved to CCC d	EC	\$ 59,115.55	EC	\$ 56,300.52	EC	\$ 65,174.89	
Filled	9	STAFF NURSE III	PUGUON, Marcela.D.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	10	STAFF NURSE III	COMORA, Hannah Celina (doh: 5/7/19) vice: GARGALLO, S	EC	\$ 36,291.82	EC	\$ 56,300.52	EC	\$ 51,066.23	
Filled	11	STAFF NURSE III	IM, Hong Sin (doh:12/2018) vice: UY, Ian Eric E..(resigned 5	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	12	STAFF NURSE I	ICHIHARA, Joseph Li. (2/23/18)vice: NUNAG, Jonatha	EC	\$ 36,291.81	EC	\$ 56,300.52	EC	\$ 51,066.23	
TBF	13	STAFF NURSE III	VACANT to be filled by: REAL, Geraldine Anne Y. vice: Al	EC	\$ 46,318.58	EC	\$ 56,300.52	EC	\$ 56,300.52	
Filled	14	STAFF NURSE III	RDIAL, Vivian vice:DELUNA, Jocelyn V. (resigned 8/26/	LTA	\$ 51,066.23	LTA	\$ 56,300.52	LTA	\$ 56,300.52	
Filled	15	STAFF NURSE III	CALEON, Carmina C. doh:12/10/18) moved from 181	EC	\$ 48,634.51	EC	\$ 59,115.55	EC	\$ 53,619.54	
TBF	16	STAFF NURSE	VACANT to be filled by: MACOMAO, Katherine /NEW POSI	EC	\$ 51,066.23	EC	\$ 62,071.33	EC	\$ 56,300.52	
Vacant	17	CERTIFIED NURSING ASSISTANT	VACANT/NEW POSITION FY'18	EC	\$ 21,219.07	EC	\$ 29,857.37	EC	\$ 29,857.37	
Vacant	18	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	62,071	EC	\$ 56,300.52	
Vacant	19	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	62,071	EC	\$ 56,300.52	
Vacant	20	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	62,071	EC	\$ 56,300.52	
Vacant	21	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.52	
Vacant	22	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.52	
Total		22								
Filled	Vacant	TBF	Zeroed							
12	8	2	0	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)	14	647,729	17	962,335	19	1,047,866
				Limited Term Appointments Ungraded (Temporary)	1	51,066	1	56,301	1	56,301
				Full Time Employment (Permanent)	2	55,517	2	59,786	2	61,208
				WAGES & OTHERS:						
				Wages -Permanent (61090)		55,517		59,786		61,208
				Wages Ungraded (61100)		698,795		1,018,635		1,104,166
				Overtime		9,652		347,737		9,652
				Differentials						
				TOTAL: Wages & Others		763,964		1,426,158		1,175,026
				BENEFITS:						
				Retirement DB 30%/37.39%		29,219		31,683		32,214
				Retirement DC - 401K 4%		17,378		29,373		20,559
				Health Insurance		85,899		85,899		106,261
				Social Security - 6.20%		52,967		66,862		72,253
				Medicare - 1.45%		12,387		15,637		16,898
				Life Insurance 1.45%		3,936		4,132		5,967
				Subsistence - Housing		-		-		-
				TOTAL: Personnel Benefits		201,786		233,586		254,154
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	17	965,751	20	1,659,744	22	1,429,180

OR =1826A
Schedule B

Budget for FY 2021

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			-
	Operative Registered Nurses (AORN); To meet and stay current with Nursing Standards and Practice in Operative care. IAHCS MM			
62660	Repairs & Maintenance			
	Repair and Maintenance of damage EGD scopes and Colonoscopes			15,000
	Repair and Maintenance of HP Laser Jet machine			1,000
	Total			16,000
63010	Books & Library Materials			-
	To budget for Books and Library materials			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			5,000
	To budget for specialized OR supplies and consumables such as sterile machine sealer, Endoscopy supplies, Biopsy needles, C-SECTION and Fistula procedures			
63070	Medical - General Supplies			850,000
	To budget for general supplies for OR patients undergoing procedures such as laparoscopy.			
64540	Machinery, Tools & Equipment			
	To budget for autoclave sterilizer	1		150,000
	To budget for 1 new Cholangoscope		\$50,000	-
	To budget for 1 new Colonoscope	2	\$18,000	36,000
	ECG Machine			-
	Anesthesia Machine for expansion suite	1	70000	70,000
	Total			256,000
64560	Office Equipment			-
	To budget for Office equipment such as shredder for OR to meet HIPAA compliance			
			TOTAL	1,128,000

1827A

RECOVERY ROOM

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Recovery Room (1827A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61100	Wages/Salaries - UNG	295,310	265,564
61190	401k Ret. Emplr Contribution (DC)	2,483	8,478
61195	Health Insurance	-	20,362
61196	Social Security @ 6.20%	18,309	16,465
61200	Medicare Contribution (1.45%)	4,282	3,851
61210	Life Insurance	-	741
	Total Fringe Benefits	25,074	49,897
	Total PERSONNEL COSTS	320,385	315,461
	Number of Positions	5	5
62660	Repairs & Maintenance	10,000	3000
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	5,000	2,000
63070	Medical-General Supplies	10,000	10,000
64560	Office Equipment	3,000	-
	Total ALL OTHERS	29,000	16,000
	Total PERSONNEL & ALL OTHERS	349,385	331,461

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : RR

ACCT: 1827A

OT HRS: 328

ACCT: 1827A				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
OT HRS: 328				SALARY		SALARY		SALARY	
FTE				Emp	Base	Emp	Base	Emp	Base
Status		Position Title	Incumbent	Stat.	Salary	Stat.	Salary	Stat.	Salary
Filled	1	STAFF NURSE	AYERAS, Keith . (doh:7/1/19 vice: HINOL	EC	\$ 48,634.51	EC	53,619.54	EC	53,619.54
Filled	2	STAFF NURSE	ALDAN, Myleen Rose T. vice:(NAVARRO,	EC	\$ 36,291.82	EC	53,619.54	EC	51,086.23
Filled	3	STAFF NURSE	CARIASO, ROCEL (moved from 1832A to	EC	\$ 48,634.51	EC	63,000.00	EC	53,619.54
Filled	4	STAFF NURSE	PAMINTUAN-ATALIG, Grace.(DOH: 6/20/19	EC	\$ 48,634.51	EC	63,000.00	EC	53,619.54
Vacant	5	STAFF NURSE	VACANT/NEW POSITION FY'20			EC	62,071.33	EC	53,619.54
Total		5							
Filled	Vacant	TBF	Zeroed						
4	1	0	0	TOTAL WAGE BASE:					
			Employment Contracts Ungraded (CW/Med Staff/Managers)	4	182,195	5	295,310	5	265,564
			Limited Term Appointments Ungraded (Temporary)	0	-	-	-	0	-
			Full Time Employment (Permanent)	0	-	-	-	0	-
			WAGES & OTHERS:						
			Wages -Permanent (61090)		-		-		-
			Wages Ungraded (61100)		182,195		295,310		265,564
			Overtime						
			Differentials						
			TOTAL: Wages & Others		182,195		295,310		265,564
			BENEFITS:						
			Retirement DB 30%/37.39%		-		-		-
			Retirement DC - 401K 4%		-		2,483		8,478
			Health Insurance		-		-		20,362
			Social Security - 6.20%		13,772		18,309		16,465
			Medicare - 1.45%		3,221		4,282		3,851
			Life Insurance 1.45%		-		-		741
			Subsistence - Housing		-		-		-
			TOTAL: Personnel Benefits		16,993		25,074		49,897
			TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	4	199,188	5	320,385	5	315,461

RR =1827A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			-
	Online subscription to current practice in post-operative care			
62660	Repairs & Maintenance			3,000
	To budget for repair and maintenance of Ultrasonics Automated Endoscope Reprocessor			
	Repair and Maintenance of HP Laser Jet machine			
				-
63010	Books & Library Materials			-
	To budget for Books and Library materials			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			2,000
	To budget for specialized RR supplies such as IV PCA pump tubings			
63070	Medical - General Supplies			10,000
	To budget for general supplies for recovery room patients			
64540	Machinery, Tools & Equipment			
	Total			
64560	Office Equipment			-
	To budget for Office equipment such as shredder for RR to meet HIPAA compliance			
	Total			16,000

1828A
LABOR AND DELIVERY



Commonwealth Healthcare Corporation
Commonwealth Health Center
Nursing Department



To : Esther L. Muna, MHA, FACHE - Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
Thru : Jesse M. Tudela, M.Ed, RRT – Deputy Chief Operations Officer
: Renea D. Raho, MSN, RN – Chief Nurse Officer
From : Maria Anabel Mocon, BSN, RN – L&D Nurse Unit Manager
Date : March 11, 2020
Subject : Narrative for Proposed L&D Budget for FY 2021

Overview

Labor & Delivery Unit provides care for routine and high-risk obstetrical patients. We believe that every birth is a significant event in life and is committed to nurturing the newborn, mother, and new family. L&D Unit has four birthing rooms, and each room can be divided into two if ever the census is high. Leading to safe and high-quality care for patients is our complex task. Multiple goals have to be met: safe and appropriate care for both low and high-risk obstetrical patients; the ability to handle a large volume of laboring women in a caring and friendly manner; and the ability of the staff to shift its mindset immediately when a normal labor becomes an acute obstetrical emergency in order to implement the precise actions necessary for a good outcome for mother and baby. L&D Unit can and strive to provide the best possible care for the laboring patients. With the essential personnel, equipment, and training, the L&D Unit will approach the peak performance and outcomes.

Budgetary Inclusions for FY 2021

Personnel

Last year, the L&D Unit met almost the exact number of staffing. The ideal number of staffing is ten RN staff and one Nurse Manager. Last year we had ten L&D RN nurses, including the Unit Manager. As a result, every shift was covered with on-calls, meaning that if the L&D Unit has on high acuity, nurses on duty could call the on-call nurse to help. Working as an L&D nurse is crucial because, for every pregnant mother, we are dealing with two patients: the Mom and the unborn baby. Taking care of an unborn child is more critical compared with adult patients or even compared with newborn babies. Therefore nurses working in Labor and Delivery unit require enough staffing with knowledge and skills to handle this kind of patient. For a year with enough staffing, we could give the best quality of care to our patients.

CHCC also has a plan for the L&D Unit to be expanded to cater to not only normal spontaneous vaginal delivery but also Cesarean Section delivery. Additional staff should be needed to assist during the

operation. Ideally, four RN nurses are necessary for every procedure, and two CNAs will be helpful for the nurses for the entire shifting schedule.

Patient Care

For the fiscal year 2019, Labor and Delivery unit has a total census of 904 deliveries.

Additional Equipment, Tools, Machinery

Medical equipment plays a vital role in the diagnosis, monitoring, and treatment to ensure the safety of our patients, and with the new advanced equipment help us enhance the level of care provided for new moms and babies. Last 2018 the L&D Unit obtained the new four GE fetal monitor & CPN, infant warmer, and Alaris IV pump that helps provide better service to our patients. Additional equipment that could be obtained this 2020 budget would be GE fetal monitor, infant warmer, and beds. Along with the GE fetal monitor machine, we need additional CPN software for the best documentation and helps improve transparency between the care delivery team.

Operational and General and Office Supplies

We request medical and office supplies from MSO, some from the administrative office, and from particular order. These medical supplies have a significant impact on the quality of patient care. Without enough supplies, nurses are often forced to leave patients bedsides to hunt for supplies in another unit, delaying care and leaving patients unattended.

Staff Development

L&D staff needs to have a comprehensive, practical, and educational program and training to develop an optimal working relationship and communication between all members of the obstetric staff so that we can work together as a functional, efficient medical team. Also, skill improvement for FHR monitor interpretation is vitally important. Without those enough education and training, it will compromise the life of the baby. Therefore, enough budget for this training is needed.

Repairs and Maintenance

We will be sure that each device lasts longer by performing routine maintenance and repair of our equipment to allow our Unit to operate much more efficiently and to ensure that all equipment is working at peak level.

Conclusion

Leading to safe and high-quality care for our patients in Labor and Delivery Unit is our complex task, and the proposed budget will help accomplish and maintain our mission.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Labor & Delivery (1828A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	225,202	214,734
61100	Wages/Salaries - UNG	675,077	747,387
61190	401k Ret. Emplr Contribution (DC)	24,520	17,388
61195	Health Insurance	19,572	54,674
61196	Social Security @ 6.20%	55,817	59,651
61200	Medicare Contribution (1.45%)	13,054	13,951
61210	Life Insurance	3,349	4,906
	Total Fringe Benefits	116,313	150,570
	Total PERSONNEL COSTS	1,016,591	1,112,691
	Number of Positions	17	19
62060	Professional Services		37,000
62260	Dues and Subscription	700	500
62660	Repairs & Maintenance	2,000	-
62690	Personnel Training Costs	5,000	-
63010	Books & Library Materials	500	-
63040	Supplies - Office	2,000	1,000
63050	Supplies - Operations	5,000	1,000
63070	Medical-General Supplies	75,000	70,000
64540	Machinery, Tools & Equipment	86,000	47,300
64560	Office Equipment	2,500	-
	Total ALL OTHERS	178,700	156,800
	Total PERSONNEL & ALL OTHERS	1,195,291	1,269,491

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : LND
ACCT: 1828A
OT HRS: 812

			FY 2019 APPROVED		FY 2020 APPROVED		FY 2021 PROPOSED	
			ADJUSTED SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.
Filled	1	STAFF NURSE III	BINAY-AN, Maridon M. vice: Cody,Xue Hua	EC	\$ 51,066.23	EC	\$ 56,300.52	EC
Filled	2	NURSE UNIT MANAGER (reclassified to Head Nurse)	MOCON, Maria Anabel G.	EC	\$ 56,300.52	EC	\$ 62,071.32	EC
Filled	3	STAFF NURSE III	WEILBACHER, Shirley-Ann F.	FTE	\$ 51,066.23	FTE	\$ 56,300.52	FTE
Filled	4	STAFF NURSE III	OLANDA, Daisy	EC	\$ 51,066.23	EC	\$ 56,300.52	EC
Filled	5	STAFF NURSE III	DEMAPAN, Jennifer (doh 11/14/16) vice: Dr. J. M. M. M.	FTE	\$ 51,066.23	FTE	\$ 56,300.52	FTE
Filled	6	STAFF NURSE III	FERNANDEZ, Marivic T.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC
Filled	7	STAFF NURSE	MOORE, Joan Nina (doh:3/28/19) vice: Aquino	EC	\$ 46,318.58	EC	\$ 56,300.52	EC
Filled	8	STAFF NURSE I	QUITUGUA, Peachy J. (doh11/21/17) vice: Dr. J. M. M. M.	FTE	\$ 42,012.32	FTE	\$ 56,300.52	FTE
TBF	9	STAFF NURSE	VACANT to be filled by FERNANDEZ, Heler	EC	\$ 40,011.73	EC	\$ 56,300.52	EC
Filled	10	STAFF NURSE	BATAC, Kristine S. Vice: (CRUZ, Bodch Tr	FTE	\$ 36,291.82	FTE	\$ 56,300.52	FTE
Filled	11	STAFF NURSE I	BUTTERS, Klevelyn vice: /NEW POSITION	EC	\$ 36,291.82	EC	\$ 56,300.52	EC
Vacant	12	STAFF NURSE	VACANTNEW POSITION FY 20			EC	\$ 56,300.52	EC
Vacant	13	STAFF NURSE	VACANTNEW POSITION FY 20			EC	\$ 56,300.52	EC
Vacant	14	STAFF NURSE	VACANTNEW POSITION FY 20			EC	56,301	EC
Vacant	15	STAFF NURSE	VACANTNEW POSITION FY 20			EC	56,301	EC
Vacant	16	Certified Nurse Assistant	VACANTNEW POSITION FY 20			EC	25,000	EC
Vacant	17	Certified Nurse Assistant	VACANTNEW POSITION FY 20			EC	25,000	EC
Vacant	18	STAFF NURSE	VACANTNEW POSITION FY 21					EC
Vacant	19	STAFF NURSE	VACANTNEW POSITION FY 21					EC
Total			19					
Filled	Vacant	TBF	Zeroed					
10	8	1	0	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	7	332,121	13	675,077
				Limited Term Appointments Ungraded (Temporary)	0	-	-	0
				Full Time Employment (Permanent)	4	180,437	4	225,202
				WAGES & OTHERS:				
				Wages -Permanent (61090)		180,437		225,202
				Wages Ungraded (61100)		332,121		675,077
				Overtime		-		
				Differentials				
				TOTAL: Wages & Others		512,558		900,279
				BENEFITS:				
				Retirement DB 30%/37.39%		-		-
				Retirement DC - 401K 4%		17,388		24,520
				Health Insurance		54,674		19,572
				Social Security - 6.20%		59,651		55,817
				Medicare - 1.45%		13,951		13,054
				Life Insurance 1.45%		4,906		3,349
				Subsistence - Housing		-		
				TOTAL: Personnel Benefits		150,570		116,313
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	11	663,128	17	1,016,591

LND =1828A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			37,000
	GE CPN Maintainance			
62260	Dues & Subscription			500
	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.			
	CPN User Group			300
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners and Log books			
63050	Supplies - Operation			1,000
	To budget for specialized LND supplies and consumables such as Fetal monitoring strips & belts, vacuum cups, Buttocks Pillow (washable & durable)			
63070	Medical - General Supplies			70,000
	To budget for general supplies for L&D patients			
64540	Machinery, Tools & Equipment			
	To budget for patient bedside table	0	\$1,000	-
	To budget for patient room medical storage cabinet	4	\$1,200	4,800
	Panda Warmers	1	\$20,000	20,000
	Fetal Monitors	1	\$20,000	20,000
	To budget for patient over the bed table	0	\$250	-
	Mannequin for vaginal exam	1		2,500
	Total			47,300
64560	Office Equipment			-
	To budget for Office equipment such as shredder for LND to meet HIPAA compliance			
			TOTAL	156,800

1830A
EMERGENCY ROOM



Commonwealth Healthcare Corporation
Hospital Division, Commonwealth Health Center
Nursing Department



TO : Esther L. Muna, MHA, FACHE – Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
THRU : Jesse M. Tudela, RRT, M.Ed – Deputy Chief Operation Officer
: Renea D. Raho, MSN, RN – Chief Nursing Officer
From : Ronillo C. Alkuino, BSN, RN – ER – Nurse Supervisor
Date : March 09, 2020
Subject : Narrative for Proposed ER Budget for FY 2021

Overview:

The Commonwealth Healthcare Corporation, Emergency Department Staff is comprised of highly trained nurses, physicians, physician assistants, and nurse practitioner who provide competent emergency and trauma care to the residents and visitors of Saipan.

The CHCC Emergency Department, a team of board-certified doctors, registered nurses, and other specially trained staff are available at all times to treat anyone seeking emergency medical care. Their services are available 24 hours a day, seven days a week. There are currently 14 Staff (11) RN's, (1) LPN, and (2) Nursing Assistant. For ER Providers (5) Physicians, (6) Physician's Assistant and (1) Nurse Practitioner. The Emergency Department has (4) Treatment Rooms, (2) Observation Rooms, (2) PCAP Rooms and (1) Trauma Room.

Budgetary Inclusions for FY 2021

Personnel:

The Emergency Room Department has been struggling for staffing 10-15 years ago. Ideally, the department should have a full complement of (20) FTE nurses (19) Staff RN's, and (1) Nurse Manager. However, for the previous year multiple staff resignation encountered, and there's (1) Newly hired RN but, resigned towards the last quarter of same year due to personal reason, newly onboard (3) Certified Nursing Assistant but, (1) C.N.A. resigned also. Expecting (3) more Certified Nursing Assistant for FY 2020 and I am hoping we could hire ASAP because it is really a big help for the RN's in doing bedside care and so with the post mortem care.

Since, we opened our “PCAP” or Primary Care Access Point Clinic (5) years ago, in which we accommodated patients when the clinic is closed after 4:30 pm until 12:00 midnight, noticed that our census is getting higher, the staff works overtime for shift coverages.

Emergency department been busy since few years ago, census are getting higher. Last year (1) ER Staff being transferred to ICU Unit due to understaffing also. We incurred to much overtime bi-weekly due to lack of Staffing. We even reached ranges from 400 – 600 plus hour’s overtime.

Emergency Department Data’s:

ER daily census (Mon – Fri) average of 50 – 60 patients

ER Weekend, Holiday census ranges to 60-80 patients

PCAP daily census – ranges to 20 – 30 patient’s, increase to 40 during weekend & holidays.

Staff working per day shift – 7am to 11 am shift = 3 RN’s

11am to 11 pm shift = 5 RN’s including PCAP nurse

Staff working per night shift – 11pm to 7am shift = 3 RN’s

Staff working during weekend/holidays – 7am – 11pm = 4 RN’s (+) 1 PCAP nurse at 11am To 11pm shift.

11pm to 7am = 3 RN’s only.

New Equipment:

The Emergency Department has acquired new equipment for FY 2019 total of (7) New GE “CARESCAPE B450 CARDIAC MONITOR” including Nurses Station Tele-monitor, plus (1) for transport monitor. This is in replacement for our old Spacelab cardiac monitor and to upgrade our equipment, to provide better services and safety to our patients. For FY 2020, we received new total of (11) stretchers, (1) New OB-Gyne bed found in Exam-2 room, (1) New crash cart in trauma room, and (9) New Medical Cabinets found in each bed.

Operational and General Office Supplies:

The Emergency Department has 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 medical supplies, we request regularly from the MSO while some of the other supplies from the administrative office. Emergency department as a special area would require that supplies whether operational, general or office use within its par levels at all times.

In Summary, our budget for FY 2021 ER Department is geared toward a goal, needs improvement or build a bigger place because our population is now increasing, in order to satisfy our delivery of care for patient’s safety and compliance with CMS.

rca/20

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	ER (1830A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	271,027	265,985
61100	Wages/Salaries - UNG	1,053,258	1,234,209
61110	Overtime Compensation	10,483	35,323
61190	401k Ret. Emplr Contribution (DC)	32,579	30,613
61195	Health Insurance	94,765	94,765
61196	Social Security @ 6.20%	82,106	93,012
61200	Medicare Contribution (1.45%)	19,202	21,753
61210	Life Insurance	11,303	9,709
	Total Fringe Benefits	239,955	249,852
	Total PERSONNEL COSTS	1,574,723	1,785,369
	Number of Positions	27	31
62260	Dues and Subscription	1,000	-
62660	Repairs & Maintenance	2,000	1,000
62690	Personnel Training Costs	3,000	-
63040	Supplies - Office	5,000	2,000
63050	Supplies - Operations	5,000	5,000
63070	Medical-General Supplies	175,000	150,000
63120	Equipments under \$5000	4,000	5,000
64540	Machinery, Tools & Equipment	30,000	24,000
64560	Office Equipment	3,000	-
	Total ALL OTHERS	228,000	187,000
	Total PERSONNEL & ALL OTHERS	1,802,723	1,972,369

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : ER
ACCT: 1830A
OT HRS: 519

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title	Incumbent						
Filled	1	HOSPITAL NURSE SUPERVISOR	ALKUINO, Ronnie C.	EC	\$ 59,115.55	EC	\$ 65,174.89	EC	\$ 65,174.89
Filled	2	LICENSED PRACTICAL NURSE IV	BASIGLO, Alma B.	FTE	\$ 40,011.73	FTE	\$ 44,112.93	FTE	\$ 44,112.93
Filled	3	STAFF NURSE III	MIKE, Lourdes C.	FTE	\$ 51,066.23	FTE	\$ 56,300.52	FTE	\$ 56,300.52
TBF	4	STAFF NURSE III	VACANT to be filled by: KIM, Kyoung Sun	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Vacant	5	STAFF NURSE III	VACANT vice: GARCIA, Rosalie	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	6	STAFF NURSE III	CRUZ, Irish Christine L.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	7	STAFF NURSE	VALEROS, Leo Antonio B.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
TBF	8	STAFF NURSE	VACANT to be filled by: CHAE, Jin vice: M	EC	\$ 51,066.03	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	9	STAFF NURSE III	RINGOR, Elsie G.N.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	10	STAFF NURSE III	BALINGIT, Ma. Noemi	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
TBF	11	STAFF NURSE	VACANT to be filled by: SEE, Joshua Ivan	EC	\$ 42,012.31	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	12	STAFF NURSE III	PANEM, Cherry A.G.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	13	STAFF NURSE III	FAUNI, Gilbert	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	14	STAFF NURSE III	LIZARDO, Elvira R.	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	15	STAFF NURSE III	RODRIGUEZ, Maria Cristina	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
TBF	16	STAFF NURSE	VACANT to be filled by: MABALA, Adela M	EC	\$ 44,113.93	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	17	STAFF NURSE III	ORCIA, Josephine	EC	\$ 51,066.23	EC	\$ 56,300.52	EC	\$ 56,300.52
Vacant	18	STAFF NURSE II	VACANT vice: NAVAH, Ilan Yosef (resign	EC	\$ 51,066.23	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	19	STAFF NURSE	BUTTERFIELD, Marina V. (doh:12/26/17) v	EC	\$ 40,011.73	EC	\$ 56,300.52	EC	\$ 56,300.52
Filled	20	CERTIFIED NURSING ASSISTANT	COPE, Cherry (doh:10/01/18) vice: TAISAK	FTE	\$ 25,791.92	FTE	\$ 28,435.59	FTE	\$ 28,435.59
TBF	21	STAFF NURSE III	VACANT to be filled by: RODRIGUEZ, Chr	EC	\$ 40,011.73	EC	\$ 46,318.58	EC	\$ 53,619.54
Filled	22	STAFF NURSE III	OKEKEH, Evangeline C.(doh:8/27/18) /NEV	EC	\$ 42,012.32	EC	\$ 46,318.58	EC	\$ 51,066.23
Filled	23	CERTIFIED NURSE ASSISTANT	WESSEL, Salaneta (doh:4/22/19) vice: /NE	FTE	21,219.07	FTE	\$ 28,435.59	FTE	\$ 23,394.03
Vacant	24	CERTIFIED NURSE ASSISTANT	TUDELA, Amanda DLG (doh:7/1/19)vice: f	FTE	21,219.07	FTE	\$ 28,435.59	FTE	\$ 28,435.59
Vacant	25	CERTIFIED NURSE ASSISTANT	VACANT/NEW POSITION FY'20			FTE	28,436	FTE	\$ 28,435.59
Vacant	26	CERTIFIED NURSE ASSISTANT	VACANT/NEW POSITION FY'20			FTE	28,436	FTE	\$ 28,435.59
Vacant	27	CERTIFIED NURSE ASSISTANT	VACANT/NEW POSITION FY'20			FTE	28,436	FTE	\$ 28,435.59
Vacant	28	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.52
Vacant	29	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.52
Vacant	30	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.52
Vacant	31	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ -
Total	31						1,324,285		1,500,194

Filled	Vacant	TBF	Zeroed							
16	10	5	0	TOTAL WAGE BASE:						
		Employment Contracts Ungraded (CW/Med Staff/Managers)			19	928,707	19	1,053,258	23	1,234,209
		Limited Term Appointments Ungraded (Temporary)			0	-	-	-	0	-
		Full Time Employment (Permanent)			5	159,308	8	271,027	8	265,985
		WAGES & OTHERS:								
		Wages -Permanent (61090)				159,308		271,027		265,985
		Wages Ungraded (61100)				928,707		1,053,258		1,234,209
		Overtime				35,323		10,483		35,323
		Differentials								
		TOTAL: Wages & Others				1,123,338		1,334,768		1,535,517
		BENEFITS:								
		Retirement DB 30%/37.39%				-		-		-
		Retirement DC - 401K 4%				30,613		32,579		30,613
		Health Insurance				94,765		94,765		94,765
		Social Security - 6.20%				93,012		82,106		93,012
		Medicare - 1.45%				21,753		19,202		21,753
		Life Insurance 1.45%				9,709		11,303		9,709
		Subsistence - Housing				-		-		-
		TOTAL: Personnel Benefits				249,852		239,955		249,852
TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS					24	1,373,190	27	1,574,723	31	1,785,369

ER =1830A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62660	Repairs & Maintenance			1,000
	Repair and Maintenance of Canon Copier and HP Laser Jet machine			
63040	Supplies - Office			2,000
	To budget for Supplies - Office 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			150,000
	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			
64540	Machinery, Tools & Equipment			
	New Portable Ultrasound	1	\$18,000	18,000
	Crash Cart	1	\$6,000	6,000
	TOTAL			24,000
64560	Office Equipment			-
	To budget for Office equipment such as shredder for ER to meet HIPAA compliance			
			TOTAL	187,000

1831A
HEMO DIALMG=G

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Hemo Dialysis (1831A)

		FY 2020	FY 2021
		Budget	Budget
CLASS	OBJECT CLASSIFICATION	Request	Request
CODE			
61090	Wages/Salaries - CSC	521,743	564,870
61100	Wages/Salaries - UNG	1,296,401	1,568,761
61110	Overtime Compensation	-	65,382
61190	401k Ret. Emplr Contribution (DC)	54,385	47,604
61195	Health Insurance	82,940	82,940
61196	Social Security @ 6.20%	112,725	140,246
61200	Medicare Contribution (1.45%)	26,363	30,938
61210	Life Insurance	14,462	14,235
	Total Fringe Benefits	290,875	315,962
	Total PERSONNEL COSTS	2,109,018	2,514,975
	Number of Positions	39	46
62060	Professional Services	130,000	140,000
62260	Dues and Subscription	1,200	1,200
62290	Licenses and Fees	3,500	4,000
62300	Printing & Photocopying	500	500
62500	Travel	19,500	15,000
62660	Repairs & Maintenance	102,000	102,000
63010	Books & Library Materials	500	500
63040	Supplies - Office	5,000	4,000
63050	Supplies - Operations	26,840	34,600
63070	Medical-General Supplies	2,400,000	1,750,000
64540	Machinery, Tools & Equipment	5,000	642,000
64550	Computer Systems & Equipment	165,000	-
64560	Office Equipment	17,500	-
64570	Office Furniture & Fixtures	6,000	-
	Total ALL OTHERS	2,882,540	\$ 2,693,800
	Total PERSONNEL & ALL OTHERS	4,991,558	\$ 5,208,775

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : HEM
ACCT: 1831A
OT HRS: 205

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title	Incumbent					
Filled	1	CERTIFIED NURSING ASSISTANT III	HERNANDEZ, Zenaida D.	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE \$ 31,350.24
TBF	2	PATIENT ACCESS SPECIALIST	VACANT to be jva vice: YANGIRELFI, SUSAN f. (resig	FTE	\$ 19,850.00	FTE	\$ 21,219.07	FTE \$ 23,394.00
Filled	3	NURSE UNIT MANAGER	GUERRERO, Milesceyln R. vice:TEBIA, Vane	EC	\$ 56,300.52	EC	\$ 59,115.55	EC \$ 62,071.30
TBF	4	PATIENT ACCESS SPECIALIST	VACANT to be jva vice: DELEON GUERRERO, Kimber	FTE	\$ 25,791.92	FTE	\$ 32,917.75	FTE \$ 23,394.00
Filled	5	HEMODIALYSIS TECHNICIAN	MATEO, Cyanna Roz (LEE, Janelle C. (declin	FTE	\$ 27,081.51	FTE	\$ 36,291.82	FTE \$ 35,484.80
Filled	6	STAFF NURSE I - BSN	VELASCO, Loreta Mary Ann (doh:2/21/17)vice	FTE	\$ 46,318.58	FTE	\$ 51,066.24	FTE \$ 51,066.24
Filled	7	HEMODIALYSIS TECHNICIAN III	ACHAS, Helen L.C.	EC	\$ 32,917.75	EC	\$ 36,291.82	EC \$ 35,484.80
Filled	8	HEMODIALYSIS TECHNICIAN III	CULALA, Reynaldo S.	EC	\$ 32,917.75	EC	\$ 36,366.37	EC \$ 35,484.80
Filled	9	HEMODIALYSIS TECHNICIAN II	DIAZ, Anna Maria V.	FTE	\$ 31,350.24	FTE	\$ 36,366.37	FTE \$ 35,484.80
Filled	10	HEMODIALYSIS TECHNICIAN III	MOLINA, Ernesto	EC	\$ 32,917.75	EC	\$ 36,366.37	EC \$ 35,484.80
Filled	11	HEMODIALYSIS TECHNICIAN III	ORDAS, Noel (doh:2/21/17)vice: ARRIOLA, R	FTE	\$ 32,917.75	FTE	\$ 36,366.37	FTE \$ 35,484.80
Filled	12	HEMODIALYSIS TECHNICIAN I	GERMANCE, Belinda T.	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE \$ 35,484.80
Filled	13	HEMODIALYSIS TECHNICIAN I	VELASCO, Arvin Ryan A.	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE \$ 35,484.80
Filled	14	LICENSED PRACTICAL NURSE IV	PAGADUAN, Nelson M.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC \$ 44,112.93
Filled	15	LICENSED PRACTICAL NURSE IV	NODADO, Ariel	EC	\$ 40,011.73	EC	\$ 44,112.93	EC \$ 44,112.93
Filled	16	STAFF NURSE II	RAMOS, Bonnie R. O.	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	17	LICENSED PRACTICAL NURSE I	DELEON, Gregorio N.	EC	\$ 31,350.24	EC	\$ 34,563.64	EC \$ 34,563.64
Filled	18	LICENSED PRACTICAL NURSE IV	ALMENDRAS, Bella	FTE	\$ 40,011.73	FTE	\$ 44,112.93	FTE \$ 44,112.93
Filled	19	MEDICAL SOCIAL WORKER	PANGELINAN, Chrislaine	EC	\$ 61,000.00	EC	\$ 68,250.00	EC \$ 67,252.50
Filled	20	REGISTERED DIETITIAN	DELOS REYES, Jessica E.	EC	\$ 88,030.00	EC	\$ 88,030.00	EC \$ 88,030.00
Filled	21	STAFF NURSE	CALEON, Adrian Genesis S. (doh:7/1/19)vic	EC	\$ 42,012.32	EC	\$ 53,619.55	EC \$ 46,318.58
Filled	22	STAFF NURSE II	TATLONGHARI, John Robin vice: SAMSON, J	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	23	STAFF NURSE II	CRUZ, Robert Ervin L.	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	24	STAFF NURSE II	BAHATAN, Genevieve I.	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	25	STAFF NURSE II	HIDALGO, Carmen D.	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	26	STAFF NURSE II	APURA, Karen. vice: SANTOMIN, Ma Lany F.	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	27	STAFF NURSE II	APILADO, Collin	EC	\$ 48,634.51	EC	\$ 53,619.55	EC \$ 53,619.55
Filled	28	STAFF NURSE	GUEVARRA, REYCEE DL (doh:7/8/19) vice: I	EC	\$ 38,106.41	EC	\$ 53,619.55	EC \$ 42,012.32
Filled	29	STAFF NURSE II	ASUNCION, Ritchie)	EC	\$ 48,634.51	EC	\$ 53,066.23	EC \$ 53,619.55
TBF	30	STAFF NURSE	VACANT to be filled by: NOLEAL, Mary Edel	EC	\$ 38,106.41	EC	\$ 53,066.23	EC \$ 42,012.32
Filled	31	STAFF NURSE	PADIERNOS, Carmelito	EC	\$ 48,634.51	EC	\$ 53,066.23	EC \$ 53,619.55
Filled	32	STAFF NURSE II	MANALILI Precious	EC	\$ 48,634.51	EC	\$ 53,066.23	EC \$ 53,619.55
Filled	33	HEMODIALYSIS TECHNICIAN	LEE, Janelle (doh: 3/4/19) /Restructured Staff	EC	\$ 32,917.75	EC	\$ 60,000.00	EC \$ 35,484.80
Filled	34	HEMODIALYSIS TECHNICIAN	SABLAN, Nikita Eve vice: NEW POSITION FY	EC	\$ 23,131.00	EC	\$ 31,350.24	EC \$ 35,484.80
Filled	35	RENAL SOCIAL WORKER	MAHONEY, Bridget Laura : /NEW POSITION I	EC	\$ 61,000.00	EC	\$ 63,000.00	EC \$ 67,252.50
Filled	36	DIALYSIS CENTER DIRECTOR, INTERIM	VILLAGOMEZ, Nikki T (doh:_1/8/18_)(vice: N	FTE	\$ 50,000.00	FTE	\$ 42,000.00	FTE \$ 55,125.00
TBF	37	HEMODIALYSIS TECHNICIAN INTERN	VACANT to be filled JVA vice: Ito, Isabel - N	FTE	\$ 27,081.51			FTE \$ 28,435.59
TBF	38	HEMODIALYSIS TECHNICIAN INTERN	VACANT moved/COA to Hem Unit(1831A) to be J	FTE	\$ 27,081.51			FTE \$ 28,435.59
Vacant	39	STAFF NURSE	NEW POSITION FY 20			FTE	\$ 53,066.23	FTE \$ 51,066.23
Vacant	40	STAFF NURSE	NEW POSITION FY 20			FTE	\$ 53,066.23	FTE \$ 51,066.23

Vacant	41	Patient Admin Assistant	NEW POSITION FY 20			FTE	21,219.07			
Vacant	42	CLINICAL DIETITIAN	NEW POSITION FY 21					EC	\$ 62,071.33	
Vacant	43	STAFF NURSE	NEW POSITION FY 21					EC	\$ 51,066.23	
Vacant	44	STAFF NURSE	NEW POSITION FY 21					EC	\$ 51,066.23	
Vacant	45	STAFF NURSE	NEW POSITION FY 21					EC	\$ 51,066.23	
Vacant	46	STAFF NURSE	NEW POSITION FY 21					EC	\$ 51,066.23	
Vacant	47	STAFF NURSE	NEW POSITION FY 21					EC	\$ 51,066.23	
Total		47			\$ 1,549,867.98		\$ 1,818,143.52		\$ 2,133,631.06	
Filled	Vacant	TBF	Zeroed							
33	9	5	0	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)	25	1,137,076	25	1,296,401	31	1,568,761
				Limited Term Appointments Ungraded (Temporary)	0	-	-	-	0	-
				Full Time Employment (Permanent)	13	412,792	14	521,743	15	564,870
				WAGES & OTHERS:						
				Wages -Permanent (61090)		412,792		521,743		564,870
				Wages Ungraded (61100)		1,137,076		1,296,401		1,568,761
				Overtime						65,382
				Differentials						
				TOTAL: Wages & Others		1,549,868		1,818,144		2,199,013
				BENEFITS:						
				Retirement DB 30%/37.39%				-		-
				Retirement DC - 401K 4%		47,088		54,385		47,604
				Health Insurance		82,940		82,940		82,940
				Social Security - 6.20%		100,502		112,725		140,246
				Medicare - 1.45%		23,505		26,363		30,938
				Life Insurance 1.45%		13,796		14,462		14,235
				Subsistence - Housing		-		-		
				TOTAL: Personnel Benefits		267,831		290,875		315,962
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	38	1,817,699	39	2,109,018	46	2,514,975

HEM =1831A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			140,000
	Dedicated Reference Lab for Hemo patients through Spectra Laboratory current Contractor - increase due to growing patient census			140,000
62260	Dues & Subscription			1,200
	Online subscription to National Renal Administrators Association and Kidney Disease Quality of Life Complete			1,200
62290	Licenses and Fees			4,000
	CMS ESRD compliance fee and hSAG Network 17 fee			-
	Dedicated to Research & Marketing Strategies vendor to conduct CMS requirement for an In-Center Hemodialysis (ICH) CAHPS Survey Admin fee			4,000
62300	Printing & Photocopying			500
	To budget for Patient survey materials of HEMO inservices and protocol signs			
62500	Travel			15,000
	For HEMO Head Nurse to attend annual meeting for American Nephrology Nurses Association (ANNA) National Symposium to expand evidence based practice and enhance role performance			3,000
	To budget for Registered Dietitian, Renal Head Nurse and Social Worker to attend National Kidney Foundation meeting			9,000
	Management to attend National Renal Administrators Association Meeting			3,000
62660	Repairs & Maintenance			102,000
	Repair and Maintenance of Copier and Laser Jet machine			2,000
	Repair and Maintenance for dialysis machines and dialysis RO system			100,000
63010	Books & Library Materials			500
	To budget for Books and Library materials			

63040	Supplies - Office			4,000
	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			34,600
	To budget for the unit to effectively carry out its services to both Peritoneal and Hemodialysis patients.			5,000
	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			-
	To budget for hemodialysis chairs to replace old ones that continue to cause problems and need maintenance	20	\$ 1,480.00	29,600
63070	Medical - General Supplies			1,750,000
	To budget for specialized HEMO and PD supplies and consumables such as Dialyzers, PD solutions, etc			
64540	Machinery, Tools & Equipment			642,000
	To budget for new Hemodialysis machines to replace obsolete machines due to advancement in technology	30	\$ 20,000.00	600,000
	Budget to replace 4 portable ROs if needed as we have been experiencing issues and they are about 10 yrs old	4	\$ 10,500.00	42,000
64550	Computer Systems & Equipment		165,000	
	Purchase of Electronic Medical Record System (Gaia Software) dedicated for Hemodialysis			RFP announced Nov 2019. Purchase to be made in FY 2020
			TOTAL	2,693,800

1832A
MEDICAL SURGICAL WARD



Commonwealth Healthcare Corporation
Commonwealth Health Center
Nursing Department



To : Esther L. Muna, MHA, FACHE - Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
Thru : Renea D. Raho, MSN, RN - Director of Nursing
From : Nelson Batallones, BSN, RN – Nurse Manager, Medical-Surgical
Date : March 11, 2020
Subject : Narrative for Proposed MS Budget for FY 2021

Our mission of the Medical and Surgical Unit is to provide effective, efficient and quality health care to various medical and surgical clients of the CNMI by collaborating and coordinating with physicians and other members of the healthcare team. We strive to keep our patients and their family members updated, informed and comfortable while preparing them for discharge. For our unit to reach this goal, we need adequate staffing, appropriate and updated medical equipments for each room, proper training, a new charging system for general/special order items and updated electronic health record software.

This past year has been difficult with our hospital team working continuously to resolve our CMS Hospital wide citations and Conditions of Participation Corrective Actions. This affected every department from the bottom to the top. But, as healthcare providers, we never stop doing what nurses' do best- provide specialized and skilled care, education and comfort. We worked tirelessly beyond our shift hours to ensure that quality care was rendered and abide by our mission statement. In our unit, every position is vital to effective and efficient care. We are a 40 bed unit with medical and surgical patients moving from one unit to another based on condition and safety needs. During times when we have no rooms available, we occupy other rooms from OB, ICU and Peds. In addition, patients have had to spend more than 8 hours and sometimes stay overnight in ER. On the other hand, understaffing was a constant battle. Overtime was absolutely unavoidable. The Medical-Surgical is currently staffed with the following:

Nursing Personnel	Active	Vacant
Registered Nurse (RN)	14	20
Licensed Practical Nurse (LPN)	1	0
Graduate Nurse (GN)	0	4
Certified Nursing Assistant (CNA)	12	3

Telemetry Technician	1	1
Floor Clerk	1	1

Note: Vacancies are reflected in the 2021 proposed budget and current resignations included.

On top of the increase of geriatric ill patients, majority of our staff were contract workers. Despite all the uncertainties they have endured, they continue to do their best while on duty. The average daily census of the unit has increased dramatically to 20 per day. This has made staffing extremely difficult with the limited nurses we have. On top of this, patient acuity has also increased with prolonged length of hospital stay averaging 1-2 weeks.

Our unit needs additional medical equipment such as: durable air compressors and/or portable nebulizers; heavy duty weighing scales both standing and bed scale; Pyxis machine; orthopedic bed; portable suction; additional Alaris IV system brain and pump.

The unit also needs funding for repairs and maintenance to ensure that all medical equipment and device are in good working condition. Also, for general, operational, and office supplies.

Conclusion:

The proposed budget MS budget for 2021 is submitted to ensure that essential medical services are delivered to our patients in the best possible manner. Also in compliance with the CMS Conditions of Participation.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Med-Surg (1832A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	676,405	870,070
61100	Wages/Salaries - UNG	2,006,001	1,933,742
61110	Overtime Compensation	-	89,435
61190	401k Ret. Emplr Contribution (DC)	52,378	45,606
61195	Health Insurance	99,338	160,356
61196	Social Security @ 6.20%	166,309	181,183
61200	Medicare Contribution (1.45%)	38,895	40,655
61210	Life Insurance	6,994	8,264
61220	Subsistence - Housing	-	-
	Total Fringe Benefits	363,913	436,064
	Total PERSONNEL COSTS	3,046,320	3,329,310
	Number of Positions	61	67
62260	Dues and Subscription	1,500	500
62290	Licenses and Fees	1,300	1,300
62660	Repairs & Maintenance	6,000	1,000
63010	Books & Library Materials	800	800
63040	Supplies - Office	4,000	2,500
63050	Supplies - Operations	5,000	5,000
63070	Medical-General Supplies	200,000	250,000
63120	Equipments under \$5000	3,600	1,000
64540	Machinery, Tools & Equipment	351,564	233,040
64560	Office Equipment	5,000	-
	Total ALL OTHERS	578,764	495,140
	Total PERSONNEL & ALL OTHERS	3,625,084	3,824,450

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : MS

ACCT: 1832A

OT HRS: 689

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.
Vacant	1	CERT. NURSING ASSISTANT	PALACIOS, Porsha (vice: ESPELETA, Esperanza)	FTE	\$ 21,219.07	FTE	\$ 29,857.37	FTE
Filled	2	CERT. NURSING ASSISTANT	JOSON, LORNA M. (vice: Cruz, Doris)	FTE	\$ 28,435.59	FTE	\$ 31,350.23	FTE
Filled	3	CERT. NURSING ASSISTANT	ROBONEI, REMENS A.	FTE	\$ 25,791.92	FTE	\$ 28,435.59	FTE
Filled	4	CERT. NURSING ASSISTANT	GECHIG, Nikolina K.	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE
Vacant	5	CERT. NURSING ASSISTANT	VACANT vice: MASGA, CAMILLE JOY (resigned)	FTE	\$ 27,081.51	FTE	\$ 29,857.37	FTE
Filled	6	CERT. NURSING ASSISTANT	CABRERA, Logina (doh: 06/12/17) vice: M...	FTE	\$ 27,081.51	FTE	\$ 29,857.37	FTE
Filled	7	CERT. NURSING ASSISTANT	APOLINAR, Rosher vice: ANGELLO, John	FTE	\$ 27,081.51	FTE	\$ 29,857.37	FTE
Filled	8	CERT. NURSING ASSISTANT	LIZARDO, Allen Marie m. (doh: 12/03/12) vice: ...	FTE	\$ 28,435.59	FTE	\$ 31,350.24	FTE
Filled	9	CERT. NURSING ASSISTANT	VALDEZ, Lealyn (doh: 7/31/17) vice: KUKKUN, M...	FTE	\$ 27,081.51	FTE	\$ 29,857.37	FTE
Filled	10	CERT. NURSING ASSISTANT	LIZAMA, Lilia (doh: 8/14/17)/NEW POSITION FY...	FTE	\$ 27,081.51	FTE	\$ 29,857.37	FTE
Filled	11	CERTIFIED NURSING ASSISTANT	LUCIDO, KAIZA JERICA R. vice: SABLON, Sh...	FTE	\$ 22,280.03	FTE	\$ 28,435.59	FTE
Filled	12	CERTIFIED NURSING ASSISTANT	CAMACHO, Raegine Agnes (doh: 02/11/19) vice: ...	LTA	\$ 21,219.07	LTA	\$ 32,917.75	LTA
Filled	13	TB/HANSEN NURSE	CAMACHO, LESLIE (DOH: 12/03/18 vice: SON...	LTA	\$ 5,000.00	LTA	\$ 32,917.75	LTA
TBF	14	TELEMETRY TECHNICIAN	VACANT to be JVA vice: CHA, Seung Jun vice: ...	LTA	\$ 21,219.07	LTA	\$ 32,917.75	LTA
Filled	15	TELEMETRY TECHNICIAN	FERNANDEZ, Paul (vice: ...)	FTE	\$ 21,219.07	FTE	\$ 23,394.03	FTE
Vacant	16	GRADUATE NURSE	VACANT vice: VALDEZ, Lealyn F(completion 5...	LTA	\$ 29,857.37	LTA	\$ 32,917.75	LTA
Vacant	17	GRADUATE NURSE	VACANT/NEW POSITION FY'18	FTE	\$ 20,207.00	FTE	\$ 32,917.75	FTE
Filled	18	DEPUTY DIRECTOR OF NURSING	KAWAI, Evita	FTE	\$ 53,619.54	FTE	\$ 59,115.54	FTE
Filled	19	HEAD NURSE	BATALLONES, Nelson	EC	\$ 56,300.52	EC	\$ 62,071.32	EC
Filled	20	STAFF NURSE	ALCORDO, HANNAH A. (doh: 1/28/19 (vice: R...	FTE	\$ 36,291.82	FTE	\$ 53,619.54	FTE
Filled	21	LICENSED PRACTICAL NURSE	DE VEYRA, Susan	EC	\$ 40,011.73	EC	\$ 44,112.93	EC
Filled	22	STAFF NURSE	LAZARO, Joselito	EC	\$ 44,112.93	EC	\$ 48,634.50	EC
Filled	23	STAFF NURSE	CARLOS, Cathlyn Mae C. (doh: 11-14-16) vice: ...	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Vacant	24	STAFF NURSE	VACANT vice: MARQUEZ, Jose Nicholle (EA...	FTE	\$ 36,291.82	FTE	\$ 40,011.73	FTE
Filled	25	STAFF NURSE	OH, Yugeun (QUITUGUA, Peachy (declined 4/...	FTE	\$ 36,291.82	FTE	\$ 40,011.73	FTE
Filled	26	STAFF NURSE	DAVID, Angela (doh: 7/8/19) vice: KIM, JOUNG...	EC	\$ 44,112.93	EC	\$ 48,634.51	EC
Filled	27	STAFF NURSE	VILLAFRIA, Lorna A. (COA from 1808A to 183...	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	28	STAFF NURSE	QUIAMBAO, Matthew vice: NIDEA, John (resig...	FTE	\$ 44,112.93	FTE	\$ 48,634.50	FTE
Filled	29	STAFF NURSE	LOMIBAO, Violeta	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	30	STAFF NURSE	CONTI, Maria Paz	EC	\$ 44,112.93	EC	\$ 48,634.50	EC
Vacant	31	STAFF NURSE	CHUA, Jumico Anthony R. (doh: 7/1/19) vice: ...	EC	\$ 38,106.41	EC	\$ 53,619.54	EC
TBF	32	STAFF NURSE	VACANT to be filled by: GARCIA, Virginia C. v...	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
TBF	33	STAFF NURSE	VACANT to be filled by: BARROS, Charlene f...	EC	\$ 46,318.58	EC	\$ 53,619.54	EC
Filled	34	STAFF NURSE	QUILANTANG, Aris	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	35	STAFF NURSE	GUZMAN, Marites (doh: 10/27/17)(separation...	EC	\$ 44,112.93	EC	\$ 48,634.50	EC
TBF	36	STAFF NURSE	VACANT ROSALES, Rosinee T. vice: COLLAD...	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	37	STAFF NURSE	LIZARDO, John	EC	\$ 44,112.93	EC	\$ 48,634.50	EC
TBF	38	STAFF NURSE	VACANT to be filled by: LEE, Byung In vice: L...	EC	\$ 36,291.82	EC	\$ 53,619.54	EC
Filled	39	STAFF NURSE	DEUS, Ruth I.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC
Filled	40	STAFF NURSE	CONCEPCION, Vivian C.	EC	\$ 48,634.51	EC	\$ 53,619.54	EC

Filled	41	STAFF NURSE	AGASEN, Clifton E. (DOH 7/22/19)vice: CANL	EC	\$ 42,012.32	EC	\$ 53,619.54	EC	\$ 48,634.50	
TBF	42	STAFF NURSE	VACANT to be filled by: BAEK, Jiwoo vice: C	EC	\$ 44,112.93	EC	\$ 48,634.50	EC	\$ 48,634.50	
Filled	43	STAFF NURSE	RIVERA, Shanel Ann R.(doh:7/8/19)(EUGENIO	FTE	\$ 44,112.93	FTE	\$ 48,634.50	FTE	\$ 48,634.50	
Filled	44	STAFF NURSE	LABAO, Karl Francis T. vice:	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54	
Filled	45	STAFF NURSE I	PADIGOS, Red-Derrick N. (doh:6/25/19)vice: S	EC	\$ 40,011.73			EC	\$ 44,112.93	
Filled	46	STAFF NURSE I	ATRERO, Maria Louise Gabriela M.(COPT	EC	\$ 36,291.82	EC	\$ 48,634.50	EC	\$ 40,011.73	
TBF	47	STAFF NURSE	VACANT to be filled by: NOLEAL, Mary E	EC	\$ 38,106.41	EC	\$ 53,619.54	EC	\$ 53,619.54	
Filled	48	FLOOR CLERK	CAMACHO, Dorea Ann vice: VACANT FY	EC	\$ 17,456.98	EC	\$ 53,619.54	EC	\$ 20,206.64	
Filled	49	STAFF NURSE II	PARFAN, Hannah Faye (doh: 5/15/17) vice: NE	FTE	\$ 46,318.58	FTE		FTE	\$ 51,066.23	
Vacant	50	STAFF NURSE	VACANT/ NEW POSITION FY'18 (INCREA	EC	\$ 44,112.93	EC	\$ 53,619.54	EC	\$ 53,619.54	
TBF	51	STAFF NURSE	VACANT to be filled by: KIM, Sujin vice:	EC	\$ 46,318.58	EC	\$ 53,619.54	EC	\$ 53,619.54	
TBF	52	STAFF NURSE	VACANT to be filled by: LEE, Hyunok vice	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54	
Vacant	53	STAFF NURSE	VACANT /NEW POSITION FY'18 (INCREA	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54	
TBF	54	STAFF NURSE	VACANT to be filled by: FAMADOR, Rayn	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54	
TBF	55	STAFF NURSE	VACANT to be filled by: TIRAZONA, Jeha	EC	\$ 40,011.73	EC	\$ 53,619.54	EC	\$ 53,619.54	
Vacant	56	CERT. NURSING ASSISTANT	VACANT/NEW POSITION FY 20			EC	\$ 25,000.00	FTE	\$ 25,791.92	
Vacant	57	CERT. NURSING ASSISTANT	VACANT/NEW POSITION FY 20			EC	\$ 25,000.00	FTE	\$ 25,791.92	
Vacant	58	CERT. NURSING ASSISTANT	VACANT/NEW POSITION FY 20			EC	\$ 25,000.00	FTE	\$ 25,791.92	
Vacant	59	FLOOR CLERK	VACANT FY 21 to be JVA vice: zeroed out Trades	\$	17,456.98			FTE	\$ 20,208.64	
Vacant	60	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	\$ 53,619.54	
Vacant	61	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	\$ 53,619.54	
Vacant	62	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	\$ 53,619.54	
Vacant	63	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	\$ 53,619.54	
Vacant	64	STAFF NURSE	VACANT/NEW POSITION FY 21					EC	\$ 53,619.54	
Vacant	65	GRADUATE NURSE	VACANT/NEW POSITION FY 21					FTE	\$ 24,563.73	
Vacant	66	GRADUATE NURSE	VACANT/NEW POSITION FY 21					FTE	\$ 24,563.73	
Vacant	67	GRADUATE NURSE	VACANT/NEW POSITION FY 21					FTE	\$ 24,563.73	
Total	67				2,166,065		2,682,407		2,803,812	
Filled	Vacant	TBF	Zeroed							
36	20	11	5	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)	34	1,418,278	36	1,808,495	36	1,837,826
				Limited Term Appointments Ungraded (Temporary)	6	101,859	6	197,507	4	95,916
				Full Time Employment (Permanent)	20	628,471	19	676,405	27	870,070
				WAGES & OTHERS:						
				Wages -Permanent (61090)		628,471		676,405		870,070
				Wages Ungraded (61100)		1,520,137		2,006,001		1,933,742
				Overtime				-		89,435
				Differentials						
				TOTAL: Wages & Others		2,148,608		2,682,407		2,893,246
				BENEFITS:						
				Retirement DB 30%/37.39%				-		-
				Retirement DC - 401K 4%		22,193		52,378		45,606
				Health Insurance		99,338		99,338		160,356
				Social Security - 6.20%		151,322		166,309		181,183
				Medicare - 1.45%		35,390		38,895		40,655
				Life Insurance 1.45%		6,284		6,994		8,264
				Subsistence - Housing		-		-		-
				TOTAL: Personnel Benefits		314,527		363,913		436,064
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	60	2,463,135	61	3,046,320	67	3,329,310

MS =1832A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			500
	Online subscription to hospitalist standard of care and current practice			
62290	Licenses and Fees			1,300
	CLIA Fee for Glucometer POC at bedside			
62500	Travel			-
	To budget travel for CHC Nursing coverage to Rota Health Center Nursing needs when RHC nursing staff on leave			
62660	Repairs & Maintenance			1,000
	Repair and Maintenance of HP Laser Jet machine			
63010	Books & Library Materials			800
	To budget for Books and Library materials			
63040	Supplies - Office			2,500
	To budget for Supplies - Office 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			
	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			
	Total			5,000
63070	Medical - General Supplies			250,000
	To budget for general medical and surgical supplies used daily at MS ward			
63120	Equipments Under \$5000			
	To budget for heavy duty wheelchair	1	\$400	400
	To budget for heavy duty commode	2	\$300	600

	Total			1,000
64540	Machinery, Tools & Equipment			
	To budget for new telemetry monitor and device.	0	175000	
	To budget for 2 new Orthopedic bed for surgical patients (2 x \$50K)	2	\$50,000	100,000
	To budget for 4 new portable vital sign monitoring device (4 x \$5K)	0	\$5,000	-
	To budget for Medical Ward Pyxis for dispensing medications (C-Side)	1	\$90,000	90,000
	To budget for Portable Nebulizer (Heavy Duty)	2	\$3,000	6,000
	To budget for Portable Suction (Heavy Duty)	2	\$3,000	6,000
	To budget for Alaris IV System for additional modules of 8015 (Brain) PC Unit	2	\$740	1,480
	To budget for Alaris IV Sustem for additiona modules of 8100 (Pump)	10	\$1,356	13,560
	To budget for Alaris IV System for additional modules of 8120 (PCA).	0	\$3,242	
	Bariatric Bed	1	\$16,000	16,000
	To budget for Wound Vac KCI Machine	0	\$3,000	
	IV Poles	40	\$200	8,000
	Total			233,040
64560	Office Equipment			-
	To budget for Office equipment such as shredder for MS to meet HIPAA compliance			
			TOTAL	495,140

1833A
NEO ICU



Commonwealth Healthcare Corporation
Hospital Division, Commonwealth Health Center
Nursing Department



2021 NICU Budget Justification

Unit Description:

The Neonatal Intensive Care Unit (NICU) at the Commonwealth Healthcare Center is a 6 bed, level II-III nursery that is specially equipped and staffed to care for the critically ill newborn. Our patients include extremely premature infants from 26 weeks gestation through term, and unstable infants with respiratory, cardiac, renal, neurological, metabolic and surgical problems, as well as those requiring observation for transient difficulties following delivery. Many of the critical infants are on life support that include ventilators, invasive procedures, specialty medications and delivery systems. NICU infants are admitted to specially designed radiant warmers, or isolettes, complete with cardio-respiratory monitors. All patients are managed by Pediatricians in conjunction with off-island specialists as needed.

The average daily census for 2019 decreased to 2 patients compared to 3 patients in the previous years. There was one patient transport to San Diego in 2018 and 2019.

NICU ADMISSIONS 2017-2019

<i>Month</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
January	2	4	9
February	9	5	2
March	5	4	1
April	5	2	2
May	1	4	1
June	7	3	3
July	4	4	4
August	5	10	4
September	7	7	7
October	2	3	5
November	7	3	4
December	3	2	2
<i>TOTAL</i>	57	51	44
Transports	8	1	1

- Equipment:
 1. The NICU received 4 new Giraffe radiant warmers & 2 new intensive care isolettes complete with resuscitation units, phototherapy, and 6 new cardio-respiratory monitors.
 2. No additional equipment is anticipated/requested at this time.
- Supplies/ special orders: many of the NICU supplies are specialty items related to new equipment, procedures, infection control, expiration dates, single use, and updated standards of care.

- Staffing: NICU is understaffed and requires 11 NICU trained nurses for patient coverage, staff leaves, and management duties. There are currently 7 RNs.
- Staff development: Continuing education is vital to the quality and delivery of patient care. Educational materials, trainings, and membership in the National Association of Neonatal Nurses is a standard budget request.

Conclusion:

The proposed budget is primarily focused on specialty order supplies, staff recruitment and training/continuing education costs.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Neonatal ICU (1833A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	177,762	175,095
61100	Wages/Salaries - UNG	445,042	667,563
61110	Overtime Compensation	82,927	
61180	Retirement Contributions (DB)	23,208	24,369
61190	401k Ret. Emplr Contribution (DC)	13,421	13,190
61195	Health Insurance	4,882	46,129
61196	Social Security @ 6.20%	38,614	52,245
61200	Medicare Contribution (1.45%)	9,031	12,219
61210	Life Insurance	5,759	4,949
	Total Fringe Benefits	94,915	153,101
	Total PERSONNEL COSTS	800,646	995,760
	Number of Positions	11	15
62260	Dues and Subscription	1,000	500
62660	Repairs & Maintenance	1,000	1,000
62690	Personnel Training Costs	5,000	-
63010	Books & Library Materials	500	-
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	5,000	4,000
63070	Medical-General Supplies	50,000	40,000
63120	Equipments under \$5000	5,000	-
64560	Office Equipment	2,500	-
64570	Office Furniture & Fixtures	1,500	1,500
	Total ALL OTHERS	72,500	48,000
	Total PERSONNEL & ALL OTHERS	873,146	1,043,760

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : NICU
ACCT: 1833A
OT HRS: 375

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp	Base	Emp	Base	Emp	Base
				Stat.	Salary	Stat.	Salary	Stat.	Salary
Filled	1	STAFF NURSE	BALUCANAG, Ananette A.	EC	\$ 51,066.23	EC	\$ 56,300.54	EC	\$ 56,300.54
TBF	2	STAFF NURSE	VACANT to be filled by: MOCON, Junabel	EC	\$ 40,011.73	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	3	STAFF NURSE III	BARBO, Sheila (mobed from OB to NICU)	EC	\$ 48,634.51	EC	\$ 56,300.54	EC	\$ 53,619.54
Filled	4	STAFF NURSE III	GASPAR, Bernard C.	EC	\$ 51,066.23	EC	\$ 56,300.54	EC	\$ 56,300.54
Filled	5	NURSE UNIT MANAGER - BSN	HITT-CALDERWOOD, Denyse	FTE	\$ 59,115.55	FTE	\$ 62,071.33	FTE	\$ 65,174.89
Filled	6	STAFF NURSE III	MASANGCAY, Josephine	EC	\$ 51,066.23	EC	\$ 56,300.54	EC	\$ 56,300.54
Filled	7	STAFF NURSE II	AQUE, ELDE Brigitte A. (COA to 1833) vice	EC	\$ 48,634.51	EC	\$ 53,619.54	EC	\$ 53,619.54
Filled	8	STAFF NURSE III	TAISAGUE, Lishao "Rose" w.	EC	\$ 51,066.23	EC	\$ 56,300.54	EC	\$ 56,300.54
Filled	9	STAFF NURSE III	GOLD, Connie Sue vice: DIVINA, LALAINA	EC	\$ 51,066.23	EC	\$ 56,300.54	EC	\$ 56,300.54
TBF	10	STAFF NURSE	VACANT to be filled RINGOR, Reena Mae	FTE	\$ 44,112.93	FTE	\$ 53,619.54	FTE	\$ 53,619.54
Vacant	11	STAFF NURSE	VACANT/NEW POSITION FY'18	FTE	\$ 60,000.00	FTE	\$ 62,071.33	FTE	\$ 56,300.54
Vacant	12	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.54
Vacant	13	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.54
Vacant	14	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.54
Vacant	15	STAFF NURSE	VACANT/NEW POSITION FY'21					EC	\$ 56,300.54
Total				15					
Filled	Vacant	TBF	Zeroed						
8	5	2	0	TOTAL WAGE BASE:					
					Employment Contracts Ungraded (CW/Med Staff/Managers)	8	392,612	8	445,042
					Limited Term Appointments Ungraded (Temporary)	0	-	-	-
					Full Time Employment (Permanent)	3	163,228	3	177,762
					WAGES & OTHERS:				
					Wages -Permanent (61090)		163,228		177,762
					Wages Ungraded (61100)		392,612		445,042
					Overtime		-		82,926.73
					Differentials				
					TOTAL: Wages & Others		555,840		705,731
					BENEFITS:				
					Retirement DB 30%/37.39%		21,051		23,208
					Retirement DC - 401K 4%		7,976		13,421
					Health Insurance		4,882		4,882
					Social Security - 6.20%		34,719		38,614
					Medicare - 1.45%		8,120		9,031
					Life Insurance 1.45%		5,224		5,759
					Subsistence - Housing				-
					TOTAL: Personnel Benefits		81,971		94,915
					TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	11	637,811	11	800,646
								15	995,760

NICU =1833A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			500
	To budget for online subscription to current policies and practice			
62660	Repairs & Maintenance			1,000
	Repair and Maintenance of HP Laser Jet machine			
63040	Supplies - Office			1,000
	To budget for Supplies - Office such as Toners			
63050	Supplies - Operation			4,000
	To budget for specialized NICU Critical Care supplies and consumables such as Posey probes , infusion supplies, single use items such as BP cuffs			
63070	Medical - General Supplies			40,000
	To budget for general medical supplies for NICU patients			
64570	Office Furniture & Fixtures			
	Unit Desk	<i>1</i>	<i>1500</i>	<i>1,500</i>
	Storage Shelves	<i>0</i>	<i>500</i>	<i>-</i>
	Total			1,500
			TOTAL	48,000

1839A

ONCOLOGY

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	ONCOLOGY (1839A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget Request	Budget Request
61090	Wages/Salaries - CSC	335,000	204,786
61100	Wages/Salaries - UNG	-	213,817
61190	401k Ret. Emplr Contribution (DC)	-	2,607
61195	Health Insurance	-	10,007
61196	Social Security @ 6.20%	28,117	25,953
61200	Medicare Contribution (1.45%)	4,858	6,070
61210	Life Insurance	-	945
	Total Fringe Benefits	32,975	45,582
	Total PERSONNEL COSTS	367,975	464,185
	Number of Positions	6	9
62260	Dues and Subscription	1,000	1,600
62500	Travel		5,000
62660	Repairs & Maintenance	11,000	11,000
62690	Personnel Training Costs		10,000
63010	Books & Library Materials	500	500
63040	Supplies - Office	2,000	5,000
63050	Supplies - Operations	2,500	5,000
63070	Medical-General Supplies	2,460,000	60,000
63090	Medical-Pharmaceutical Supplies		2,400,000
63120	Equipments under \$5000	0	5,000
64520	Improvements	275,000	0
64540	Machinery, Tools & Equipment	108,300	40,000
64560	Office Equipment	3,000	3,000
64570	Office Furniture & Fixtures	0	12,200
	Total ALL OTHERS	2,863,300	2,558,300
	Total PERSONNEL & ALL OTHERS	3,231,275	3,022,485

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : ONCOLOGY

ACCT: 1839A

OT HRS: 328

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE	Status	Position Title	Incumbent						
Vacant	1	CERTIFIED ONCOLOGY NURSE	VACANT to be JVA /NEW POSITION FY 20			EC	\$ 60,000.00	EC	\$ 68,433.63
Filled	2	CHEMOTHERAPY NURSE	CASTRO, Salome A. (moved 1820A	FTE	\$ 59,115.55	FTE	\$ 65,174.89	FTE	\$ 65,174.89
Vacant	3	CHEMOTHERAPY NURSE	VACANT/NEW POSITION FY 20			EC	\$ 60,000.00	EC	\$ 65,174.89
Vacant	4	STAFF NURSE	VACANT/NEW POSITION FY 20			EC	\$ 60,000.00	EC	\$ 60,000.00
Vacant	5	CLINICAL ATTENDANT	VACANT/NEW POSITION FY 20 (FTE to be moved from 1808A			EC	\$ 18,000.00	EC	\$ 20,208.64
Filled	6	CERTIFIED NURSING ASSISTANT	PRIEST, MA. LOREN vice:VACANT/N	FTE	27,081.60	EC	\$ 25,000.00	FTE	\$ 28,435.59
Vacant	7	UNIT CLERK	VACANT FY'21					FTE	\$ 20,208.64
Vacant	8	CERTIFIED NURSING ASSISTANT	VACANT FY'21					FTE	\$ 25,791.92
Vacant	9	NURSE UNIT MANAGER	VACANT FY'21					FTE	\$ 65,174.89
Total				9					
Filled	Vacant	TBF	Zeroed						
2	7	0	0	TOTAL WAGE BASE:					
				Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	6	4	213,817
				Limited Term Appointments Ungraded (Temporary)	0	-	-	0	
				Full Time Employment (Permanent)	2	86,197	-	5	204,786
				WAGES & OTHERS:					
				Wages -Permanent (61090)		86,197		360,000	204,786
				Wages Ungraded (61100)		-			213,817
				Overtime		-			
				Differentials					
				TOTAL: Wages & Others		86,197		360,000	418,603
				BENEFITS:					
				Retirement DB 30%/37.39%		2,607		-	-
				Retirement DC - 401K 4%		10,007		-	2,607
				Health Insurance		10,007		-	10,007
				Social Security - 6.20%				22,320	25,953
				Medicare - 1.45%		6,070		5,220	6,070
				Life Insurance 1.45%		945		-	945
				Subsistence - Housing		-		-	
				TOTAL: Personnel Benefits		29,636		27,540	45,582
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	2	115,833	6	387,540	464,185

1839A - Oncology

Schedule B

		FY 2021
Obj. Code	Item	Total Price
62260	Dues & Subscription	1,600
	Online subscription to current practice in Oncology	
62500	Travel	5,000
62660	Repairs & Maintenance	11,000
	To budget for repair and maintenance of non-medical equipments	10,000
	Repair and Maintenance of HP Laser Jet machine	1,000
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 Supplies - Office such as Toners	
	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	Pharmaceutical Supplies	2,400,000
	Chemotherapy Medication	
63120	Equipment Under \$5,000	5,000
	Otoscope	
	Ophthalmoscope	
	IV Poles (wide base)	
64520	Improvements	-

	Oncology Center Renovations	-
64540	Machinery, Tools & Equipment	40,000
	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	40,000
	Stretcher Beds	-
	Medical Vacuum System	
	Oxygen Generation System	
6411	Furnitures	12,200
	Chemotherapy Treatment Chairs (Large)	6,200
	Flat Screen TV's	6,000
64560	Office Equipment	3,000
	To budget for Office equipment such as shredder for Oncology to meet HIPAA compliance	
	Total	2,558,300

1840A

LABORATORY

1840A - Budget narrative for CHC lab.

CHC laboratory functions as the only hospital and public health laboratory in the entire CNMI serving a population of 52,000 people on a chain of pacific islands about 3,800 miles west of Hawaii.

The Laboratory (Lab) is located within the Commonwealth Health Center Hospital and is a full service hospital laboratory open 24 hours a day, 7 days a week, 365 days a year for inpatient testing. The CHC Lab was recently recertified by CMS with a Certificate of Compliance based on CLIA. The current Certificate of Compliance expires in April, 2021.

The CHC Lab is a full service hospital lab open 24 hours a day, 7 days a week and 365 days per year.

The lab offers testing not only for the hospital but also for Public Health, the CHCC clinical service providers and private outpatient clinics in:

- Microbiology
- Hematology
- Coagulation
- Chemistry
- Urinalysis
- Blood Bank

The CHC Lab offers a test menu appropriate to any mid-size hospital in the US, including hematology (complete blood count, manual differential, etc.), Coagulation, chemistry, drugs of abuse testing, therapeutic drug monitoring, Blood Bank (transfusion, antibody screening, etc.), Microbiology (organism identification and antibiotic sensitivity testing, GeneXpert testing, AFB smears, and other tests.

JUSTIFICATION

Overall, this budget is necessary to sustain a full service lab operating 24 hours a day, 365 days per year. **The lab never closes.** We need overtime to keep the lab open on the weekend, nighttime, and when lab staff are out sick and on vacation. If the overtime was removed we might need to close the lab at night and on weekends. This would mean that some patient testing would be delayed until the next weekday morning. This could adversely affect patient care and cause delays in discharging patient s from the hospital

Reviewing the 2021 budget the professional services are for lab's contractors. This includes our reference lab and the vendors for hematology, coagulation and chemistry. If we did not have this component of the budget, we would not be able to send out any tests. We would also not be able to offer chemistry, coagulation testing or blood count testing. This would adversely affect patient care due to lack of diagnostic testing.

The amount for licenses and fees include our CMS certificate and the Proficiency Testing from CAP and API. Proficiency Testing is a regulatory requirement from the CMS. If we did not have this portion of the budget, we would not be able to do proficiency testing and in turn we would face regulatory closure from the CMS.

The travel expenses in the budget of \$1,000 are new for this year. This represents travel for CHC Saipan phlebotomists to go to Tinian to cover while the Tinian Health Center (THC) phlebotomist is on vacation. THC only has one phlebotomist and THC needs coverage if the THC phlebotomist is on vacation or sick. If we did not have this portion of the budget THC would suffer from lack of phlebotomy services.

Repairs and maintenance are essential to keep lab's equipment working. If we did not have this part of the budget we would be unable to fix breakdowns in lab.

The freight and handling costs are for shipping newborn screening cards to Oregon for testing and also infectious disease specimen send outs to Guam Public Health, Hawaii State Lab, Hansen Disease Center and CDC via PIHOA Lab Revolving Fund (LRF). If we did not have this component of the budget Saipan's newborn babies would suffer from the lack of testing for inborn errors of metabolism and other diseases affecting newborn babies.

The training costs of \$5,000 are intended for training of lab's phlebotomists and lab techs. This is necessary for CHC lab's phlebotomists and lab techs to be current on the latest developments in the laboratory field.

The categories of office, operations, medical-general and medical-lab supplies are needed for general lab supplies such as printer paper, bar code labels, lab coats specimen cups and all other general lab supplies. If we did not have this portion of the budget lab would not be able to function.

The amount budgeted for computer systems & equipment is for lab's interfaces with the hospital-wide EHR system. This includes an amount for the intended interface of CHC's EHR and the reference lab DLS's system in order to have send-out test results return by computer interface.

The amount budgeted for office equipment included battery backups (Uninterruptible Power Supply) for lab. Lab has had occasional power outages and the UPS'S are needed to prevent damage to lab's valuable equipment from power outages and power spikes.

The budgeted amount for office furniture, equipment and supplies is for new desks, tables and chairs for lab. The front desk in phlebotomy is heavily worn with exposed fiberboard. Lab needs this part of the budget to meet regulatory compliance and for a clean workplace.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Lab (1840A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	294,820	477,323
61100	Wages/Salaries - UNG	896,784	926,169
61110	Overtime Compensation	-	74,783
61190	401k Ret. Emplr Contribution (DC)	22,681	33,568
61195	Health Insurance	45,153	50,035
61196	Social Security @ 6.20%	70,692	83,829
61200	Medicare Contribution (1.45%)	17,278	20,351
61210	Life Insurance	7,229	9,329
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	163,034	197,112
	Total PERSONNEL COSTS	1,354,639	1,675,386
	Number of Positions	26	30
62060	Professional Services	1,020,000	1,667,000
62290	Licenses and Fees	20,000	20,000
62500	Travel	-	2,000
62660	Repairs & Maintenance	40,000	40,000
62680	Freight & Handling	3,000	4,000
62690	Personnel Training Costs	5,000	-
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	5,000	5,000
63070	Medical-General Supplies	25,000	25,000
63080	Medical-Lab Supplies	1,259,000	1,200,000
64540	Machinery, Tools & Equipment	620,000	70,000
64550	Computer Systems & Equipment	55,000	-
64560	Office Equipment	2,500	-
64570	Office Furniture & Fixtures	2,000	-
	Total ALL OTHERS	3,057,500	3,034,000
	Total PERSONNEL & ALL OTHERS	4,412,139	4,709,386

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : LAB

ACCT: 1840A

OT HRS: 303

ACCT: 1840A OT HRS: 303				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title	Incumbent						
Filled	1	CLINICAL LABORATORY TECHNICIAN	MAKIN, Joana doh:2/19/17 vice: COMPARATIV	EC	\$ 32,918.08	EC	\$ 38,106.41	EC	\$ 51,066.23
Filled	2	CLINICAL LABORATORY SCIENTIST I	COROTAN, Sherine vice: FY14	EC	\$ 38,106.41	EC	\$ 48,634.51	EC	\$ 51,066.23
Filled	3	CLINICAL LABORATORY TECHNICIAN II	BIGLETE, Noel	EC	\$ 40,011.73	EC	\$ 42,012.32	EC	\$ 51,066.23
Filled	4	MICROBIOLOGIST	BOONE, Christopher (change of position title	EC	\$ 70,000.00	EC	\$ 71,855.32	EC	\$ 75,448.09
Filled	5	PHLEBOTOMIST I	REYES, Mark vice: MAKIN, Joana vice: BORJ	FTE	\$ 23,394.03	FTE	\$ 24,563.73	FTE	\$ 25,791.92
Filled	6	PHLEBOTOMIST III	CAMACHO, Ma. Felicidad	FTE	\$ 29,858.40	FTE	\$ 31,350.24	FTE	\$ 32,917.75
Filled	7	CLINICAL LABORATORY SCIENTIST	CHUA, Nancy Y.	EC	\$ 44,112.93	EC	\$ 48,634.51	EC	\$ 51,066.23
Filled	8	CLINICAL LABORATORY TECHNICIAN III	DUEÑAS, Juan	FTE	\$ 42,011.93	FTE	\$ 44,112.93	FTE	\$ 51,066.23
Filled	9	SENIOR CLINICAL LABORATORY SCIENTIST	GONO, Genevieve B.	EC	\$ 56,300.52	EC	\$ 59,115.55	EC	\$ 62,071.32
Filled	10	PHLEBOTOMIST Lead	KAIPAT, Ricardo L.	FTE	\$ 36,291.84	FTE	\$ 38,106.41	FTE	\$ 40,011.73
Filled	11	PHLEBOTOMIST I	LEON GUERRERO, Sandy vice:ALDAN, Angel	FTE	\$ 15,860.00	FTE	\$ 24,563.73	FTE	\$ 20,208.54
Filled	12	CLINICAL LABORATORY TECHNICIAN I	MORAL, GLADYS R.	EC	\$ 36,291.82	EC	\$ 40,011.73	EC	\$ 51,066.23
TBF	13	CLINICAL LABORATORY SCIENTIST	VACANT to be filled by: BALLARES, Rhoda M	EC	\$ 46,318.58	EC	\$ 48,634.51	EC	\$ 51,066.23
Filled	14	PHLEBOTOMIST I	MADAMBA, Allison Lyn E. (doh: 10/07/19) vic	FTE	\$ 15,860.00	FTE	\$ 31,350.24	FTE	\$ 20,208.54
Filled	15	PHLEBOTOMIST II	WELLE, Editha	FTE	\$ 25,792.00	FTE	\$ 27,081.51	FTE	\$ 28,435.59
Filled	16	DIRECTOR, LABORATORY SERVICES/PATHOLOG	DAUTERMAN, Philip	EC	\$ 163,863.00	EC	\$ 178,605.00	EC	\$ 178,605.00
Vacant	17	CLINICAL LABORATORY TECHNICIAN I	VACANT vice: VALENZUELA, Rueben (comp	EC	\$ 36,291.82	EC	\$ 38,106.41	EC	\$ 51,066.23
Filled	18	PHLEBOTOMIST I	ALVAREZ, Russ M.	FTE	\$ 23,394.03	FTE	\$ 24,563.73	FTE	\$ 25,791.92
Filled	19	PHLEBOTOMIST I	BIGALBAL, Dan Paulo vice: BATUIGAS, Pawle	FTE	\$ 15,860.00	FTE	\$ 24,563.73	FTE	\$ 22,280.03
Filled	20	CLINICAL LABORATORY SCIENTIST I	BATUIGAS, Pawlene	EC	\$ 38,106.41	EC	\$ 38,106.41	EC	\$ 51,066.23
Filled	21	PHLEBOTOMIST I	NEKIEFES, Elijay VACANT/NEW POSITION	FTE	\$ 15,860.00	FTE	\$ 24,563.73	FTE	\$ 20,208.54
Vacant	22	MICROBIOLOGIST	VACANT vice: MORAN, Wilma B. (resigned 2	EC	\$ 65,000.00	EC	\$ 71,855.32	EC	\$ 75,448.09
Filled	23	CLINICAL LABORATORY TECHNICIAN	CUENCA, Allysa Anne M. (doh:7/8/19) vice	EC	\$ 36,291.82	EC	\$ 38,106.41	EC	\$ 51,066.23
Filled	24	LABORATORY ASSISTANT	SANTOS, Eleina H.)(FTE taken vice: Lopez, E	FTE	\$ 33,000.00	FTE		FTE	\$ 34,563.64
Vacant	25	LAB MANAGER	VACANT/NEW POSITION FY'20			EC	\$ 85,000.00	EC	\$ 75,000.00
Vacant	26	LABORATORY INTERN - TEMP	VACANT/NEW POSITION FY'20			FTE	\$ 25,000.00	FTE	\$ 25,000.00
Vacant	27	LABORATORY INTERN - TEMP	VACANT/NEW POSITION FY'20			FTE	\$ 25,000.00	FTE	\$ 25,000.00
Vacant	28	LAB SAFETY OFFICER	VACANT/NEW POSITION FY'21					FTE	\$ 34,563.64
Vacant	29	CLINICAL LABORATORY TECHNICIAN	VACANT/NEW POSITION FY'21					FTE	\$ 51,066.23
Vacant	30	PHLEBOTOMIST I	VACANT/NEW POSITION FY'21					FTE	\$ 20,208.54
Total	30								\$ 1,403,491.41
Filled	Vacant	Zeroes	TOTAL WAGE BASE:						
21	8	0				\$	-		

	Employment Contracts Ungraded (CW/Med Staff/Managers)	13	\$ 703,613.12	14	\$ 896,784.41	14	926,168.57
	Limited Term Appointments Ungraded (Temporary)	0	\$ -	0	\$ -	0	-
WA	Full Time Employment (Permanent)	11	\$ 277,182.23	13	\$ 294,819.98	16	477,322.84
	Wages -Permanent (61090)		\$ 277,182.23		\$ 294,819.98		477,322.84
	Wages Ungraded (61100)		\$ 703,613.12		\$ 896,784.41		926,168.57
	Overtime		\$ 347,736.74		\$ -		74,783.44
	Differentials						
	TOTAL: Wages & Others		\$ 1,328,532.09		\$ 1,191,604.39		1,478,274.85
	BENEFITS:						
	Retirement DB 30%/37.39%		\$ -		\$ -		-
	Retirement DC - 401K 4%		\$ 13,660.28		\$ 22,681.15		33,567.82
	Health Insurance		\$ 45,153.42		\$ 45,153.42		50,034.92
	Social Security - 6.20%		\$ 44,424.43		\$ 70,692.36		83,829.36
	Medicare - 1.45%		\$ 10,894.18		\$ 17,278.26		20,350.63
	Life Insurance 1.45%		\$ 6,386.63		\$ 7,228.96		9,328.91
	Subsistence - Housing		\$ -		\$ -		-
	TOTAL: Personnel Benefits		\$ 120,518.94		\$ 163,034.16		197,111.63
	TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS						
		24	\$ 1,449,051.02	27	\$ 1,354,638.55	30	1,675,386.48

LAB = 1840A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
	Reference Lab Contract - DLS: Budget for Send-out testing for Lab tests CHC Lab cannot perform to Reference Lab - DLS Hawaii			500,000
	Siemens Health Diagnostic Chemistry reagents, maintenance and supplies contract			300,000
	Siemens Health Coagulation maintenance and supplies contract			100,000
	MedPharm Vitek 2 Maintenance Contract			10,000
	JC Marketing Bactec Maintenance Contract			9,000
	Cepheid GeneXpert			200,000
	Siemens Hematology reagents and service contract			200,000
	American Red Cross Blood Products			275,000
	Oregon Health Newborn Screening			73,000
	Total			1,667,000
62290	Licenses and Fees			
	CLIA CMS inspection and certificate fee			7,000
	CAP Survey Fees for Lab			5,000
	American Proficiency Institute (API) Fee			8,000
	Total			20,000
62500	Travel			2,000
	Travel for Phleb coverage at THC and RHC			
62660	Repairs & Maintenance			40,000
	Repairs to Chemistry Analyzer, Hematology, Vitek, GeneXpert, Coagulation analyzer, Blood Bank Machines, Bactec, Cannon Copier			
62680	Freight & Handling			4,000
	To budget for shipment of specimens and testing kits or newborn screening cards			
	Lab Revolving Fund for infectious disease			
62690	Personnel Training Costs			-
63040	Supplies - Office			1,000
	To budget for specimen bar codes and labels			

63050	Supplies - Operation			5,000
	To budget for Lab operation supplies such as toners, lab coats, specimen cups and etc.			
63070	Medical - General Supplies			25,000
	To budget for general medical supplies for patients visiting lab			
63080	Medical - Lab Supplies			
	To budget for specialized Lab supplies and consumables such as: test tubes, test kits, reagents and microbiology Algar plates			<i>1,200,000</i>
	Total			1,200,000
64540	Machinery, Tools & Equipment			
	To budget for general small lab equipments i.e. centrifuge, Biofire modules, microscopes			<i>70,000</i>
	To budget for Tissue processor and Embedder for HISTO Lab testing and supplies		60000	
	Total			70,000
			TOTAL	3,034,000

1841A

RADIOLOGY

COMMONWEALTH HEALTHCARE CORPORATION
DEPARTMENT OF RADIOLOGY
Needs Based Plan and Budget (1841A)
FY 2021

Department Overview:

As an integral part of the Commonwealth Health Center hospital and patient care system, the Department of Radiology provides medical imaging services for the CNMI island community, guest workers, tourists and visitors. With an ethnically diverse user base population of approximately seventy thousand, our goal is to provide high quality, accurate and effective Radiography, Computed Tomography, Mammography and Ultrasound imaging and interventional services, on a 24/7 basis. Our commitment is to continually improving customer service through quick and easy access to all of our medical imaging specialties and emphasis on positive customer experiences.

The Department of Radiology is also committed to providing highly professional and well-trained technologists that are licensed and certified in their respective imaging specialties, and whom have in most cases, dedicated their life's work to serving the CHC medical, nursing and support staff and most importantly, our patients. The department currently employs eleven full-time technologists and two clerical support staff working as a team in providing weekday, weekend, holiday and after-hours coverage to any and all in need of their expertise. Their dedication and longevity are tribute to the satisfaction and feeling of accomplishment they gain for a job well done.

Departmental exam statistics for 2019 as seen below, represent a significant change from 2018, and represent an approximately 17% increase in overall exam numbers. Demand across all imaging modalities was up significantly over the previous year.

X-Ray	9039
CT	2913
Ultrasound	4129
Mammography	936
Echocardiograms	989
Interventional Radiology	<u>211</u>
Total Exams for 2019:	18,217

Personnel:

A major emphasis on hiring only multi-specialty technologists has proven highly beneficial in maintaining sufficient staffing for all of the medical imaging specialties offered by the Department of Radiology. All of our technical personnel are certified and proficient in two or more sub-specialties of their primary specialty (i.e., X-Ray/CT, X-Ray/Mammography, General/Vascular Ultrasound, &/or Vascular/Echocardiography). Presently, sufficient staffing exists to maintain necessary coverage during regular working hours (07:30 to 16:30) and after-hours on-call coverage, without significant technologist fatigue. The need for additional technologist staffing directly correlates with the required hours of department coverage, and in the past, has been insufficient to consistently provide and maintain an adequate evening (16:30 to 00:30) and/or night (00:30 to 07:30) shift.

As well, holiday coverage and employee annual and sick leave usage has put additional demands on existing staff and prevented multi-shift coverage. Therefore, the proposed addition of two (2) full-time, multi-specialty technologists would allow consistent, extended hours and weekend coverage for all required specialties. This will significantly reduce overtime, guarantee sufficient staffing during peak demand hours and prevent holiday coverage and employee annual/sick leave usage from disrupting work schedules and required coverages. The availability of US Citizen (Non-CW) applicants is a major plus for obvious reasons, but remains a difficult and lengthy task due to salaries and relocation logistics. These FTE's have been included in our personnel listing.

Professional Services:

Because the Department of Radiology relies heavily on professional services outside the scope and depth of available local professionals, we must allocate sufficient funding to support and maintain these services without interruption. These include 1) radiology interpretation and consulting services, 2) medical physicist services, and 3) digital image management, interfacing and cloud services.

These services are offered by multiple off-island entities who are contracted to provide qualified personnel to assist the department in its daily functions and allow us to meet minimum requirements set by the Centers for Medicare & Medicaid Services (CMS), US Food & Drug Administration (FDA), Mammography Quality Standards Act (MQSA), and American College of Radiology (ACR), as well as CNMI local/state requirements. These include exam reporting and consulting by ABR, Board Certified and CNMI-licensed radiologists, medical imaging equipment calibration and certification by ABR, Board Certified, CNMI-licensed diagnostic radiological physicists, and secure digital image data management, to name just a few. These are not optional services, and without these support mechanisms the department would not function. The increased budgeted amounts included under Obj. Code 62060 are sufficient to support and maintain these vital functions. They include:

- 1) Guam Radiology Consultants**
- 2) Gamma Corporation**
- 3) Radius Connect Imaging, Inc., &**
- 4) Core Sound Imaging, Inc.**

Licenses & Fees:

What might be considered "hidden costs" in certifying the departmental services we provide; licenses and fees represent real expenditures that are required to legally perform our functions as a medical imaging facility. All hospital radiography (X-Ray), CT and mammography systems must be certified by a licensed medical physicist recognized by the FDA, and in the case of mammography, as qualified under the Mammography Quality Standards Act (MQSA). Obj. Code 62290 will fund all anticipated visits by the Gamma Corporation medical physicists from Hawaii to perform recalibration and recertification of existing equipment, including our recently acquired digital mammography imaging system. Application fees associated with the re-accreditation of the digital mammography system by the ACR and FDA-MQSA are anticipated to be in the \$2,500 range.

Travel:

Due to unplanned technologist coverage that is periodically required to staff the Tinian and Rota Health Centers during employee absences for extended sick or annual leave, a small travel budget must be maintained to cover airfare and per diem expenses. These coverages usually occur two to three times a year, and therefore the amounts included under Obj. Code 62500 are sufficient to support this function.

Repairs & Maintenance:

It should be noted that Bio-Medical Engineering services provided by off-island and locally contracted groups are vital in providing qualified Bio-Medical personnel for maintenance and repair of all of the departments imaging and monitoring equipment. These services not only ensure the safe operation and extend the useful life of our equipment, they allow us to operate within the “Conditions of Participation” defined and required by CMS. Maintaining patient and employee safety in the hospital environment has become a central focus of CMS Inspectors. The importance of routine and planned maintenance as well as timely repairs cannot be underestimated and therefore must be funded. The budgeted amounts included under Obj. Code 62660 are adequate and necessary as listed. They include:

- 1) Guam Radiology Consultants**
- 2) Pacific Bio-Medical Services**
- 3) JMI-Edison, Guam, &**
- 4) Island Business Systems & Supply**

Supplies – Office:

An integral and vital function within any medical imaging department is the ability to receive, send, duplicate and scan documents in a secure and confidential manner. The Department of Radiology depends heavily on these functions to receive exam reports, physician orders and important, time-sensitive notifications of pathological conditions, as well as duplicate all of the above for redistribution. Copier toner and drum replacements are essential for all of these functions.

Supplies – Operational:

The proposed amount for operational supplies is in anticipation of moderate increases in demand for contrast reagents routinely used in CT and Radiography/Fluoroscopy exams and strives to cover anticipated increases in Interventional Radiography procedures performed here more routinely than before.

With employee and patient safety concerns at the forefront of CMS scrutiny, we do anticipate the need to replace at least two (2) pieces of radiation protection gear that is used for both employee and patient protection against occupational and unnecessary exposure, respectively. Radiation protection gear in the form of lead vests, is an integral part of our active efforts to reduce both occupational exposure to employees, but also unnecessary or targeted exposure to patients. Pediatric patients especially, are of concern due to their increased, age-specific risk.

Medical-General Supplies:

The budgeted amount included in Obj. Code 63070 is adequate for general medical supplies that allow us to serve the community as intended, barring any unforeseen changes or circumstances.

Machinery, Tools & Equipment:

A hospital medical imaging department relies heavily on dependable, effective, and well-maintained equipment that meets the required industry and accrediting body standards, as well as the needs of the patient population it serves. The department strives to provide all of these functions in a cost-effective manner and is addressing these needs with unprecedented funding, both private and public, for Full-field Digital (FFD) X-Ray equipment that will transform our imaging methods and capabilities across the complete spectrum of the digital radiography field. For the most part, the budgeted amounts included in Obj. 64540 address the additional expenditures required to add FFD Mammography imaging to our list of services.

Although significant outlays are required, these systems will:

- provide the necessary redundancy to assure uninterrupted operations and coverage well into the future,
- transform the department into an all-digital environment,
- offer additional imaging capabilities and increased revenue-generating potential not currently available,
- shorten exam times and increase patient throughput,
- significantly enhance the image quality on all exams,
- enhance workflow within the department and between our radiology interpreting service,
- speed exam reporting and report turn-around times, and
- qualify us for increased reimbursement rates allotted to full-field digital technologies.

There is an ongoing effort to procure an FFD Mammography and Tomosynthesis system that will provide FFD breast imaging as well as 3D breast imaging for improved diagnostic accuracy and noticeably less discomfort during the exam. This will put our Mammography Program at the cutting edge of digital imaging technology.

Also included in Obj. 64540, is funding for a late-model, refurbished Ultrasound system that is very much needed to support the expansion of our Ultrasound section and Ultrasound personnel.

Currently, there are three (3) ultrasound systems in use that are shared by four (4) sonographers. With plans to add one (1) more sonographer, this hinders the potential and positive benefits of increased staffing even in multi-shift situations. The oldest of the ultrasound systems was manufactured in 2007. The department needs and would greatly benefit from an additional \$40,000 to purchase a refurbished system, and the return on investment (ROI) would be two (2) years, or less. Some of the advantages of late-model systems are:

- excellent image quality,
- ease of use and reduced exam times,
- improved ergonomic designs for reduced technologist fatigue and work-related injury,
- greater portability, and
- full digital platform to enhance workflow within the department and improved connectivity with our radiology interpreting service.

Computer Systems & Equipment:

The budgeted amounts included in Obj. 64550 sufficiently fund the needs of the department and allow for the purchase of new and replacement CPU's, monitors and computer peripherals, the anticipated interfacing of the Department of Radiology RIS with the newly adapted Electronic Health Record (EHR) HIS planned for 2021, and the addition of RAM memory for the existing CT server.

Office Equipment:

The budgeted amounts included in Obj. 64560 sufficiently fund the needs of the department and allow for the purchase of new and replacement battery backup units (UPS's) and a replacement document shredder necessary to replace the non-functional unit presently in the department. Without question, the need to protect sensitive medical equipment from power fluctuations and surges with UPS units is omnipresent and in most cases, saves money over time.

In accordance with CMS "Conditions of Participation", a document shredder must be supplied in order to properly dispose of confidential information, reduce the volume of unneeded or purged patient records and reduce fire hazard.

Office Furniture & Fixtures:

The present condition and appearance of the department reception area is not conducive to the efficient and personable interaction with patients checking in or scheduling exams. The workflow required to conduct efficient reception area interactions is hampered by crowded conditions, inefficient use of space, lack of privacy and an overall cluttered environment in need of renovation. As well, patient confidentiality is difficult to maintain when patient information is passed to department personnel during the interview and scheduling process. It should also be noted, that initial patient interaction at the reception area is in most cases the first point of contact with the department, and therefore should project secure, private, well-organized, esthetically pleasing and efficient environment. The additional funding needed to support a significant renovation should be included in Obj. 64570 as a new entry into Schedule B.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Radiology (1841A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	46,788	-
61100	Wages/Salaries - UNG	621,268	706,536
61110	Overtime Compensation	-	55,048
61190	401k Ret. Emplr Contribution (DC)	14,308	15,563
61195	Health Insurance	40,272	40,272
61196	Social Security @ 6.20%	41,419	58,499
61200	Medicare Contribution (1.45%)	9,687	10,245
61210	Life Insurance	6,079	6,719
	Total Fringe Benefits	111,764	131,298
	Total PERSONNEL COSTS	779,820	892,882
	Number of Positions	16	14
62060	Professional Services	430,200	769,000
62290	Licenses and Fees	2,000	2,000
62660	Repairs & Maintenance	43,500	56,500
63040	Supplies - Office	3,000	1,500
63050	Supplies - Operations	5,000	1,500
63070	Medical-General Supplies	75,000	45,000
64540	Machinery, Tools & Equipment	175,100	206,500
64550	Computer Systems & Equipment	5,000	9,700
64560	Office Equipment	2,500	5,200
64570	Office Furniture & Fixtures	25,000	-
	Total ALL OTHERS	766,300	1,096,900
	Total PERSONNEL & ALL OTHERS	1,546,120	1,989,782

DIV : CHCC
UNIT : RAD
ACCT: 1841A
OT HRS: 268

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Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
Contract #617695-OC, CO#1 valid thru 9/11/20	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	16,000
Contract #650799-OC valid thru 3/1/19? ----- Contract #610286-OC, CO#2 valid thru 8/21/20? ----- Contract #668400-OC valid	Budget for Contract with GRC Services. These contracts are continuous and subject for renewal annually.	#650799-OC (GRC ADULT ECHO INTERPRETATION) #610286-OC, CO#2 (GRC CT SERVICE) #668400-OC (GRC MEDICAL INTERPRETATION SERVICE)	Contract #650799-OC NTE \$145,000 ----- Contract #610286-OC NTE ? ----- Contract #668400-OC NTE ?	720,000
Contract #628830-OC valid thru 2/8/19	Budget for Core Sound Imaging Cloud Service used in transmission of Pediatric Echos for interpretation.	2-Year Contract @\$16,000	\$8,000/yr with monthly payments	8,000
Contract #633080-OC, CO#1 valid thru 7/8/19	Budget for Radius Connect Imaging for CHCC Providers to view stored radiologic images	1-Year Contract @\$25,000	\$25,000/yr pre-paid	25,000
	Total			769,000
62290	Licenses and Fees			2,000
	Fee for American College of Radiology (ACR) Mammography Accreditation & FDA-MQSA recertification to meet CMS COP for providing Mammography services			
62500	Travel			-
	Budget for Locums (short-term)Radiology Personnel coverage for THC & RHC			
62660	Repairs & Maintenance			
	Repairs to Siemens CT Scanner for technicals services & replacement parts costs outside of existing GRC CT Service & Support Contract #610286-OC			45,000
	Repairs & maintenance of Cannon Image Runner Copier machine			2,000
	Annual Preventive Maintenance & Repairs for Fuji FCR Capsula XL & Aspire CRm CR Systems thru Detail Imaging, Inc. & PBSI			9,500
	Total			56,500
63040	Supplies - Office			1,500
	To budget for RAD operation supplies such diagnostic test gels and toners			

63050	Supplies - Operation			1,500
63070	Medical-General Supplies			45,000
	To budget for General Medical Supplies such as IR Kits for specialize interventional radiology exams & biopsies.			
64540	Machinery, Tools & Equipment			
	To budget for new digital mobile x-ray system	1	199000	199,000
	To budget for new digital C-Arm system	0	110000	-
	To budget for refurbished ultrasound system	0	45000	-
	To budget for new Ankle-Brachial Index (ABI) vascular assessment system			-
	To budget for new Ultrasound Scanning Tables			-
	Used LORAD DIGITAL MAMMO Purchase			7,500
	DEXA Scanner Purchase			-
	Total			206,500
64550	Computer Systems & Equipment			
	To budget for replacement computer monitors & hard-drives.	Anticipated Hardware & Software Upgrades		
	Total			9,700
64560	Office Equipment			
	To budget office equipment such as UPS units for surge protection of Radiology equipment, shredder repairs for proper disposal of PHI.			
	TOTAL			5,200
64570	Office Furniture & Fixtures			
	To budget reception area renovations to better utilize available space, improve workflow thru the department & improve patient confidentiality during check-in process			
	Total			-
			TOTAL	1,096,900

1842A

IN PATIENT PHARMACY



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Pharmacy Services

To : Esther L. Muna, Chief Executive Officer

From : Rodylyn Bacani, Pharmacy Manager _____

Thru : Jesse M. Tudela, Deputy Chief Operations Officer _____

Copy : Derek Sasamoto, Chief Financial Officer

Date : March 11, 2020

Subject : Pharmacy (1842 and 1817*) Budget Narrative for FY 2021

Overview

Inpatient Pharmacy Services encompass the functions of ensuring safe and appropriate procurement, storage, compounding, repackaging, and dispensing all medications, biological, medication-related supplies and devices to all units within the corporation that includes the following: 9 inpatient units (L/D, OB, NICU, NSY, ICU, Medical, Surgical, Pediatrics, Psychiatric ward); Emergency department, Operating room, Hemodialysis unit, Chemotherapy unit; Outpatient clinics namely Family Care clinic, Women's, Children's including the rest of the ancillary departments (Respiratory, Physical Therapy, Radiology and Dietary Department) and other public health programs such as HIV/STD, Family Planning and Tuberculosis programs.

Specific Inpatient services fulfilled daily is the pharmacist review and verification of medication orders received as Computerized Prescriber Order Entry (CPOE), this includes checking for appropriateness of drug, dose, frequency and route of administration; check for duplication of therapy; contraindications based on age, hepatic, renal function of the patient. Finished orders are then printed, prepared, counterchecked and delivered to the respective unit for administration by the nurses.

Other daily tasks are the following:

- Preparation of unit-dose cart and batch preparation of IV infusions for 24-hour supply for each unit
- retrospective review of medications taken from ER, OR and ICU Pyxis and Night cabinet after hours to ensure that removed medications have actual orders, correct orders or that the correct medication or dose was given to correct patient
- replenish all unit floor stocks
- Medication Administration Record check for accuracy to maintain up-to-date MAR by the Nurses
- Sends/communicates renewal orders to comply with Automatic Stop Order policy
- 24/7 Pharmacist On-call Services
- Daily Random and monthly inspection of all 11 Medication Room
- Maintains 12 Crash carts in all designated areas

Clinical Services:

Pharmacists also do daily monitoring as part of our clinical services to ensure medication therapy is appropriate and minimizes the occurrence of adverse events. Per our policy, pharmacists can change dosing of medications based on patients' renal function and collaborates with providers for any other interventions.

Specific Clinical Services we offer:

- Pharmacokinetic monitoring and dosing for Vancomycin and Aminoglycosides
- Renal Dose adjustment for certain medications
- Adult Total Parenteral Nutrition Formulation
- Anticoagulant monitoring
- IV to PO automatic change
- Patient Education for patients on high risk drugs (Discharge planning)
- Collaborate with providers on any issues regarding patient's medication (intervention, drug interaction, drug shortage, culture and sensitivity result check, empiric antibiotic treatment choices, etc.)
- Pharmacist-led Dose Adjustment of Hemodialysis medications such as Epoetin, Iron sucrose, Hecol and Parsabiv

Specialized Outpatient Services:

- Oncology- Pharmacy compounds all chemotherapy medications that are needed for administration and infusion in CHCC Oncology Center. Procures chemotherapy drugs based on schedule and compounds chemotherapy drugs per physician order. We also prepare certain chemotherapy drug in CADD ambulatory pumps so that patient can go home for 22 hours while chemo is infusing.
- Keep Oncology Formulary updated and reviews available "Biosimilar" drugs which are more cost-effective as compared to the Original Brands.
- Patient Assistance Program - Pharmacy initiates Safety Net/Patient Assistance program application to different drug manufacturers for free or reduced co-pay for eligible patients.

Inventory and Procurement:

Bulk on-line procurement is done at least once every week to maintain complete inventory of medications and supplies for all units in the corporation.

Other Tasks are:

- Perpetual inventory of stocks in pharmacy storeroom
- Daily Accounting of Mc Kesson budget and procurement
- Monthly reports for all purchases for CHCC, THC and RHC
- Recall- check all daily notifications and pull out if any recall item is identified
- Expired medications- collect and send to Inmar quarterly for credit
- Manage Drug shortages- communicate to provider and search and compounds alternatives if needed
- Loan and Borrow to GMH- on PRN basis
- Maintain Strategic National Stockpile (SNS) medications and coordinate this with PHEPP

***Business Unit 1817-Pharmaceutical Fund**

- Purchase of pharmaceuticals and medical supplies for the whole corporation is covered under Business unit 1817. Budget request is \$6,000,000 which will cover for the whole corporation's pharmaceutical and medical supply needs including some IV solutions and TPN supplies.
- Nursing supplies like glucometer, strips, control solution and saline flush are being supplied consistently as well as Dietary, Physical Therapy and Radiology needs. In the past, these were all purchased from outside vendor through PO which was a longer process and evidently not cost-effective.
- THC and RHC pharmaceuticals and medical supplies are also ordered using this budget.
- Public Health Programs outpatient medication prescriptions and programs under 340B (HIV, TB, Family Planning) are now filled in the Outpatient pharmacy and being billed accordingly.
- Department of Correction's prescriptions were also moved to the outpatient and being billed and hopefully collected.

Information Technology Advancements and Management of New IV Pumps, Dispensing Machine and Unit-Dose prepacking machine

- Pharmacy also does manage all Pyxis in the hospital; enter formulary and load medication in the machine as well as daily replenishment and retrospective check of removed medications versus medication order in EHR.
- Manages and maintains and updates drug entry in Alaris pumps based on current guidelines
- Manages RPMS/EHR drug formulary based on current CHCC formulary changes and per providers' requests including that of the non-formulary drugs

- Releases facility DEA to providers and enters new providers' facility DEA in RPMS to be able to do CPOE
- With the new Unit-dose prepacking machine, pharmacy is able to pre-pack medications with barcode for accurate scanning in time for BCMA
- Pharmacy RPMS/CareVue super users are trained to create "Quick order sets" for easy and accurate medication menus for each department

Committee Involvement:

- Pharmacy and Therapeutics Committee- Pharmacy-led review of CHCC formulary and policies
- Infection Control Committee
- Antibiotic Stewardship Program Committee
- EHR Work Group
- Quality Council- review of medication errors and incident reports to prevent recurrence of same events
- Transition of Care
- Discharge Planning
- Code Blue Committee
- HIPAA Compliance
- Nursing Staff In-service on Pharmacy and medication-related policies
- Others- Continuing Education for Staff, Credentialing, Billing of medications info/issues
- Public Health Programs- in conjunction with Inpatient programs on Antibiotic Stewardship Program, Opioid Stewardship Program; 6/18 Initiative, DM/HPN programs, Tobacco Cessation program, Kidney

On-going Projects/Expansions:

- Telepharmacy for THC and RHC
- Continuous Training of Staff to do Sterile Compounding of Medications in USP Compliant IV Room
- Meds to Beds Program
- Prescription Drug Monitoring Program (PDMP)

Budgetary Inclusions for FY2021

Personnel

With all the above mentioned roles and responsibilities, goals and continuous expansions for the coming fiscal year, I have respectfully turned in request for additional staff namely: 3 pharmacy technicians and 1 Intern.

Additional Equipment, Tools and Machinery

Pyxis Dispensing Machine- additional units and/or supplies needed

Dose-Edge system- is requested but possibly through Oncology budget. This will be used in the IV room for pharmacist to verify the compounded medications through a camera system that is connected to a computer where in pharmacist can check what was actually made without going in the IV room. This system ensures

Operational, General and Office supplies

Auxiliary supplies are important in daily operation of the pharmacy like labels, bottles, blister packs, CADD cassettes/IV tubings, and CTSDs , chemo gowns and other PPEs.

Attendance to National Conferences

National conferences such as ASHP, Mc Kesson Ideashare, 340B Conference, SIDP Society of Infectious Diseases Pharmacists Training among others are relevant to the implementation of new services/programs in the pharmacy. It also helps us in front-end activities/products that contributes to revenue (ex. New POC testings or other products).

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Inpatient Pharmacy (1842A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	64,322	54,792
61100	Wages/Salaries - UNG	1,135,856	1,113,626
61110	Overtime Compensation	20,804	23,927
61190	401k Ret. Emplr Contribution (DC)	24,471	24,381
61195	Health Insurance	70,426	75,258
61196	Social Security @ 6.20%	73,122	87,203
61200	Medicare Contribution (1.45%)	17,403	16,942
61210	Life Insurance	2,515	2,433
	Total Fringe Benefits	187,936	206,216
	Total PERSONNEL COSTS	1,408,917	1,398,562
	Number of Positions	19	23
62060	Professional Services	25,000	25,000
62260	Dues and Subscription	3,000	-
62500	Travel	6,000	6,000
62660	Repairs & Maintenance	6,000	6,000
62690	Personnel Training Costs	3,000	-
63010	Books & Library Materials	1,000	-
63040	Supplies - Office	2,000	2,000
63050	Supplies - Operations	5,000	3,000
63070	Medical-General Supplies	30,000	30,000
64540	Machinery, Tools & Equipment	25,000	80,000
64550	Computer Systems & Equipment	2,500	2,500
64560	Office Equipment	1,000	1,000
	Total ALL OTHERS	109,500	155,500
	Total PERSONNEL & ALL OTHERS	1,518,417	1,554,062

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : PHR

ACCT: 1842A

OT HRS: 215

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.
Filled	1	PHARMACY TECHNICIAN (I)	ALAZA, Jinkie (doh:7/16/18)vice:TRASMAN	EC	\$ 31,350.24	EC	32,917.75	EC
Filled	2	STAFF PHARMACIST	PAGADUAN, Eucele: vice: ITIBUS, Elizabeth Emma	EC	\$ 115,000.00	EC	115,000.00	EC
Filled	3	PHARMACY TECHNICIAN(II)	SABLAN, Lani A.	EC	\$ 36,291.82	EC	36,291.82	EC
Filled	4	MANAGER, PHARMACIST	BACANI, Rodylyn M.	EC	\$ 126,000.00	EC	141,120.00	EC
Vacant	5	PHARMACY INTERN (TEMP)	VACANT vice:PAGADUAN, Eucele (chang	EC	\$ 42,012.32	EC	44,112.93	EC
Filled	6	PHARMACY TECHNICIAN(III)	CALLEJO, Marvic T.	EC	\$ 36,291.82	EC	38,106.41	EC
Filled	7	PHARMACY CLERK (Temporary)	BRICIA, Andrew O. vice:NGIRAUSUI, Natas	LTA	\$ 15,080.00	LTA	15,834.00	LTA
Vacant	8	PHARMACY ASSISTANT	VACANT vice: NGIRAUSUI, Natasha vice: S	FTE	\$ 18,200.00	FTE	20,208.64	FTE
Filled	9	PHARMACY TECHNICIAN(III)	MENDOZA, Juliana R.	EC	\$ 42,012.32	EC	42,012.32	EC
Filled	10	PHARMACY TECHNICIAN (II)	MARQUEZ, Irma vice: PAG	EC	\$ 36,291.82	EC	42,012.32	EC
Filled	11	PHARMACY ASSISTANT	CAMACHO, Rowena vice: QUINTO, Erlinda	EC	\$ 19,246.33	EC	32,917.75	EC
Filled	12	STAFF PHARMACIST	RUNGE, Kimberly (doh: 2/22/18 vice: BELKOWSKI, J	EC	\$ 115,000.00	EC	135,331.87	EC
Filled	13	PHARMACY TECHNICIAN IV	TANA, Hasmin (moved from 1908A to 1842A vice: I	FTE	\$ 30,000.00	FTE	44,112.93	FTE
Zeroed	14	PHARMACY INTERN (TEMP)	VACANT(Moved to Out-patient(1908A) to fill Pharma	LTA	\$ 42,012.32	LTA	44,112.93	
Filled	15	STAFF PHARMACIST	MUNA, Jonathan (start 6/15/18) vice: NEW POSITIO	EC	\$ 115,000.00	EC	120,750.00	EC
Filled	16	STAFF PHARMACIST	ITIBUS, Elizabeth Emma (5/8/19) vice:NEW POSITIO	EC	\$ 115,000.00	EC	115,000.00	EC
Filled	17	STAFF PHARMACIST	PAMPARO, Brianne vice: FY 2020 budget (moved fr	EC	\$ 115,000.00			EC
Vacant	18	PHARMACY INVENTORY TECH	NEW POSITION FY 20			EC	25,000.00	EC
Vacant	19	PHARMACY TECHNICIAN I	NEW POSITION FY 20			EC	25,791.92	EC
Vacant		STAFF PHARMACIST	NEW POSITION FY 20 (moved from 1839A to 1842A per budget meeting 1/22/19)					EC
Vacant	20	PHARMACY TECHNICIAN I	NEW POSITION FY 21					EC
Vacant	21	PHARMACY TECHNICIAN I	NEW POSITION FY 21					EC
Vacant	22	PHARMACY TECHNICIAN I	NEW POSITION FY 21					EC
Vacant	23	PHARMACIST INTERN	NEW POSITION FY 21					EC
Total			23					
Filled	Vacant	TBF	Zeroed					
14	9	0	2	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	13	944,497	14	1,075,909
				Limited Term Appointments Ungraded (Temporary)	2	57,092	2	59,947
				Full Time Employment (Permanent)	2	48,200	2	64,322
				WAGES & OTHERS:				
				Wages -Permanent (61090)		48,200		64,322
				Wages Ungraded (61100)		1,001,589		1,135,856
				Overtime		20,804		20,804
				Differentials				
				TOTAL: Wages & Others		1,070,593		1,220,981
				BENEFITS:				
				Retirement DB 30%/37.39%		-		-
				Retirement DC - 401K 4%		16,982		24,471
				Health Insurance		70,426		70,426
				Social Security - 6.20%		60,935		73,122
				Medicare - 1.45%		14,345		17,403
				Life Insurance 1.45%		2,415		2,515
				Subsistence - Housing		-		-
				TOTAL: Personnel Benefits		165,102		187,936
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	17	1,235,695	18	1,408,917
							23	1,398,562

PHARMACY UNIT (1842A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
	To Budget for C-Scan Technologies every 6 months and Annual Maintenance of IV Hood, CHEMO Room and Laminar Flow Hood for IV meds mixing and chemotherapy compounding.			
	Total			25,000
62500	Travel			
	To budget for Pharmacy Manager/pharmacist to attend the National Conference for ACCP			
	Total			6,000
62660	Repairs & Maintenance			
	Budget to repair and maintain the IV and Chemo Hood motor and fan			2,000
	PYXIS maintenance			4,000
	Total			6,000
63040	Supplies - Office			
	To budget for unit's office supplies such as toners			
	Total			2,000
63050	Supplies - Operations			
	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			
	Total			3,000
63070	Medical General Supplies			
	To budget for general medical supplies to meet dispensing of medications to patients			
	Total			30,000
63090	Medical-Pharmaceutical Supplies			-
	Budget for Pharmaceuticals and supplies for the whole corporation ordered through Mc Kesson			
	Total			
64540	Machinery, Tools & Equipment			
	Pyxis Enterprise Machine	1		80,000

64550	Computer Systems & Equipment			
	To budget new computer sytems as additional work station			
	Total			2,500
64560	Office Equipment			
	To budget office equipment such as back up battery supply to keep PHARM equipment safe			
	Total			1,000
			TOTAL	155,500

1843A
RESPIRATORY THERAPY

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Respiratory Therapy (1843A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020 Budget Request	FY 2021 Budget Request
61090	Wages/Salaries - CSC	-	-
61100	Wages/Salaries - UNG	429,814	425,864
61110	Overtime Compensation	-	19,547
61190	401k Ret. Emplr Contribution (DC)	6,498	8,865
61195	Health Insurance	9,763	24,408
61196	Social Security @ 6.20%	20,618	26,404
61200	Medicare Contribution (1.45%)	4,822	5,917
61210	Life Insurance	705	-
	Total Fringe Benefits	42,406	65,593
	Total PERSONNEL COSTS	472,220	511,004
	Number of Positions	9	8
62060	Professional Services	16,000	36,000
62290	Licenses and Fees	2,500	2,500
62660	Repairs & Maintenance	1,000	1,000
62690	Personnel Training Costs		3,000
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	5,000	2,500
63070	Medical-General Supplies	100,000	125,000
64540	Machinery, Tools & Equipment	300,000	30,000
64550	Computer Systems & Equipment	10,000	-
64560	Office Equipment	1,500	-
	Total ALL OTHERS	437,000	201,000
	Total PERSONNEL & ALL OTHERS	909,220	712,004

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : RT
ACCT: 1843A
OT HRS: 432

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1 RESPIRATORY THERAPIST	CLARKE, Frantz David (DOH: 04/03/17) vice: SAYLES, Codie Jade (resign)	EC	\$ 40,011.72	EC	\$ 48,634.51	EC	\$ 51,066.23
Filled	2 RESPIRATORY THERAPIST	WALKER, Jacob Hans (doh: 7/22/19) vice: KIM, Grace O. vice: SAYLES, D	EC	\$ 40,011.72	EC	\$ 48,634.51	EC	\$ 51,066.23
Vacant	3 RESPIRATORY THERAPIST	VACANT vice: HOUCK, Nathan (doh: 2/20/18) (to replace HUTCHISON, H	EC	\$ 44,112.93	EC	\$ 51,066.23	EC	\$ 51,066.23
Filled	4 MANAGER, RES. CARE SERVICES	MILLER, Douglas	EC	\$ 50,000.00	EC	\$ 65,174.89	EC	\$ 68,433.64
Filled	5 RESPIRATORY THERAPIST	HOHOSH, Riley James (doh: 1/29/19) vice: WALKER, Jacob (resg: 9/19/1	EC	\$ 44,112.93	EC	\$ 48,634.51	EC	\$ 51,066.23
Vacant	6 RESPIRATORY THERAPIST	VACANT vice: WATKINS-ORTIZ, Mario H. vice: LESHER, John vice: restr	EC	\$ 40,011.72	EC	\$ 48,634.51	EC	\$ 51,066.23
TBF	7 RESPIRATORY THERAPIST	VACANT to be filled by: FISHER, Nathaniel vice: NEW POSITION FY'19	EC	\$ 46,318.58	EC	\$ 48,634.51	EC	\$ 51,066.23
Vacant	8 RESPIRATORY THERAPIST	VACANT/NEW POSITION FY 20			EC	\$ 48,634.51	EC	\$ 51,033.23
Total	8							
Filled	Vacant	TBF	Zeroed					
4	3	1	1	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	8	304,580	9	429,814
				Limited Term Appointments Ungraded (Temporary)	0	-	0	-
				Full Time Employment (Permanent)	0	-	0	-
				WAGES & OTHERS:				
				Wages -Permanent (61090)		-		
				Wages Ungraded (61100)		304,580		429,814
				Overtime		183,862		19,547
				Differentials				
				TOTAL: Wages & Others		488,441		445,411
				BENEFITS:				
				Retirement DB 30%/37.39%				-
				Retirement DC - 401K 4%		4,070		8,865
				Health Insurance		9,763		24,408
				Social Security - 6.20%		18,446		26,404
				Medicare - 1.45%		4,314		5,917
				Life Insurance 1.45%		609		705
				Subsistence - Housing		-		-
				TOTAL: Personnel Benefits		37,202		42,406
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	8	525,643	9	472,220
								511,004

RESPIRATORY THERAPY = 1843A
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
	To budget contract with PAC/RIM Medical Technology for Blood Gas test kits and reagents			16,000
	Samford USD Medical Center Instructors Training - BLS/ACLS			20,000
	Total			36,000
62290	Licenses and Fees			
	Annual CMS Certificate fee to CLIA			1,900
	Annual License survey fee to CAP			600
	Total			2,500
62660	Repairs & Maintenance			1,000
	To budget for repair and maintenance of Printers			
62690	Personnel Training Cost			3,000
	BLS/ACLS Materials and Resources			
63040	Supplies - Office			1,000
	To budget for unit's office supplies such as toners			
63050	Supplies - Operation			
	Budget for Outpatient Testing supplies			2,500
	Total			2,500
63070	Medical-General Supplies			125,000
	To budget for general medical supplies			
63120	Equipments Under \$5000			-
	To budget for new holter monitor software and database			

64540	Machinery, Tools & Equipment			
	To budget for a new BIPAP machine	0	30000	
	To budget for Exercise Tolerance Test as part of the respiratory outpatient testing	0	70000	-
	To budget for Pulmonary Function Test spirometer as part of the respiratory outpatient testing	0	50000	-
	To budget for new holter monitor devices	1	30000	30,000
	Total			30,000
64550	Computer Systems & Equipment			-
	To budget new computer systems to interface with all OPTI Blood Gas Analyzer machine with RPMS and HER			
64560	Office Equipment			-
	To budget office equipment such as back up battery supply to keep RT equipment safe and shredder to meet HIPAA compliance of PHI			
			TOTAL	201,000

1844A
PHYSICAL THERAPY



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Physical Therapy Services

To : Esther L. Muna, MHA, FACHE- Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer

Thru : Jesse M. Tudela, M.Ed., RRT, Deputy Chief Operations Officer

From : Maria Cecilia A. Puguon, RPT, Physical Therapy Manager

Date : March 11, 2020

Subject : Narrative for Physical Therapy Budget for FY 2021

Overview

The Commonwealth Healthcare Corporation's Physical Therapy Department (CHCC-PT) provides care to inpatient and outpatient settings. Physical Therapy (PT) is a vital part of the CHCC healthcare team that promotes the individual's health. CHCC PT provides comprehensive programs and applicable physical therapy standards of practice.

CHCC-PT evaluates, assesses, develops, implements and establishes personalized and individualized treatment care plans. Treatment plans encompasses 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, wound care and self-care/management training etc. The established plans of care has 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." Taken 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.*

CHCC-PT is currently staffed with 4 professionals (3 Registered Physical Therapist including the Manager and 1 Physical Therapy Technician).

In order to ensure our compliance with the CMS COP stated above, CHCC-PT has 2 FTE PT staff and 1 FTE PT Technician position vacancies to fill in order to cover the extended clinic hours and weekend schedule for In-patient and Out-patient Department.

Unit: Physical Therapy- 1844A

A. Dues and Subscription

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.

B. Repairs and Maintenance

To finance the repair and maintenance of HP Laser Jet printer machines.

C. Personnel Training Cost

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 CNMI. To finance the costs for hiring certified trainers/instructors who can provide in-service training and certifications to the Physical Therapy staff.

D. Supplies-Office

To procure supplies of photocopier cartridges, folders, pens, markers, binders, clipboards, papers/notepads, labels and other office supplies.

E. Supplies-Operations

To provide the necessary supplies to carry out its operation on outpatient services such as terry covers, hot packs, therapy putty, therapy bands and electrodes. Such materials are essential to maintain standard of care, restore strength, alleviate pain and infection control standard.

F. Medical-General Supplies

To finance the advancement and upgrading of the Physical Therapy modalities to ensure patient's safety and provide better service.

G. Computer System and Equipment

To finance the procurement of a new computer system and laptop for Physical Therapy Outpatient/In-patient services to ensure our compliance with COP 482.56(b) (1)

Standard: Delivery of Services. *All rehabilitation services orders must be documented in the patient's medical record in accordance with the requirement at 482.24 (Medical records COP).*

H. Office Equipment

To purchase office equipments such as a UPS battery backup to keep Physical Therapy electrical devices safe.

Revenue

Physical Therapy Department gathered 2018-2019Monthly statistics

Month	Out-patient	In-patient	Total
November 2018	117	96	213
December 2018	123	106	229
January	123	106	229
February	134	96	230
March	159	118	277
April	140	129	269
May	154	135	289
June	142	115	257
July	125	112	237
August	174	120	294
September	147	114	261
October	133	81	214

Conclusion

As a Physical Therapy Manager/staff, the CHCC-PT department did not accrue overtime for the past year and will continue to ensure our compliance with 42 CFR PART 482.56 CONDITION OF PARTICIPATION (COP) FOR REHABILITATION SERVICES.

CHCC In-Patient PT QAPI monitoring: Number of In-patient Initial Evaluation completed within 24hrs. To measure the time taken for the in-patient Physical Therapist to complete the initial evaluation from the time of referral. Our goal is that 100% of In-patient Initial Evaluations are completed within 24 hours.

CHCC Out-Patient PT QAPI monitoring: Number of Out-patient clients that have successfully completed the Physical Therapy Program.

This study will help identify, improve program completion and compliance issues. To increase Out-patient program completion rate.

Admitted Out-patient clients will be identified every quarter from the Physical Therapy scheduling log book and IHS clinical scheduling from EHR.100% Out-patient clients will complete the Physical Therapy program within a year.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Physical Therapy (1844A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	358,064	115,071
61100	Wages/Salaries - UNG	-	269,934
61190	401k Ret. Emplr Contribution (DC)	7,806	5,832
61195	Health Insurance	4,882	15,621
61196	Social Security @ 6.20%	22,200	23,870
61200	Medicare Contribution (1.45%)	5,192	5,583
61210	Life Insurance	816	900
	Total Fringe Benefits	40,896	51,805
	Total PERSONNEL COSTS	398,960	436,810
	Number of Positions	7	7
62260	Dues and Subscription	2,000	1,100
62500	Travel	10,000	-
62660	Repairs & Maintenance	2,000	1,000
62690	Personnel Training Costs	5,000	5,000
63040	Supplies - Office	2,000	2,000
63050	Supplies - Operations	5,000	3,000
63070	Medical-General Supplies	35,000	25,000
63120	Equipments under \$5000	5,000	-
64550	Computer Systems & Equipment	5,000	-
64560	Office Equipment	2,500	-
	Total ALL OTHERS	73,500	37,100
	Total PERSONNEL & ALL OTHERS	472,460	473,910

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : PT

ACCT: 1844A

OT HRS:

					FY 2019	FY 2020 APPROVED		FY 2021 PROPOSED
					SALARY	SALARY		SALARY
					Base	Base		Base
					Salary	Salary		Salary
FTE	Status	Position Title	Incumbent					
Filled	1	STAFF PHYSICAL THERAPIST	SOLANO, Winnie	EC	\$ 42,012.32	EC	\$ 53,619.54	EC \$ 62,071.32
Filled	2	MANAGER, PHYSICAL THERAPIST	PUGUON, Maria Cecilia A.	EC	\$ 50,000.00	EC	\$ 87,906.00	EC \$ 83,720.00
TBF	3	STAFF PHYSICAL THERAPIST	VACANT to be filled by: BIAG, Sydney Le	EC	\$ 40,011.73	EC	\$ 53,619.54	EC \$ 62,071.32
Filled	4	PHYSICAL THERAPIST TECHNICIAN I	TERLAJE, JOHN L.	FTE	\$ 24,791.92	FTE	\$ 28,435.59	FTE \$ 28,435.59
Filled	5	LEAD PHYSICAL THERAPIST	MARILLA, Roberto R. Jr.	EC	\$ 46,318.58	EC	\$ 56,300.52	EC \$ 62,071.32
Vacant	6	PHYSICAL THERAPIST TECHNICIAN II	VACANT vice: RANGAMAR, LIAMWAR P.	FTE	\$ 22,280.03	FTE	\$ 24,563.73	FTE \$ 24,563.73
Vacant	7	STAFF PHYSICAL THERAPIST	NEW FY 2020 POSITION			FTE	53,619.54	FTE \$ 62,071.32
Total		7						
Filled	Vacant	TBF	Zeroed					
4	2	1	0	TOTAL WAGE BASE:				
					Employment Contracts Ungraded (CW/Med Staff/Managers)		225,415	4 358,064 4 269,934
					Limited Term Appointments Ungraded (Temporary)		-	0 -
					Full Time Employment (Permanent)		3	3 115,071
					WAGES & OTHERS:			
					Wages -Permanent (61090)		225,415	7 358,064 115,071
					Wages Ungraded (61100)			269,934
					Overtime		-	-
					Differentials			
					TOTAL: Wages & Others		225,415	7 358,064 7 385,005
					BENEFITS:			
					Retirement DB 30%/37.39%		-	-
					Retirement DC - 401K 4%		3,480	7,806 5,832
					Health Insurance		4,882	4,882 15,621
					Social Security - 6.20%		11,681	22,200 23,870
					Medicare - 1.45%		2,732	5,192 5,583
					Life Insurance 1.45%		580	816 900
					Subsistence - Housing		-	-
					TOTAL: Personnel Benefits		23,354	40,896 51,805
					TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		248,769	7 398,960 7 436,810

Unit: Physical Therapy - 1844A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues and Subscription			1,100
	Online subscription to American Physical Therapy Association (APTA).			
62500	Travel			-
	To budget for PT to attend advanced Physical Therapy certification and trainings.			
62660	Repairs & Maintenance			1,000
	To budget for repair and maintenance of HP Laser Jet printer machines.			
62690	Personnel Training Cost			5,000
	To provide required training, to pay for application fees and seminars.			
63010	Books & Library Materials			-
	Budget for current Rehab books and materials for PT's.			
63040	Supplies - Office			2,000
	To budget supplies of binders, clipboards, folders, pens, binder dividers and ink cartridges for Home Exercises Program (HEP) provided to the patients.			
	Total			3,000
63070	Medical-General Supplies			25,000
	To budget for advanced Physical Therapy Therapeutic modalities and rehabilitation equipment.			
			TOTAL	37,100

1845A

SOCIAL WORK



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Medical Social Services

M E M O R A N D U M

To : Esther L. Muna, MHA, FACHE - Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
Thru : Jesse M. Tudela, RRT, M. ED. Deputy Chief Operations Officer
From : Tina Snodgrass, Manager, Medical Social Services
Date : March 11, 2020
Subject : Medical Social Services Unit Budget Narrative

Medical Social Services Department

Being a **social worker** is often a challenging, yet rewarding career. **Social workers** are responsible for helping individuals, families, and groups of people to cope with problems they're facing to improve their patients' lives. The Medical Social Work Department is currently a staff of 4 social workers. The Social Work Department covers the In-patient units, the Emergency Department, the Family Care Clinic, as well as the Women's and Children's Clinic. The Medical Social Services Unit are on-call after working hours, weekends and holidays to continue to assist patients and families with their needs as requested by physicians or nurses. One of the other crucial tasks of a medical social worker is discharge planning which is the process of planning for post-hospital care. This could mean arranging for services such as home health, arranging for durable medical equipment, or making referrals for a range of follow-up services.

Social Workers are leaders in making sure people get the help they need, when they need it from the best resources available. As members of the healthcare team we promote wellness through prevention, care, and recovery. The Social Work staff are skilled in identifying strengths and needs. We provide advocacy, emotional support and linkage to community resources. The CHCC Medical Social Services practice in collaboration with the health care team whose core values promote the dignity of all people and the importance of human relationships. We engage with families to identify and address barriers to wellness. We focus our work on the relationship between family function and medical illness and engage services within the hospital and greater community to further support optimal family functioning.

Medical social workers also have a role in aiding victims of violence, who include victims of sexual assault, child abuse, domestic violence and elder abuse. The specific role of the social worker is in the clinical assessment, treatment and referral (when necessary) for follow up care. Social workers also participate in developing hospital protocols for treating victims and collaborate with involved community and governmental agencies.

Services Provided:

- Patient and Family adjustment to illness/injury
- Patient and Family coping with stress
- Grief & Loss issues
- Safety & Crisis Intervention
- Financial assessment - identifying and referring cases for financial assistance
- Discharge Planning -working together with medical, nursing and other allied health staff, patients and their families to develop and implement the post discharge care plan
- Information & Referral Services - linking patients and caregivers to community resource
- Advocates for victims of crime (Domestic Violence and Sexual Assault)
- Educate patients on insurance options

On-Call Coverage

The Social Work Department is on-call 24 hours a day to assist the needs of the patients. CHCC through the Social Work Department also provide Victims Services called the CHCC-Victim Help Project (VHP) which is supported by Federal funds received through a sub-grant from the Criminal Justice Planning Agency under the Victims of Crime Act (VOCA) program. Social Workers are also a part of the SANE (Sexual Assault Nurse Examiner) Team who respond to the immediate needs of victims (both adults and children) of sexual assault and their family members. Social Workers collaborate and work closely with various agencies such as DPS, DYS, DVIC, Guma' Esperanza, and Northern Marianas Coalition against Domestic & Sexual Violence.

Currently Staffed

- Tina Snodgrass, Manager, Medical Social Services
- Frances Accad, Medical Social Worker III
- Neischangpi S. Camacho, MSW, Clinical Social Worker
- Lauri Ann Guardian, MSW, Patient Advocate

Medicare Cost Report

The Medical Social Services Unit compiles the Medicare Cost Report for Medicare reimbursement. The Medicare Cost Report indicates the number of patients seen throughout the fiscal year. In Fiscal Year 2016-2017 a total of 1,616 patients were seen. For Fiscal Year 2017-2018 a total of 1,698 patients were seen. The numbers of patients seen in Fiscal Year 2018- 2019 was 1,831. This shows the increasing number of patients seen by the Social Work staff.

CHCC Victim Help Project

The Medical Social Services Unit receives a grant called the CHCC-Victim Help Project which is federal funding from the Victim of Crime Act (VOCA) a sub-grant awarded from the Criminal Justice Planning Agency. The CHCC-VHP provides direct services to victims of sexual assault, domestic violence, child abuse and underserved crime victims. Funding is budgeted for the following:

- Clothing: Police officials take the clothing of victims for evidence. Often times victims are in such a state that the clothing they wearing cannot be worn out of the hospital.
- Supplies: Office supplies for staff to adequately document and educational material for victims.
- Training: For both social work staff and SANE Nurses to stay up-to-date with the latest training.
- Cellular Phone Service: For on-call social worker and back-up social worker

Social Work Journal

The Social Work Department would like to continue receiving the Social Work Journal through the National Association of Social Work (NASW). Social work is the premiere journal of the social work profession. Social Work is dedicated to improving practice and advancing knowledge in Social Work and Social Welfare. Its articles yield new insights into established practices, evaluate new techniques and research, examine current social problems, and bring serious critical analysis to bear on problems in the profession. Major emphasis is placed on social policy and solutions to serious human problems.

Conclusion

The Medical Social Services Unit budget as submitted is mainly for Personnel. The Medical Social Services Unit has been utilizing the CHCC-Victim Help Project funding to purchase office supplies, clothing for victims of crime, cell phones, payment for cell phone service, computer equipment, as well as off-island travel and training. It is not guaranteed the CHCC-Victim Help Project will be awarded the amount requested. For Project Duration 3/1/2019 to March 1, 2020, the Victim Help Project was awarded \$20,800.00. Ten thousand dollars was budgeted to purchase computer equipment for the Medical Social Services Unit and the SANE room.

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	Healthcare
Bus. Unit:	1845A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	206,526	212,374
61190	401k Ret. Emplr Contribution (DC)	4,247	4,287
61195	Health Insurance	24,646	24,646
61196	Social Security @ 6.20%	12,805	13,167
61200	Medicare Contribution (1.45%)	2,995	3,079
61210	Life Insurance	1,540	1,554
	Total Fringe Benefits	46,232	46,734
	Total PERSONNEL COSTS	252,759	259,108
	Number of Positions	4	4
62250	Communications	2,500	2,500
62260	Dues and Subscription	500	-
62500	Travel	5,000	-
62660	Repairs & Maintenance	1,000	1,000
62690	Personnel Training Costs	2,000	-
63010	Books & Library Materials	500	-
63040	Supplies - Office	1,000	1,000
63050	Supplies - Operations	2,500	1,000
64550	Computer Systems & Equipment	5,000	3,000
64560	Office Equipment	2,000	1,000
	Total ALL OTHERS	22,000	9,500
	Total PERSONNEL & ALL OTHERS	274,759	268,608

DIV : CHCC
UNIT : SW

ACCT: 1845A OT HRS:					FY 2019 PROPOSED		FY 2020 APPROVED		FY 2021 PROPOSED			
					SALARY		SALARY		SALARY			
					Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary		
FTE Status			Position Title		Incumbent							
TBF		1	PATIENT ADVOCATE (change of		VACANT vice: FLORES, Adrian (resigned		FTE	\$ 34,563.64	FTE	\$ 36,291.82	FTE	\$ 40,011.73
Filled		2	SOCIAL WORKER III		ACCAD, Francisca N.		FTE	\$ 38,105.60	FTE	\$ 44,112.94	FTE	\$ 42,012.32
Filled		3	MANAGER, SOCIAL WORKER III		SNODGRASS, Maria M.C.		FTE	\$ 49,266.21	FTE	\$ 62,071.33	FTE	\$ 65,174.89
Filled		4	CLINICAL SOCIAL WORKER		CAMACHO, Neischangpi S. Vice:New		FTE	\$ 61,000.00	FTE	\$ 64,050.00	FTE	\$ 65,174.89
Total		4										
Filled	Vacant	TBF	Zeroed									
3	0	1	0	TOTAL WAGE BASE:								
					Employment Contracts Ungraded (CW/Med Staff/Managers)		0	-	-	-	0	-
					Limited Term Appointments Ungraded (Temporary)		0	-	-	-	0	-
					Full Time Employment (Permanent)		4	182,935	4	206,526	4	212,374
					WAGES & OTHERS:							
					Wages -Permanent (61090)			182,935		206,526		212,374
					Wages Ungraded (61100)			-		-		-
					Overtime							-
					Differentials							
					TOTAL: Wages & Others			182,935		206,526		212,374
					BENEFITS:							
					Retirement DB 30%/37.39%					-		-
					Retirement DC - 401K 4%			4,045		4,247		4,287
					Health Insurance			24,646		24,646		24,646
					Social Security - 6.20%			12,195		12,805		13,167
					Medicare - 1.45%			2,852		2,995		3,079
					Life Insurance 1.45%			1,466		1,540		1,554
					Subsistence - Housing			-		-		-
					TOTAL: Personnel Benefits			45,205		46,232		46,734
					TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		4	228,140	4	252,759	4	259,108

Unit: Medical Social Work 1845A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62250	Communications			2,500
	To budget for 2 cellphones and data services in response to patient social needs and crisis			
62660	Repairs & Maintenance			1,000
	To budget for repair and maintenance of HP Laser Jet printer machines			
63040	Supplies - Office			1,000
	To budget for unit's office supplies such as toners			
63050	Supplies - Operations			
	To budget for patient care guidelines and social services needs by inpatients			
	Budget for maintaining Patient Health Information and Medicare Cost report - such as sheet protectors and binders			
	Total			1,000
64550	Computer Systems & Equipment			3,000
	To budget new computer sytems for tracking patients seen for Medicare Cost Reporting			
64560	Office Equipment			1,000
	To budget office equipment such as shredder to meet HIPAA compliance of PHI			
			TOTAL	9,500

1847A
GENERAL SUPPORT SERVICES

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	GENERAL SUPPORT SERVICE
Bus. Unit:	1847A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	159,547	167,685
61180	Retirement Contributions (DB)	21,228	19,094
61190	401k Ret. Emplr Contribution (DC)	4,111	3,932
61195	Health Insurance	3,335	3,335
61196	Social Security @ 6.20%	9,892	10,396
61200	Medicare Contribution (1.45%)	2,313	2,431
61210	Life Insurance	1,646	1,446
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	42,525	40,634
	Total PERSONNEL COSTS	202,073	208,319
	Number of Positions	4	5
62060	Professional Services	75,000	81,600
62290	Licenses and Fees	1,100	1,100
62300	Printing & Photocopying	11,000	2,500
62480	Rental-Others		21,438
62660	Repairs & Maintenance		17,000
62690	Personnel Training Costs	3,100	3,100
62750	Cleaning Services	35,000	35,000
63040	Supplies - Office	1,500	1,500
63050	Supplies - Operations	103,350	118,350
63120	Equipments under \$5000	12,000	-
64050	Buildings & Improvements	30,000	-
64540	Machinery, Tools & Equipment		168,802
64570	Office Furniture & Fixtures	2,000	-
	Total ALL OTHERS	274,050	450,390
	Total PERSONNEL & ALL OTHERS	476,123	658,709

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : GSS

ACCT: 1847A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	MANAGER, GEN. SUP. SERV.	PALACIOS, Thomas S.	FTE	42,559	FTE	56,774	FTE	51,066
Filled	2	ASST. MANAGER, GEN. SUP. S	SICHIHARA, Albert I.	FTE	44,686	FTE	56,774	FTE	48,635
Filled	3	GENERAL SUPPORT TECH.	TAGABUEL, Donald vice: VACANT FY	FTE	25,000	FTE	25,000	FTE	28,436
Vacant	4	ADMINISTRATIVE ASSISTANT	VACANT FY19	FTE	21,000	FTE	21,000	FTE	21,219
Vacant	5	GENERAL SUPPORT TECH.	VACANT/New Position FY 21					FTE	18,330
Total	5								
Filled	Vacant	TBF	Zeroed						
3	2	0	0	TOTAL WAGE BASE:					
		Employment Contracts Ungraded (CW/Med Staff/Managers)		0	-	-	-	0	-
		Limited Term Appointments Ungraded (Temporary)		0	-	-	-	0	-
		Full Time Employment (Permanent)		4	133,245	4	159,547	5	167,685
		WAGES & OTHERS:							
		Wages -Permanent (61090)			133,245		159,547		167,685
		Wages Ungraded (61100)			-		-		-
		Overtime			347,737		-		-
		Differentials							
		TOTAL: Wages & Others			480,982		159,547		167,685
		BENEFITS:							
		Retirement DB 30%/37.39%			20,217		21,228		19,094
		Retirement DC - 401K 4%			2,163		4,111		3,932
		Health Insurance			3,335		3,335		3,335
		Social Security - 6.20%			9,557		9,892		10,396
		Medicare - 1.45%			2,235		2,313		2,431
		Life Insurance 1.45%			1,568		1,646		1,446
		Subsistence - Housing					-		-
		TOTAL: Personnel Benefits			39,074		42,525		40,634
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		4	520,056	4	202,073	5	208,319

GENERAL SUPPORT SERVICES = 1847A
Schedule B

Obj. Code	Item	Unit Cost	Total Cost
62060	Professional Services		\$ 81,600
	Hazardous waste Disposal	\$65,000	
	Legionella Testing (ASHRAE 188) (\$1,650/qtr)	\$6,600	
	Pest Control Services	\$10,000	
62290	Licenses and Fees		\$ 1,100
	Above Ground Storage Tanks	\$400	
	Deep Well	\$100	
	Underground Injection well	\$100	
	Building Occupancy	\$500.00	
62300	Printing and Photocopying		\$ 2,500
	Stickers / Labeling	\$2,500	
	Photocopying & Scanning of facility drawings	\$0	
62480	Rental Equipment		\$ 21,438
	Cooling Tower Treatment Equipment Rental (includes chemicals)	\$21,437.50	
62660	Repairs & Maintenance		\$ 17,000
	Morgue, upgrade of a unit (2 body with side door)	\$17,000	
	Autoclave	\$0	
62690	Personnel and Training Costs		\$ 3,100
	RCRA Hazardous Waste Generator Training	\$2,000	
	Fire Extinguisher Training for staff	\$700	
	Certified Forklift Operator Training (OSHA)	\$400	
62750	Cleaning Services		\$ 35,000
	Trash collection	\$35,000	
63040	Supplies - Office		\$ 1,500
	Office Supplies		
63050	Supplies – Operations		\$ 118,350
	Scrubs, Linen Supplies, Hem Wrapper, Apex Towel, Linen Carts (truck), flat sheets	\$30,000	
	Accordion Dividers for patient rooms	\$30,000	
	Uniforms for Staff	\$1,000	
	Legionella Water Test Kits	\$48,000	
	Test Kits and treatment kits - Boilers	\$7,850	
	Safety Cones and supplies	\$1,500	
63120	Equipments under \$5000		\$ -
	Computers with MS Office	\$0	
	Projector	\$0	
	All-in-one copier	\$0	
64540	Machinery, Tools & Equipment		\$ 168,802
	Trash Compactor	\$150,000	
	Truck for trash compactor	\$18,802	
	Boiler Corrosion Control System	\$0	

64570	Office Furniture and Fixtures		\$ -
	Office chairs	\$0	

TOTAL

\$ 450,390

1848A

DIETARY



Commonwealth Healthcare Corporation
Commonwealth Health Center
Dietary Department



To : Esther L. Muna, MHA, FACHE - Chief Executive Officer
: Derek Sasamoto, Chief Financial Officer
Thru : Jesse M. Tudela, RRT, M.Ed. – Director of Hospital Services

From : Melinda Javier, Food Service Manager
: Maribeth Manibusan, Clinical Dietitian

Date : March 12,2020
Subject : Narrative for Proposed Dietary Budget for FY 2021

Overview

The Dietary Department plays a vital role in the daily operation of CHCC, providing patients and customers with quality food, nutrition, and education. The dietary department includes the kitchen, cafeteria, and clinical nutrition.

The quality of service and product we provide is directly related to the resources we are given.

Personnel (staffing)

Adequate staffing is critical to the success of the dietary department. We need more staffing (1 Kitchen Helper and 1 Cook) to help reduce over time, to cover for staff who are vacation or sick leave. Also we need additional support to start preparing and delivering food to the hemodialysis unit beginning. The hemodialysis unit will require 3 meals a day, with delivery service, 6 days a week for over 140 patients.

Most of the staff are long term dietary employees and are close to retiring and are unable to push carts, carry heavy loads as working in the kitchen is labor intensive, staff are on their feet for most of their long, 12 hour shifts for many of them.

Also due to our high census, the extra staffing is vital. We prepare and serve 50-60 meals, for three meals a day and many patients also receive snacks. In addition, we provide different therapeutic diets, diabetic, low sodium, renal, liquid diets, just to name a few which require an intense amount of preparation. Furthermore, we also deliver food to our patients one by one, and then pick up their trays at the end of meal service which can be time consuming. The reusable dishes and silverware are heavy and require a lot of maintenance to clean and sanitize, we need at least 4 staff to care for the dishes at after meal times, three times a day all while still needing to maintain kitchen cleanliness to the standards of CMS and also for patient safety.

Not only do we have a high census in the kitchen but we also have a large number of cafeteria patrons who we serve breakfast and lunch today. Currently we only have one person who is serving these customers; so many times there are long lines that build-up of people waiting for service. Annual sales for FY 2019 amounted to over ~\$310,000, which is almost a 6% increase from the previous year. This year, our revenue has been ~\$25,000-\$28,000 a month. The cafeteria has been a huge success and we know we can continue to improve the quality and quantity of the food we serve while providing good service if we have the additional staffing.

Clinical Nutrition: With two RD FTE's, we are capable of meeting /exceeding our QAPI goal of offering education to our diabetic patients with uncontrolled blood sugars within an appropriate time frame. It allows us some time to take on other projects such as outpatient counseling, speaking engagements, workplace wellness, and valuable trainings which may enhance the services we can provide to our patients.

Food 63020 (food for patients, staff, adult and infant formula/supplements)

Food costs are increasing and we need a higher food budget to match the increasing cost of food. Also considering that most of the food in the hospital and kitchen are made from scratch (especially patient food to meet therapeutic diet standards), we need the best ingredients, produce, and other products. You probably have also noticed the large volume of customers who come into the cafeteria for breakfast and lunch, whom we constantly receive requests for different food items for the hot food and the salad bar. We would be able to offer a wider variety of options if allowed a higher food budget. For example, quinoa is quite expensive compared to other local grains but has been requested by many of our health conscious customers and vegetarian staff (like the residents who come from the US). For our patients, we are required to make healthy meals for a high census, using a lot of fresh produce and items need to be made in-house. We need an adequate budget to bring in more ingredients to make our patient meals more palatable, which will reduce food waste.

On the clinical side, we have been trying to expand our supplement formulary to meet the nutritional demands of our patients, such as a clear liquid supplement for patients who require extra nutrition, a wound healing supplement for our patients with acute and chronic wounds and pressure ulcers, to name a few. These supplements play an important role in the medical nutrition therapy and the service we offer to those have compromise nutrition status. We also provide high protein and calorie supplementation to the hemodialysis unit, serving between ~500-600 supplements per month (not including food costs for when we are to start providing meals/snacks March 2019).

Education (travel 62500, training costs 62690, books/library materials 63010, dues/subscriptions 62260)

Education and proper training is essential to a more efficient work force to meet CMS COP's and provide our patients with quality nutrition and nutrition related interventions.

Clinical nutrition is constantly evolving and growing, allowing off-island travel and online education resources would allow continued professional growth and to meet our dietetics registration needs to maintain certification. Especially with being so isolated from other clinical RD's, education tools are an invaluable resource. We (RD's) also want to receive training to become Diabetes Educators, which will not only improve the care for this population but also can be billed as a service.

Also, membership to the Academy of Nutrition and Dietetics serves as a life line for networking with other RD's, dietetics practice groups and more importantly access to the online Nutrition Care Manuals which is also part of CMS COP's. Also, the kitchen staff would greatly benefit from cook books to improve the variety and quality of food we serve.

Maintenance

Repairs and Maintenance: 62660

Most of our equipment is very old, both cooking/preparing food and our tray line equipment. Tray line equipment is vital for food safety issues, as all food needs to be kept at correct, specific temperatures. Some of the machines are slow to bring to reach the correct temperature. When trying to repair it, sometimes there are no parts available.

Supplies (office equipment/supplies, operations)

Office 64560 /63040

We need an adequate budget to maintain a working office, such as toners and paper.

Non-food/operations: 63050

CHCC has been making an effort to become more environmentally responsible, so we initiated the use of the reusable Clamshell available for purchase and the biodegradable bento boxes also available for take-out at no cost currently. These items are costly, compared to Styrofoam products.

Now that we have gone back to using the reusable dishware for our patients we have been encountering issues with theft/loss of items such as plates, bowls, and utensils. These items will need to be replaced to keep up with our high census of patients.

Machinery 64540 (tools, equipment)

Electric Grill

Convention Steamer

We need a new one of electric grilled, not working very well and is 30 years old. It either heats up too high or too low. It is inconsistent and leads to wasted time/inefficiency and can also lead to food waste or food safety issues.

Convention Steamer

Its is always broken now, maybe over used. Due to high census of patient and also cafeteria.

2 High Powered Blenders (\$800) which is fairly old. Two new high powered blenders would help us meet the needs for our patients which dysphagia (trouble swallowing) or those on blenderized tube feedings.

A set of Reusable (Plate, glass, salad container, fruits container. Soup bowl container, coffee container) For inpatient. The last time we order a set of reusable set back in 2014.

Computer Systems 64550 (dietary interface with EHR)

Obtaining a dietary program that can communicate diet orders from RPMS/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.

Our current paper system for communicating diet orders is completely outdated and allows for too much room for human error and food waste which is a patient safety issue and can lead to financial loss. A great example of human error, wasted time, and product is this: Sometimes the nurses forget to write "Isolation" on the diet request sheets. So when the kitchen staff is on the floor for meal delivery, they have to come back down to the kitchen to transfer the meal to a disposable/isolation tray then return to the floor to continue delivery. So there is a delay in food service and may cause food temperatures to be out of desired range.

Additional information

Thank you for your time and understanding with our request. Our only goal is to provide our patients and customers with food of nourishing quality and efficient and reliable service.

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	DIETARY
Bus. Unit:	1848A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	510,544	518,752
61100	Wages/Salaries - UNG	133,609	136,867
61110	Overtime Compensation	52,648	63,851
61190	401k Ret. Emplr Contribution (DC)	15,998	13,674
61195	Health Insurance	39,859	35,102
61196	Social Security @ 6.20%	39,937	40,648
61200	Medicare Contribution (1.45%)	9,340	9,506
61210	Life Insurance	4,389	4,332
	Total Fringe Benefits	109,524	103,263
	Total PERSONNEL COSTS	806,324	822,733
	Number of Positions	21	21
62260	Dues and Subscription	800	1,170
62500	Travel	10,500	-
62660	Repairs & Maintenance	25,000	5,000
62690	Personnel Training Costs	630	-
63010	Books & Library Materials	500	500
63020	Food Items	680,000	580,000
63040	Supplies - Office	2,000	1,000
63050	Supplies - Operations	130,000	130,000
63120	Equipments under \$5000	4,600	1,600
64540	Machinery, Tools & Equipment	6,000	10,000
64550	Computer Systems & Equipment	50,000	-
64560	Office Equipment	2,000	-
	Total ALL OTHERS	912,030	729,270
	Total PERSONNEL & ALL OTHERS	1,718,354	1,552,003

COMMONWEALTH OF THE NERTHEN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : DT
ACCT: 1848A
OT HRS: 411

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Status								
Filled	1 COOK	MANAHAN, Marvin V.	FTE	\$ 27,081.51	FTE	\$ 28,435.59	FTE	\$ 29,857.37
Filled	2 COOK	ESMERO, Amadeo S.	FTE	\$ 27,081.51	FTE	\$ 28,435.59	FTE	\$ 29,857.37
Filled	3 COOK	ROGOLIFOI, Edmund vice: ROMERO, Jos	FTE	\$ 20,208.64	FTE	\$ 28,435.59	FTE	\$ 22,280.03
Filled	4 COOK	MENDOZA, Anthony Odith R. (doh: 4/25/1	FTE	\$ 20,208.64	FTE	\$ 28,435.59	FTE	\$ 22,280.03
Filled	5 KITCHEN SUPERVISOR	DELEON GUERRERO, Gerald C.	FTE	\$ 36,291.82	FTE	\$ 28,435.59	FTE	\$ 40,011.73
Filled	6 COOK	GARCIA, Randy Joey D.	FTE	\$ 27,081.51	FTE	\$ 28,435.59	FTE	\$ 29,857.37
Filled	7 FOOD SERV. MANAGER	JAVIER, Melinda	FTE	\$ 44,112.93	FTE	\$ 46,318.58	FTE	\$ 48,318.58
Filled	8 FOOD SERV. SUPERVISOR	ALDAN, Angelica DLC.	FTE	\$ 31,350.24	FTE	\$ 32,917.75	FTE	\$ 34,563.64
Filled	9 HEAD COOK	CASTRO, Alexander Jones (doh: 5/16/17)	FTE	\$ 34,563.64	FTE	\$ 46,318.58	FTE	\$ 38,106.41
Filled	10 KITCHEN HELPER	BARO, Lorna vice: Torres, Roman (upgrad	FTE	\$ 15,080.00	FTE	\$ 18,329.83	FTE	\$ 20,208.64
Vacant	11 KITCHEN HELPER	VACANT vice: BICHAYDA, ELENA (doh: 4	FTE	\$ 20,208.64	FTE	\$ 21,219.07	FTE	\$ 21,219.07
Filled	12 KITCHEN HELPER	DE GUZMAN, Jennifer T. (doh: vice: CRUZ	FTE	\$ 15,080.00	FTE	\$ 18,329.83	FTE	\$ 20,208.64
Filled	13 KITCHEN HELPER	REYES, Joseph	FTE	\$ 20,208.64	FTE	\$ 21,219.07	FTE	\$ 22,280.03
Filled	14 PREP COOK	MONTOYA, Kolinta E.	FTE	\$ 22,280.03	FTE	\$ 23,394.03	FTE	\$ 24,563.73
Filled	15 PREP COOK	TORRES, Roman	FTE	\$ 22,280.03	FTE	\$ 23,394.03	FTE	\$ 24,563.73
Filled	16 PREP COOK	TALA, ROSARIO N. (doh: 05/21/17) vice: V	FTE	\$ 22,280.03	FTE	\$ 23,394.03	FTE	\$ 24,563.73
Filled	17 REGISTERED DIETITIAN(Clinical)	POOLE, Astrid (DOH:04/03/17) vice: CAMF	EC	\$ 62,071.33	EC	\$ 65,174.89	EC	\$ 68,433.63
Filled	18 REGISTERED DIETITIAN (Clinical)	MANIBUSAN, Maribeth V.	EC	\$ 62,071.33	EC	\$ 68,433.64	EC	\$ 68,433.63
Filled	19 KITCHEN HELPER	LISUA, Jesse James I. (doh: 4/25/19) Vice	FTE	\$ 16,625.70	FTE	\$ 18,329.83	FTE	\$ 19,246.33
Vacant	20 COOK	VACANT/NEW POSITION FY 20			FTE	\$ 28,435.59	FTE	\$ 28,435.59
Vacant	21 KITCHEN HELPER	VACANT/NEW POSITION FY 20			FTE	\$ 18,329.83	FTE	\$ 18,329.83
Total	21							
Filled	Vacant	TBF	Zeroed					
18	3	0	0	TOTAL WAGE BASE:				
		Employment Contracts Ungraded (CW/Med Staff/Managers)	2	\$ 124,143	2	\$ 133,609	\$ 2	\$ 136,867
		Limited Term Appointments Ungraded (Temporary)	0	\$ -	0	\$ -	\$ -	\$ -
		Full Time Employment (Permanent)	17	\$ 422,024	19	\$ 510,544	\$ 19	\$ 518,752
		WAGES & OTHERS:						
		Wages -Permanent (61090)		\$ 422,024		\$ 510,544		\$ 518,752
		Wages Ungraded (61100)		\$ 124,143		\$ 133,609		\$ 136,867
		Overtime				\$ 52,648		\$ 63,851
		Differentials						
		TOTAL: Wages & Others		\$ 546,166		\$ 696,800		\$ 719,470
		BENEFITS:						
		Retirement DB 30%/37.39%		\$ -		\$ -		\$ -
		Retirement DC - 401K 4%		\$ 12,514		\$ 15,998		\$ 13,674
		Health Insurance		\$ 39,859		\$ 39,859		\$ 35,102
		Social Security - 6.20%		\$ 35,143		\$ 39,937		\$ 40,648
		Medicare - 1.45%		\$ 8,219		\$ 9,340		\$ 9,506
		Life Insurance 1.45%		\$ 4,180		\$ 4,389		\$ 4,332
		Subsistence - Housing		\$ -		\$ -		\$ -
		TOTAL: Personnel Benefits		\$ 99,914		\$ 109,524		\$ 103,263
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	19	\$ 646,080	21	\$ 806,324	\$ 21	\$ 822,733

DIETARY = 1848A

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62260	Dues & Subscription			1,170
	Dietetic Associations Membership dues - To keep abreast with current standard of practice in Dietetics.		600	
	For Food Handlers Certificate	19	30	
62500	Travel			-
	To attend the Dietetics Association National Conference - to keep abreast of current trends and guidelines in nutrition/Serv-Safe			
62660	Repairs & Maintenance			5,000
	To budget for repair kitchen appliances			
62690	Personnel Training Costs			-
	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			500
	To budget for Dietetic books and resources for the RD's guidelines			
63020	Food Items			
	Joeten			30,000
	Yaong			80,000
	Luen Fung			80,000
	Triple J Wholesale			80,000
	Micronesia Brokers			130,000
	GenPro			50,000
	Other Vendors-various Local produce			130,000
	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.			
	Total			580,000
63030	Fuel & Lubrications			-
	Budget for fuel and lubricants for Kitchen Appliances and Freezer			
63040	Supplies - Office			1,000
	To budget for unit's office supplies such as toners and record keeping			

63050	Supplies - Operations			
	To budget for new kitchen serving wares needs for inpatient and cafeteria services			30,000
	For non-food items and consumables to operate the kitchen and cafeteria meal service			100,000
	Total			130,000
63120	Equipments Under \$5000			
	Ice Chest Cooler for Patient (XL Capacity)	0	1000	-
	Blenders	2	800	1,600
	Microwave	0	2000	-
	Total			1,600
64540	Machinery, Tools & Equipment			
	6 Sealed Burner Electric Range with Standard Oven	0	6000	-
	36" Gas Radiant Charbroiler with 2 drawer refrigerated Chef base	0	2500	-
	Double Steamer	1	5000	5,000
	Tabletop Vertical Band Saw with 60" Blade	0	1500	-
	Patient Tray Line Drop in Hotwell	1	5000	5,000
	Total			10,000
64550	Computer Systems & Equipment	0	2500	-
	To budget new computer systems interface for meal ordering into RPMS/EHR			
64560	Office Equipment			-
	To budget office equipment such as back up battery supply to keep Dietary equipment safe and shredder to meet HIPAA compliance of PHI			
	TOTAL			729,270

1851A

HOUSEKEEPING

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	Housekeeping
Bus. Unit:	1851A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	42,259	62,467
61195	Health Insurance	-	3,335
61196	Social Security @ 6.20%	2,620	3,873
61200	Medicare Contribution (1.45%)	613	906
61210	Life Insurance	320	320
	Total Fringe Benefits	3,553	8,433
	Total PERSONNEL COSTS	45,811	70,901
	Number of Positions	2	3
62750	Cleaning Services	470,000	\$470,000
63050	Supplies - Operations	165,000	\$165,000
	Total ALL OTHERS	667,000	645,000
	Total PERSONNEL & ALL OTHERS	712,811	715,901

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : HK
ACCT: 1851A

OT HRS:

					FY 2019		FY 2020 PROPOSED		FY 2021 PROPOSED	
					SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent		Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
TBF	1	BUILDING CUSTODIAN	VACANT to be JVA vice: METTAO, Martin		FTE	18,329.83	FTE	20,208.64	FTE	20,208.64
Filled	2	BUILDING CUSTODIAN	RABAULIMAN, Yaowapha C.		FTE	20,208.64	FTE	22,050.00	FTE	22,050.00
TBF	3	BUILDING CUSTODIAN	VACANT to be JVA vice: FY17		FTE	18,329.83			FTE	20,208.64
Total		3								
Filled	Vacant	TBF	Zeroed							
1	0	2	0	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	-	-	0	-
				Limited Term Appointments Ungraded (Temporary)	0	-	-	-	0	-
				Full Time Employment (Permanent)	3	56,868	2	42,259	3	62,467
				WAGES & OTHERS:						
				Wages -Permanent (61090)		56,868		42,259		62,467
				Wages Ungraded (61100)		-		-		-
				Overtime		347,737		-		-
				Differentials						
				TOTAL: Wages & Others		404,605		42,259		62,467
				BENEFITS:						
				Retirement DB 30%/37.39%		-		-		-
				Retirement DC - 401K 4%		-		-		-
				Health Insurance		-		-		3,335
				Social Security - 6.20%		2,555		2,620		3,873
				Medicare - 1.45%		598		613		906
				Life Insurance 1.45%		305		320		320
				Subsistence - Housing		-		-		-
				TOTAL: Personnel Benefits		3,457		3,553		8,433
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	3	408,062	2	45,811	3	70,901

HOUSEKEEPING SERVICES = 1851A
Schedule B

Obj. Code	Item	Unit Cost	Total Cost
62750	Housekeeping Services		\$ 470,000
	Sablan Topline (Contractor) - Provides Housekeeping services for the last 14 years and latest RFP result, only Sablan Topline submitted its proposal. New Contract is valued at \$34,000/month.		
63050	Supplies - Operation		\$ 165,000
	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 mainting the same budget amount as prior year expenditure is always within the budgeted amount and has never exceeded.		
64540	Machinery, Tools & Equipment		\$ 10,000
	Microfiber cleaning supplies (mop, dust mops, handles, etc.) Vacuums (wet & dry) three 1 gallon and 5 gallon capacity. Also 4 with HEPA filters Laundry carts Utility Trucks (trash carts with covers)		
Total			\$ 645,000

1852A

LAUNDRY AND LINEN

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	Laundry
Bus. Unit:	1852A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
62750	Cleaning Services	396,000	396,000
	Total ALL OTHERS	396,000	396,000
	Total PERSONNEL & ALL OTHERS	396,000	396,000

1853A

GENERAL MAINTENANCE

Function	HEALTHCARE
Agency	COMMONWEALTH HEALTHCARE CORPORATION
Unit	Ground Maintenance (1853A)

Account Code	Object Classification	FY 2020	FY 2021
PERSONNEL			
62750	Cleaning Services	29,000	46,800
	TOTAL BUDGET REQUEST	29,000	46,800

1854A

SECURITY

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	1854A
Bus. Unit:	SECURITY

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	210,325	234,312
61190	401k Ret. Emplr Contribution (DC)	4,861	5,028
61195	Health Insurance	4,882	9,763
61196	Social Security @ 6.20%	13,040	21,603
61200	Medicare Contribution (1.45%)	3,050	3,334
61210	Life Insurance	758	632
61220	Subsistence - Housing	-	-
	Total Fringe Benefits	26,590	40,361
	Total PERSONNEL COSTS	236,915	274,673
	Number of Positions	11	10
62060	Professional Services	205,000	205,000
63050	Supplies - Operations	15,000	15,000
64050	Buildings & Improvements	350,000	350,000
64550	Computer Systems & Equipment	15,000	15,000
64580	Vehicles - Public Service Admin	15,000	15,000
	Total ALL OTHERS	600,000	600,000
	Total PERSONNEL & ALL OTHERS	836,915	874,673

COMMONWEALTH OF THE NERTHEN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : SECURITY

ACCT: 1854A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Base Salary	Base Salary	Base Salary	
Vacant	1	SECURITY GUARD II	VACANT vice: TABABA, Theresa Ruth	FTE	\$ 20,208.64	FTE	\$ 19,845.00	FTE	\$ 20,208.65
Filled	2	OFFICER INCHARGE(Security)	IGITOL, IVAN vice: ICHIHARA, THELMA	FTE	\$ 35,000.00	FTE	\$ 36,750.00	FTE	\$ 40,011.73
TBF	3	SECURITY GUARD II	VACANT to be filled by: HOLVERSTOTT, Jon V	FTE	\$ 19,246.33	FTE	\$ 17,417.40	FTE	\$ 20,208.65
Filled	4	SECURITY GUARD II	TITO, Marciano M.	FTE	\$ 20,208.64	FTE	\$ 17,417.40	FTE	\$ 23,394.03
TBF	5	SECURITY GUARD II	VACANT to be filled by: FLORES, Audrea	FTE	\$ 15,080.00	FTE	\$ 15,834.00	FTE	\$ 20,208.65
Filled	6	SECURITY GUARD II	ICHIHARA, THELMA I. (Vice: Cabrera, Peonie	FTE	\$ 25,000.00	FTE	\$ 22,308.11	FTE	\$ 28,435.59
TBF	7	SECURITY GUARD II	VACANT to be filled by: NAVA, Russel Fra	FTE	\$ 19,246.33	FTE	\$ 15,834.00	FTE	\$ 20,208.65
TBF	8	SECURITY GUARD II	VACANT to be filled by: NORITA, Antonic	FTE	\$ 19,246.33	FTE	\$ 15,834.00	FTE	\$ 20,208.65
Filled	9	SECURITY GUARD II	ADA, Vincent T. Jr. vice: FY18	FTE	\$ 19,246.33	FTE	\$ 15,834.00	FTE	\$ 21,219.07
TBF	10	SECURITY GUARD II	VACANT to be filled by: CABRERA, Vic	FTE	\$ 19,246.33			FTE	\$ 20,208.65
Total	10								
Filled	Vacant	TBF	Zeroed						
4	1	5	2	TOTAL WAGE BASE:					
				Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	-	0	-
				Limited Term Appointments Ungraded (Temporary)	0	-	-	0	-
				Full Time Employment (Permanent)	12	243,397	11	210,325	234,312
				WAGES & OTHERS:					
				Wages -Permanent (61090)		243,397		210,325	234,312
				Wages Ungraded (61100)		-		-	-
				Overtime		-		-	-
				Differentials					
				TOTAL: Wages & Others		243,397		210,325	234,312
				BENEFITS:					
				Retirement DB 30%/37.39%		-		-	-
				Retirement DC - 401K 4%		2,923		4,861	5,028
				Health Insurance		4,882		4,882	9,763
				Social Security - 6.20%		11,789		13,040	21,603
				Medicare - 1.45%		2,987		3,050	3,334
				Life Insurance 1.45%		758		758	632
				Subsistence - Housing		-		-	-
				TOTAL: Personnel Benefits		23,337		26,590	40,361
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	12	266,734	11	236,915	274,673

Unit: 1854A - SECURITY
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
				\$ -
63050	Supplies - Operations			\$ 10,000
	Flashlights, radios, raincoats, uniforms			
Total				\$ 10,000

1855A

COMMUNICATIONS

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Communication (1855A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	103,242	133,680
61190	401k Ret. Emplr Contribution (DC)	2,730	891
61195	Health Insurance	15,594	17,017
61196	Social Security @ 6.20%	6,401	8,288
61200	Medicare Contribution (1.45%)	1,497	1,938
	total Fringe Benefits	26,222	28,135
	Total PERSONNEL COSTS	129,464	161,815
	Number of Positions	6	6
62060	Professional Services	2,500	2,500
62250	Communications	160,000	160,000
63050	Supplies - Operations	700	700
64050	Buildings & Improvements	250,000	250,000
64540	Machinery, Tools & Equipment	12,500	10,000
64550	Computer Systems & Equipment	5,000	-
64570	Office Furniture & Fixtures	10,000	-
	Total ALL OTHERS	440,700	423,200
	Total PERSONNEL & ALL OTHERS	570,164	585,015

COMMONWEALTH OF THE NERTHEN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : COMMUNICATION

ACCT: 1855A

OT HRS:

				FY 2019		FY 2020 PROPOSED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	COMMUNICATIONS OPER. II	Manalon, Maricel vice: CADAG, Margaret F. (doh: 6/1/18)	FTE	\$ 20,208.64	FTE	\$ 18,036.90	FTE	\$ 22,280.03
Filled	2	COMMUNICATIONS OPER. II	LEEMARVIN, Sharla (doh: 8/12/19) vice: DEN	FTE	\$ 15,080.00	FTE	\$ 18,036.90	FTE	\$ 22,280.03
Filled	3	COMMUNICATIONS OPER. I	AGULTO, Candelaria U(doh: 6/1/18) vice: ALO	FTE	\$ 15,080.00	FTE	\$ 16,958.21	FTE	\$ 22,280.03
Filled	4	COMMUNICATIONS OPER. I	IGINOEF, liliwemal Dolores (doh: 10/10/17) vice: Ne	FTE	\$ 15,080.00	FTE	\$ 16,958.21	FTE	\$ 22,280.03
Filled	5	COMMUNICATIONS OPER. I	NAPUTI, Jolene A. (doh: 2/20/18) vice: Ne	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 22,280.03
Vacant	6	COMMUNICATIONS OPER. I	VACANT vice: New FY 18	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 22,280.03
Total	6								
Filled	Vacant	TBF	Zeroed						
5	1	0	0	TOTAL WAGE BASE:					
			Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	-	-	0	-
			Limited Term Appointments Ungraded (Temporary)	0	-	-	-	0	-
			Full Time Employment (Permanent)	6	95,609	6	103,242	6	133,680
			WAGES & OTHERS:						
			Wages -Permanent (61090)		95,609		103,242		133,680
			Wages Ungraded (61100)		-		-		-
			Overtime		-		-		-
			Differentials						
			TOTAL: Wages & Others		95,609		103,242		133,680
			BENEFITS:						
			Retirement DB 30%/37.39%		-		-		-
			Retirement DC - 401K 4%		1,333		2,730		891
			Health Insurance		-		15,594		17,017
			Social Security - 6.20%		4,133		6,401		8,288
			Medicare - 1.45%		967		1,497		1,938
			Life Insurance 1.45%		-		-		-
			Subsistence - Housing				-		-
			TOTAL: Personnel Benefits		6,432		26,222		28,135
			TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	6	102,041	6	129,464	6	161,815

COMMUNICATION = 1855A
Schedule B

Obj. Code	Item	Qty	Unit Cost	Total Cost
62060	Professional Services (Phone Line repairs/services)			\$ 2,500.00
62250	Communication			\$160,000
	ITE - Phone Lines, Internet and Fax Lines for the entire Corporation. .		\$160,000	
63050	Operational Supplies			\$ 700.00
	Uniforms		\$700.00	
64050	Building & Improvements			\$ 250,000.00
	Upgrade of CHCC's PBX System (only)			
64570	Office Furniture & Fixtures			\$ -
64550	Computer Systems & Equipment			\$ -
	All-in-one desktop printer / scanner / copy		\$5,000	
64540	Machinery, Tools, & Equipment			\$10,000
	Headsets		\$0	
	Phone replacements		\$10,000	
TOTAL \$				423,200.00

1859A
GRANTS MANAGEMENT
OFFICE

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Grants Management Office 1859A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	196,450	210,384
61190	401k Ret. Emplr Contribution (DC)	4,204	-
61195	Health Insurance	4,882	4,882
61196	Social Security @ 6.20%	12,180	13,044
61200	Medicare Contribution (1.45%)	2,849	3,051
	Total Fringe Benefits	24,114	20,976
	Total PERSONNEL COSTS	220,564	231,360
	Number of Positions	4	4
62500	Travel	12,000	-
63040	Supplies - Office	2,500	3,000
64550	Computer Systems & Equipment		5,000
	Total ALL OTHERS	14,500	8,000
	Total PERSONNEL & ALL OTHERS	235,064	239,360

OT HRS:

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GRANTS MANAGEMENT OFFICE
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
62260	Dues & Subscription			
62500	Travel			-
	Regional trainings (Guam), Mainland meetings with awarding agencies, inter-island for grant monitoring			
63040	Office Supplies			3,000
63050	Operations Supplies			
64550	Computer System & Equipments			5,000
64560	Office Equipment			
64570	Office Furniture & Fixtures			
				-
			Total	8,000

1860A
MEDICAL RECORDS



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950

Health Information Management Department



1860A – 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 Health Center. 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 Health Center.

61090 – Personnel

The HIMD has the administrative responsibility for all medical records for every individual treated or evaluated in the Commonwealth Health Center 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 2 ply Medical Records Release of Information Forms.

62660 – Repairs & Maintenance \$ 2,000.00

To budget for the repair and maintenance of Cannon Image Runner 2525 network printer.

63040 – Office Supply \$ 4,000.00

To budget for the organizational maintenance of Patient Health Information to include folders, sticker labels, paper, tape, staples, paper clips, pens.

63050 – Supplies – Operational \$ 2,000.00

To budget for toner cartridges, portable dictation recorders for the medical transcription unit.

64550 – Computer Systems & Equipment \$ 3,000.00

To budget for replacement of old computers computer for HIMD staff.

64560 – Office Equipment \$ 2,000.00

To budget for office equipment such as medical records push carts, industrial shredder to ensure destruction of PHI complies with HIPAA regulations.

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Medical Records (1860A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	307,561	321,225
61100	Wages/Salaries - UNG	42,012	40,012
61110	Overtime Compensation	-	22,250
61190	401k Ret. Emplr Contribution (DC)	5,496	7,448
61195	Health Insurance	35,147	40,028
61196	Social Security @ 6.20%	21,674	22,397
61200	Medicare Contribution (1.45%)	5,069	5,238
61210	Life Insurance	3,083	3,112
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	70,467	78,223
	Total PERSONNEL COSTS	420,041	461,710
	Number of Positions	14	14
62300	Printing & Photocopying	2,500	1,000
62660	Repairs & Maintenance	3,000	2,000
63040	Supplies - Office	7,000	4,000
63050	Supplies - Operations	5,000	2,000
64550	Computer Systems & Equipment	10,000	3,000
64560	Office Equipment	3,000	2,000
	Total ALL OTHERS	30,500	14,000
	Total PERSONNEL & ALL OTHERS	450,541	475,710

DIV : CHCC
UNIT : MR
ACCT: 1860A
OT HRS: 216

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HIMD (1860A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62300	Printing & Photocopying			1,000
	To budget for copying and printing of requested patient health information.			
62660	Repairs & Maintenance			2,000
	To budget for repair and maintenance of Cannon Image Runner 2525 and EPSON machines			
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 Medical Records and transcription services to effectively deliver expected services.			
64550	Computer Systems & Equipment			3,000
	To budget new computer systems for coding, retrieval and monitoring of PHI in RPMS and HER			
64560	Office Equipment			2,000
	To budget office equipment such as back up battery supply to keep Medical Records equipment safe and shredder to meet HIPAA compliance of PHI			
	TOTAL			14,000

1861A

GENERAL ACCOUNTING

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	General Accounting (1861A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	709,224	695,254
61100	Wages/Salaries - UNG	145,000	145,000
61190	401k Ret. Emplr Contribution (DC)	15,650	13,573
61195	Health Insurance	111,215	106,659
61196	Social Security @ 6.20%	51,319	50,453
61200	Medicare Contribution (1.45%)	12,386	12,184
61220	Subsistence - Housing	-	-
	Total Fringe Benefits	196,786	188,510
	Total PERSONNEL COSTS	1,051,010	1,028,764
	Number of Positions	17	16
62060	Professional Services	30,000	36,000
62260	Dues and Subscription	650	947
62500	Travel	10,000	5,000
63040	Supplies - Office	4,800	5,000
63050	Supplies - Operations	2,400	4,800
64550	Computer Systems & Equipment	5,000	12,500
64560	Office Equipment	5,000	6,000
64570	Office Furniture & Fixtures	2,000	-
	Total ALL OTHERS	59,850	70,247
	Total PERSONNEL & ALL OTHERS	1,110,860	1,099,011

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : GA

ACCT: 1861A

OT HRS:

			FY 2019		FY 2020		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
	Position Title	Incumbent						
Filled	1 ACCOUNTANT I (Payroll Supervisor)	CAMACHO, April Sablan	FTE	\$ 34,563.64	FTE	\$ 37,275.00	FTE	\$ 38,106.41
Filled	2 ACCOUNTANT II	ARIZALA, Maria C.	FTE	\$ 36,291.82	FTE	\$ 38,106.41	FTE	\$ 40,011.73
Filled	3 ACCOUNTANT III	SANCHEZ, Lucia vice:FLORES, TINA MARI	FTE	\$ 42,012.32	FTE	\$ 52,500.00	FTE	\$ 53,619.54
Filled	4 TRAVEL COORDINATOR	LANIYO, Arlene S. (doh: 7/22/19) vice:DELE	FTE	\$ 24,583.73	FTE	\$ 38,106.41	FTE	\$ 28,435.59
Filled	5 CORPORATE TREASURER	JOHNSON, Delia B.	FTE	\$ 71,855.32	FTE	\$ 71,855.32	FTE	\$ 75,448.09
Filled	6 ACCOUNTANT III	FLORES, Tina Marie C.vice: TENORIO, Aleny	FTE	\$ 40,011.73	FTE	\$ 42,012.32	FTE	\$ 44,112.94
Filled	7 COMPTROLLER	SANTOS, Perlita (doh: 3/6/17)vice: PANGEL	FTE	\$ 82,000.00	FTE	\$ 86,100.00	FTE	\$ 90,000.00
Vacant	8 ACCOUNTANT IV	VACANT vice:MUNA, Desia S. (DOH:1/17/17)(res	FTE		FTE	\$ 40,000.00	FTE	\$ 40,011.73
Filled	9 ACCOUNTANT III	KANEMOTO, Tilia T. vice: SANCHEZ, Lucia	FTE	\$ 42,012.32	FTE	\$ 44,112.94	FTE	\$ 46,318.58
Filled	10 PAYROLL SPECIALIST	DUENAS, Camille Siera C. vice: FY'16 (restru	FTE	\$ 30,750.00	FTE	\$ 32,287.50	FTE	\$ 34,563.64
Filled	11 ACCOUNTANT II	ACOSTA, MARIA RUBY vice: Arriola, Franc	FTE	\$ 40,011.73	FTE	\$ 42,012.32	FTE	\$ 44,112.64
Filled	12 LEAD TRAVEL COORDINATOR	DELEON GUERRERO, Laurie Ann C.(transfe	FTE	\$ 31,350.23	FTE	\$ 36,291.82	FTE	\$ 38,106.41
Filled	13 ACCOUNTANT IV	ATALIG, Melinda A.	FTE	\$ 53,619.54	FTE	\$ 60,000.00	FTE	\$ 59,115.55
Filled	14 CHIEF FINANCIAL OFFICER	SASAMOTO, Derek T.	EC	\$ 110,000.00	EC	\$ 145,000.00	EC	\$ 145,000.00
Vacant	15 ACCOUNTANT I	VACANT FY 18	FTE		FTE	27,000.00	FTE	27,000.00
Filled	16 ACCOUNTANT I	SABLAN, Victoria FY 18	FTE	\$ 32,917.75	FTE	\$ 34,563.64	FTE	\$ 36,291.52
Total	16							
Filled	Vacant	TBF	Zeroed					
14	2	0	1	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	1	110,000	1	145,000
				Limited Term Appointments Ungraded (Temporary)	1	-	-	-
				Full Time Employment (Permanent)	15	561,980	16	709,224
				WAGES & OTHERS:				
				Wages -Permanent (61090)		561,980		709,224
				Wages Ungraded (61100)		110,000		145,000
				Overtime		-		-
				Differentials				
				TOTAL: Wages & Others		671,980		854,224
				BENEFITS:				
				Retirement DB 30%/37.39%		-		-
				Retirement DC - 401K 4%		6,420		13,573
				Health Insurance		85,913		91,771
				Social Security - 6.20%		57,496		51,319
				Medicare - 1.45%		13,294		12,386
				Life Insurance 1.45%		5,091		6,216
				Subsistence - Housing		-		-
				TOTAL: Personnel Benefits		168,214		177,342
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	17	840,194	17	1,031,566
							16	1,028,764

GENERAL ACCOUNTING (1861A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services	12	3,000	36,000
	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			947
	CFO's HFMA annual membership fees		425	
	Comptroller's HFMA membership		425	
	Comptroller's AGA membership		96.67	
62500	Travel			5,000
	CFO Leadership conferences			
63040	Office Supplies	12	416.6666667	5,000
	To budget for Open PO account for Finance & Accounting staff; \$500/monthly			
63050	Operations Supplies	12	400	4,800
	To budget for Open PO account for Finance & Accounting staff; \$400 monthly			
64550	Computer System & Equipments			12,500
	To purchase equipment for new staff			
	To purchase desktop scanners to facilitate LF and digital filing			
64560	Office Equipment	1	6000	6,000
	To replace outdated network printer			
				-
				-
			Total	70,247

1862A
HEALTH
INFORMATION
TECHNOLOGY

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	IT (1862A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	507,700	1,112,261
61100	Wages/Salaries - UNG	47,250	50,000
61190	401k Ret. Emplr Contribution (DC)	8,890	22,449
61195	Health Insurance	40,901	50,566
61196	Social Security @ 6.20%	34,407	72,060
61200	Medicare Contribution (1.45%)	8,047	16,853
61210	Life Insurance	2,079	3,519
61220	Subsistance - Housing	-	
	Total Fringe Benefits	94,323	165,447
	Total PERSONNEL COSTS	649,273	1,327,708
	Number of Positions	22	26
62060	Professional Services	400,000	440,000
62250	Communications	68,880	68,880
62500	Travel	11,424	8,424
62690	Personnel Training Costs		10,000
63040	Supplies - Office	750	750
63050	Supplies - Operations	41,123	41,123
64550	Computer Systems & Equipment	807,225	821,729
	Total ALL OTHERS	1,329,402	1,390,906
	Total PERSONNEL & ALL OTHERS	1,978,675	2,718,614

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV CHC
UNIT : IT

ACCT: 1862A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE	Status	Position Title	Incumbent						
Filled	1	Director of IT	REYES, ANTHONY MARIO M. III	FTE	\$ 85,000.00	FTE	\$ 85,000.00	FTE	\$ 89,250.00
Filled	2	Computer Operator III (Clinical, Administrative)	BENAVENTE, Trinidad (doh: 8/27/18) vice:	FTE	\$ 25,000.00	FTE	\$ 27,000.00	FTE	\$ 28,435.59
Filled	3	Computer Operator III - Tinian (Clinical, Admini	KING -NEIGHBORS, KARL	FTE	\$ 25,000.00	FTE	\$ 28,350.00	FTE	\$ 28,435.59
TBF	4	Computer Operator III - Rota (Clinical, Adminis	VACANT to be JVA vice: BARCINAS, E	FTE	\$ 25,000.00	FTE	\$ 28,350.00	FTE	\$ 28,435.59
Filled	5	EHR Specialist Manager (Senior Clinical Appli	CABRERA, DAISY GRACE E.	FTE	\$ 25,000.00	FTE	\$ 40,000.00	FTE	\$ 46,318.58
Filled	6	EHR Specilast I (Junior Clinical Application S	GUERRERO, NATHAN	FTE	\$ 18,000.00	FTE	\$ 30,000.00	FTE	\$ 28,435.59
TBF	7	Clinical/Admin/Financial(CAF) Support Specialist	VACANT to be JVA vice: HIPOLITO, K	FTE	\$ 25,000.00	FTE	\$ 25,000.00	FTE	\$ 28,435.59
Filled	8	Sr. IT Project Manager	BUSBY, BELEN	FTE	\$ 75,000.00	FTE	\$ 75,000.00	FTE	\$ 83,181.51
TBF	9	Network Administrator - Manager	VACANT vice: CALIBO, MICHAEL (con	FTE	\$ 41,500.00	EC	\$ 47,250.00	EC	\$ 50,000.00
Filled	10	Computer Operator III - Spn (Clinical, Adminis	ALMADA, Jovian Reuben (doh:8/20/18)	FTE	\$ 25,791.92	FTE	\$ 35,000.00	FTE	\$ 56,300.52
Vacant	11	Computer Operator III - Spn (Clinical, Adminis	VACANT to be JVA vice (FY 18 New)	FTE	\$ 25,000.00	FTE	\$ 25,000.00	FTE	\$ 28,435.59
TBF	12	Computer Programmer - EHR/HIT (Junior Appl	VACANT to be JVA vice: ADA, Donna	FTE	\$ 40,000.00	FTE	\$ 42,000.00	FTE	\$ 44,112.93
Filled	13	Computer Programmer - JDE (Junior Applicati	ACOSTA, Alfred Kevin C. (doh:4/16/18)	FTE	\$ 35,000.00	FTE	\$ 42,000.00	FTE	\$ 44,112.93
TBF	14	Computer Programmer -EHR/HIT (Senior Appl	VACANT to be JVA (FY 18 new)	FTE	\$ 40,000.00	FTE	\$ 42,000.00	FTE	\$ 51,066.23
Filled	15	Network Administrator (Junior Network System	LIZAMA, Feng Liang (New FY' 17) (do	FTE	\$ 40,000.00	FTE	\$ 44,100.00	FTE	\$ 44,112.93
Vacant	16	Support Manager (Clinical, Administrative, Fin	VACANT (New) FY 18			FTE	\$ 44,100.00	FTE	\$ 42,012.31
Filled	17	Administrative Officer	MASILUNGAN, Marilou P. (New) FY 18	FTE	\$ 25,000.00	FTE	\$ 26,775.00	FTE	\$ 28,435.59
Vacant	18	HIPAA SECURITY OFFICER	VACANT/NEW POSITION FY 20			FTE	\$ 38,106.41	FTE	\$ 40,011.73
Vacant	19	IT SPECIALIST((Clinical, Administrative, Finan	VACANT/NEW POSITION FY 20			FTE	\$ 36,291.82	FTE	\$ 56,300.52
Vacant	20	IT SPECIALIST (Clinical, Administrative, Finan	VACANT to be JVA/NEW POSITION FY 20			FTE	\$ 36,291.82	FTE	\$ 56,300.52
Vacant	21	Clinical, Administrative, Financial (CAF) Supp	VACANT/NEW POSITION FY 21					FTE	\$ 28,435.59
Vacant	22	Clinical, Administrative, Financial (CAF) Supp	VACANT/NEW POSITION FY 21					FTE	\$ 28,435.59
Vacant	23	Clinical, Administrative, Financial (CAF) Supp	VACANT/NEW POSITION FY 21					FTE	\$ 42,012.32
Vacant	24	Nurse Informaticist (Shared w/Nursing?)	VACANT/NEW POSITION FY 21					FTE	\$ 59,115.55
Vacant	25	Informaticist (Cost-shared w/population health	VACANT/NEW POSITION FY 21					FTE	\$ 51,066.23
Vacant	26	Informaticist (Cost-shared w/population health	VACANT/NEW POSITION FY 21					FTE	\$ 51,066.23
Total			26						\$ 1,162,261.35
Filled	Vacant	TBF	Zeroed	TOTAL WAGE BASE:					
10	11	5	1						

			Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	1	47,250	1	50,000
			Limited Term Appointments Ungraded (Temporary)	0	-	-	-	0	-
		WA	Full Time Employment (Permanent)	16	470,292	21	507,700	25	1,112,261
			Wages -Permanent (61090)		470,292		507,700		1,112,261
			Wages Ungraded (61100)		-		47,250		50,000
			Overtime		-				
			Differentials						
			TOTAL: Wages & Others		470,292		554,950		1,162,261
			BENEFITS:						
			Retirement DB 30%/37.39%				-		-
			Retirement DC - 401K 4%				8,890.00		22,449.02
			Health Insurance				40,900.86		50,566.10
			Social Security - 6.20%				34,406.90		72,060.20
			Medicare - 1.45%				8,046.78		16,852.79
			Life Insurance 1.45%				2,078.58		3,518.74
			Subsistence - Housing				-		-
			TOTAL: Personnel Benefits		-		94,323.11		165,446.86
			TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS						
				16	470,292	22	649,273	26	1,327,708

DATA PROCESSING (1862A)
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			440,000.00
	RPMS Support & Maintenance (1 year)	100	150.00	15,000.00
	CareVue Monthly Support (1 year)	12	28,500.00	342,000.00
	Interfaces			
	RPMS/CareVue DLS Interface (1 year)	1	5,113.80	
	Pyxis Interface			
	HVSO EVRS Interface			
	CPN			
	Perinatal (i.e. Notes)	1	20,000.00	20,000.00
	Labs	1	20,000.00	20,000.00
	Prenatal	1	20,000.00	20,000.00
	Medication	1	20,000.00	20,000.00
	Hemodialysis EMR	1	1,000.00	1,000.00
	Denxtrix	1	1,000.00	1,000.00
	Spectra?	1	1,000.00	1,000.00
	NEDSS			
	WebIZ			
	Craneware?			
	Radiology			
	GRC			
	Dexa Device?			
	PDMP?			
	CTS Kiosks			
	Financial System (JDE or New?)			
	Technical Consultations			
	ZRSystems?			
	DMR?			
62250	Communication			68,880.00
	Pay for: T-1 JDE, (2) DSL@9Mbps - CHC, DSL@9Mbps - THC, DSL@9Mbps - RHC, DSL@6Mbps - MSO, DSL@6Mbps - BEH, Mobile Cell Phones - SPN DSL, Mobile Cell Phone - THC DSL, Mobile Cell Phone - RHC			24,480.00
	ITE Fiber Optics 100Mbps @ CHCC	1	44,400.00	44,400.00
62500	Travel			8,424.00
	Travel for 2 to HIMSS Conference 2020	2	2,500.00	5,000.00
	Per Diem x 2 x 5 (\$250 x 5 days x 2 people)			2,500.00
	Travel for 4 to Guam for New Horizon Training Certification (Training details TBD upon course availability)	4	231.00	924.00

62690	Personnel Training Costs			10,000.00
	SQL Administration			
	A+ Certification			
	Security+ Certification			
	Network+ Certification			
	PowerBI			
	Others			
63040	Supplies - Office			750.00
	Paper/Pens/Clips/Etc			750.00
63050	Supplies - Operations			41,122.90
	Purchase Toners EHR & Admin Printers - Hp1606 DN	100	78.00	7,800.00
	Purchase Toners Business Office (SPN/TIN/ROT) - Xerox 3325	30	265.62	7,968.60
	Purchase Toners Business Office (SPN/TIN/ROT) - Brother DCP-L5650DN	30	448.51	13,455.30
	Purchase Ribbons EHR & Business Office - Epson LQ 590	100	18.99	1,899.00
	Toners for other departments (i.e. HA, CEO, etc.)			10,000.00
64550	Computer Systems & Equipment			821,729.30
	CHCC, as practically all other health-systems has become reliant on IT for its medical records, revenue cycle and its ongoing operations. Consequently, a reliable IT environment is crucial for all operations. The following equipment is required to continue support CUCC's operations and offer reliable IT services.			
	Tripplite 8KVA UPS & Connector	4	6,126.00	24,504.00
	Fiber Channel SAN 132TB	2	146,000.00	292,000.00
	Core Switch 4810 Replacement w/10 Gbps module included (48 port)	2	24,000.00	48,000.00
	Access point (AP) for expanding WIFI coverages in areas where WIFI signal is limited or non-existent. Unused AP will be stocked in inventory for backup purposes at CHC.	15	481.48	7,222.20
	Provider laptops for EHR access to facilitate real-time documentation	20	2,100.00	42,000.00
	Nursing Mobile Carts for EHR access and documentation at CHC.	30	3,000.00	90,000.00
	Enterprise Antivirus Software Licenses (1 license per client - servers, computers, laptops, cell phones, tablets, etc...)	250		13,000.00
	Backup software renewal cost for support critical backup of EHR, File Server, Lab, and Radiology systems	1	7,830.00	7,830.00
	EHR License Annual Renewal Cost	1	250,240.00	250,240.00

	Mobile Device Management Software (MDMS) to allow personal owned devices to be used for EHR and other CHCC applications. MDMS will create separate containers within the devices to separate personal vs corporate data. Once employee resigns or is terminated, MDMS will erase access to corporate data. Cost is attributed on a per device basis.	100	130.00	13,000.00
	Zoom (27 Licenses) Renewal	27	199.90	5,397.30
	Data Innovation Renewal	1	2,899.80	2,899.80
	Peplink License Renewal			
	Balance 210	1	965.00	965.00
	Balance 305	7	1,379.00	9,653.00
	Balance 380	1	2,069.00	2,069.00
	Balance 710	1	3,449.00	3,449.00
	Barracuda Web Filter Renewal	1	6,500.00	6,500.00
	Per Diem x 4 x 5 (\$150 x 5 days x 4 people)			3,000.00
	TOTAL			1,390,906.20

1863A
BUSINESS OFFICE

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Business Office (1863A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	1,429,220	1,052,207
61190	401k Ret. Emplr Contribution (DC)	10,200	8,468
61195	Health Insurance	60,166	70,621
61196	Social Security @ 6.20%	93,572	65,237
61200	Medicare Contribution (1.45%)	21,884	15,257
61210	Life Insurance	8,514	4,335
61220	Subsistence - Housing	-	-
	Total Fringe Benefits	194,335	163,918
	Total PERSONNEL COSTS	1,623,555	1,216,125
	Number of Positions	46	43
62060	Professional Services	249,000	40,000
62250	Communications	5,000	1,200
62290	Licenses and Fees	72,476	36,476
62500	Travel	20,000	10,000
62660	Repairs & Maintenance	15,000	10,000
62690	Personnel Training Costs	58,000	30,000
63010	Books & Library Materials	20,000	-
63040	Supplies - Office	7,000	2,000
63050	Supplies - Operations	16,000	-
64520	Improvements	1,500	5,760
64550	Computer Systems & Equipment	38,400	11,200
64560	Office Equipment	5,150	5,000
64570	Office Furniture & Fixtures	5,200	4,000
	Total ALL OTHERS	512,726	155,636
	Total PERSONNEL & ALL OTHERS	2,136,282	1,371,761

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : BO

ACCT: 1863A

OT HRS: 0

			FY 2019		FY2020 APPROVED		FY2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE			Emp	Base	Emp	Base	Emp	Base
Status			Stat.	Salary	Stat.	Salary	Stat.	Salary
		Position Title						
		Incumbent						
Filled	1	REGISTRATION LEAD	ADA, Shirley A.	FTE \$ 30,000.00	FTE \$ 34,000.00	FTE \$ 34,563.64	FTE	\$ 34,563.64
Filled	2	PATIENT ACCESS REGISTRAR II	CRISOSTOMO, Emiling (DOH:2/21/17)	FTE \$ 20,000.00	FTE \$ 22,000.00	FTE \$ 22,280.03	FTE	\$ 22,280.03
Filled	3	BUSINESS OFFICE MANAGER	ADA, Roxanne A.	FTE \$ 44,100.00	FTE \$ 50,100.00	FTE \$ 48,634.51	FTE	\$ 48,634.51
Filled	4	PATIENT ACCESS REGISTRAR I	KLEWEI, Courtney T. (DOH:8/21/17)	FTE \$ 18,000.00	FTE \$ 22,000.00	FTE \$ 21,219.07	FTE	\$ 21,219.07
Filled	5	PATIENT ACCESS REGISTRAR II	VENUS, Julcristener vice: SABLON	FTE \$ 20,000.00	FTE \$ 22,000.00	FTE \$ 22,280.03	FTE	\$ 22,280.03
Filled	6	PATIENT ACCESS REGISTRAR II	MANALON, William Brian VICE: MAR	FTE \$ 20,000.00	FTE \$ 24,000.00	FTE \$ 22,280.03	FTE	\$ 22,280.03
Filled	7	ELIGIBILITY WORKER II	HOFSCHEIDER, ALICE U.	FTE \$ 30,181.01	FTE \$ 35,000.00	FTE \$ 32,917.75	FTE	\$ 32,917.75
Filled	8	PATIENT ACCESS REGISTRAR II	SAN NICOLAS, Sumech D.h:10/16/17	FTE \$ 20,000.00	FTE \$ 24,000.00	FTE \$ 22,280.03	FTE	\$ 22,280.03
Filled	9	CASHIER	CABRERA, Angelina (doh: 10/12/17)	FTE \$ 15,080.00	FTE \$ 20,000.00	FTE \$ 18,329.83	FTE	\$ 18,329.83
Vacant	10	PATIENT ACCESS REGISTRAR III	VACANT vice: MANIBUSAN, Lisa (doh: 10/12/17)	FTE \$ 20,000.00	FTE \$ 26,000.00	FTE \$ 29,857.37	FTE	\$ 29,857.37
Filled	11	PATIENT ACCESS REGISTRAR III	QUITANO, Linda T.	FTE \$ 23,320.00	FTE \$ 28,320.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
Filled	12	PATIENT ACCESS REGISTRAR I	TAITANO, ANNIE MARIE	FTE \$ 18,000.00	FTE \$ 24,000.00	FTE \$ 21,219.07	FTE	\$ 21,219.07
Vacant	13	PATIENT ACCESS REGISTRAR III	VACANT vice: TAKAI, Diana T. (resig: 1/14/19)	FTE	FTE \$ 33,000.00	FTE \$ 27,081.51	FTE	\$ 27,081.51
Filled	14	PATIENT ACCESS REGISTRAR III	ULECHONG, Yvonne M.	FTE \$ 20,000.00	FTE \$ 34,000.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
TBF	15	PATIENT ACCESS REGISTRAR II	VACANT to be filled by JVA vice: M	FTE \$ 20,000.00	FTE \$ 24,000.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
Filled	16	PATIENT ACCESS REGISTRAR II	CASTRO, Frankie I., Jr. vice: SABL	FTE \$ 20,000.00	FTE \$ 26,000.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
Filled	17	ELIGIBILITY SPECIALIST	DIAZ, KRISTINA S. (doh: 1/14/19)MO	FTE \$ 24,000.00	FTE \$ 28,000.00	FTE \$ 27,081.51	FTE	\$ 27,081.51
Filled	18	CLINICAL ATTENDANT III	SABLON, Georgiana P.	FTE \$ 30,181.18	FTE \$ 35,181.18	FTE \$ 34,563.64	FTE	\$ 34,563.64
Filled	19	CLINICAL ATTENDANT COORDINAT	MENDIOLA, Barbara C.	FTE \$ 28,744.53	FTE \$ 35,181.18	FTE \$ 31,350.24	FTE	\$ 31,350.24
Filled	20	DIRECTOR, REVENUE CYCLE	SABLON, Tiffany	FTE \$ 82,000.00	FTE \$ 86,100.00	FTE \$ 90,000.00	FTE	\$ 90,000.00
Vacant	21	ADMISSION & DISCHARGE SUPERV	NEW POSITION FY 2018		FTE \$ 30,000.00	FTE \$ 31,500.00	FTE	\$ 31,500.00
TBF	22	FINANCIAL COUNSELOR	VACANT for JVA vice: NEW POSITION FY 2018		FTE \$ 23,000.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
Filled	23	PATIENT ACCESS REGISTRAR I	MOSES, Ruby Jean B. (doh:12/27/17) - NEW	FTE \$ 18,000.00	FTE \$ 20,000.00	FTE \$ 21,219.07	FTE	\$ 21,219.07
Filled	24	PATIENT ACCESS REGISTRAR I (orig	PALACIOS TATIANA vice VACANT for JVA	FTE \$ 18,000.00	FTE \$ 20,000.00	FTE \$ 21,219.07	FTE	\$ 21,219.07
TBF	25	PATIENT ACCESS REGISTRAR III	VACANT for JVA - NEW POSITION FY 2018	FTE \$ 18,000.00	FTE \$ 20,000.00	FTE \$ 27,081.51	FTE	\$ 27,081.51
Filled	26	CARA COORDINATOR	GUERRERO, Trinaleen (doh:2/5/19)vi	FTE \$ 25,000.00	FTE \$ 42,000.00	FTE \$ 28,435.59	FTE	\$ 28,435.59
Filled	27	PATIENT ACCESS REGISTRAR I	LAZORCHICK, Wanda N. (doh:2/26/1	FTE \$ 15,080.00		FTE \$ 21,219.07	FTE	\$ 21,219.07
TBF	28	PATIENT ACCESS REGISTRAR I	MUNA, Cora vice: PIALUR, Jerica T.	FTE \$ 18,000.00		FTE \$ 21,219.07	FTE	\$ 21,219.07
TBF	29	PATIENT ACCESS REGISTRAR II	VACANT for JVA - NEW POSITION FY	FTE	FTE \$ 28,000.00	FTE \$ 25,791.92	FTE	\$ 25,791.92
Vacant	30	ELIGIBILITY SPECIALIST	NEW POSITION FY 2021			FTE \$ 23,394.03	FTE	\$ 23,394.03
Vacant	31	ELIGIBILITY SPECIALIST	NEW POSITION FY 2021			FTE \$ 23,394.03	FTE	\$ 23,394.03
Vacant	32	PATIENT ACCESS COORDINATOR	NEW POSITION FY 2021			FTE \$ 24,563.73	FTE	\$ 24,563.73
Vacant	33	PATIENT ACCESS COORDINATOR	NEW POSITION FY 2021			FTE \$ 24,563.73	FTE	\$ 24,563.73
Vacant	34	PATIENT ACCESS COORDINATOR	NEW POSITION FY 2021			FTE \$ -	FTE	\$ -
Vacant	35	PATIENT ACCESS REGISTRAR I	NEW POSITION FY 2021			FTE \$ -	FTE	\$ -
Vacant	36	PATIENT ACCESS REGISTRAR I	NEW POSITION FY 2021			FTE \$ -	FTE	\$ -
Vacant	37	PATIENT ACCESS REGISTRAR I	NEW POSITION FY 2021			FTE \$ 20,208.64	FTE	\$ 20,208.64
Vacant	38	PATIENT ACCESS REGISTRAR II	NEW POSITION FY 2021			FTE \$ 22,280.03	FTE	\$ 22,280.03
Vacant	39	PATIENT ACCESS REGISTRAR II	NEW POSITION FY 2021			FTE \$ 22,280.03	FTE	\$ 22,280.03
Vacant	40	PATIENT ACCESS REGISTRAR II	NEW POSITION FY 2021			FTE \$ 22,280.03	FTE	\$ 22,280.03

Vacant	41	PATIENT ACCESS REGISTRAR II	NEW POSITION FY 2021					FTE	\$	-
Vacant	42	OUTPATIENT OPERATOR	NEW POSITION FY 2021					FTE	\$	18,329.83
Vacant	43	OUTPATIENT OPERATOR	NEW POSITION FY 2021					FTE	\$	18,329.83
Total	43						815,882			1,052,207
Filled	vacant	TBF	zeroed							
21	17	5	0	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)			-	-	0	-
				Limited Term Appointments Ungraded (Temporary)			-	-	0	-
				Full Time Employment (Permanent)			46	1,429,220	43	\$ 1,052,207
				WAGES & OTHERS:						
				Wages -Permanent (61090)				1,429,220		1,052,207
				Wages Ungraded (61100)						
				Overtime						
				Differentials						
				TOTAL: Wages & Others				1,429,220		1,052,207
				BENEFITS:						
				Retirement DB 30%/37.39%				-		-
				Retirement DC - 401K 4%				10,200		8,468
				Health Insurance				60,166		70,621
				Social Security - 6.20%				88,612		65,237
				Medicare - 1.45%				20,724		15,257
				Life Insurance 1.45%				8,514		4,335
				Subsistence - Housing				-		-
				TOTAL: Personnel Benefits				188,215		163,918
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS			46	1,617,435	43	1,216,125

ISS OFFICE (1863A)
Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
61090	Personnel	43		\$ 1,160,471.48
	<p>The Business Office staff is the face of our only hospital's revenue cycle. Reasons for delays and struggles in this department can be caused due to a number of reasons. These include: inadequate training, low pay levels, high turnovers, not enough staff, etc. We are already short in staff in all areas of the business office. Therefore, we need to ensure all positions are maintained and filled, because if not, it will definitely impact our patient experience and eventually lead us no revenue production, poor patient experience including quality care, and no sustainability. Hence, by alleviating and providing more help to the departments, we could focus on the following: 1) create goals and provide incentives for upfront collection, number of claims coded, number of claims billed and more 2) dedicate a supervisor to audit and ensure accuracy, 3) monitor work flow, 4) avoid delays in registering, coding, billing, and collecting payments; and 4) rotate staff to provide ongoing training and refreshers (on system use, customer service, patient care, HIPPA, and more). Our Revenue Cycle will be geared towards Patient Experience and it all begins with the Business Office; from the time the patient checks in with Registration, to collecting a payment for services rendered. Each employee and requested FTEs play a critical role in our hospital to ensure patients are provided with the care and service they need without a hassle. Finding the right personality and qualified individual is extremely important in these areas. Otherwise, without this, poor work ethic will serve as an additional lag to our department. Fulfilling atleast 35 staff should allow us to alleviate our current backlogs and other areas that we are falling under.</p>			
62060	Professional Services			\$ 40,000.00
	Certified Languages International. Telephone Translator Services @ \$1.20/minute. With this, communication will be secured and monitored.			\$ 25,000.00
	Onsite Translator(s) to assist in efficient communication for emergency services and to prevent communication barriers			\$ 15,000.00
62250	Communications			\$ 1,200.00
	Mobile device for ER Registration & Admission and Discharge			\$ 1,200.00
62290	Licenses and Fees			\$ 36,476.40
	CTS License Fees - Patient Check In Kiosk			\$ 13,180.00
	EHR Licenses for new hires			\$ 15,000.00
	Membership Fees for AAHAM, NAHAM, HFMA, and HBMA for staff to access webinars, resources, and vital information that could be implemented in our facility.			\$ 2,000.00
	G4S - Cash Armored Services			\$ 6,296.40
62500	Travel			\$ 10,000.00

	Travel to HFMA, HBMA, and Becker's IT & Revenue Cycle Conference to obtain valuable training material to share with staff			\$ 10,000.00
62660	Repairs & Maintenance			\$ 10,000.00
	Restructure Registration Patient Desk Area in FCC (to maintain patient privacy)			\$ 10,000.00
62690	Personnel Training Costs			\$ 30,000.00
	Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service			\$ 20,000.00
	Travel & Services for Staff training			\$ 10,000.00
63040	Office Supplies			\$ 2,000.00
	To budget for the Unit's Open PO account for office supplies. This will supply basic office supplies such as pens, paper clips, clip boards, cash register paper rolls, computer continuous paper, and more.			\$ 2,000.00
64520	Improvements			\$ 5,760.00
	Uniforms for all Revenue Cycle staff to present professionalism	36	40	\$ 5,760.00
64550	Computer Systems & Equipment			\$ 11,200.00
	Replace aging computers for Admission, CARA office, and ER registration/cashier	0	1,300	\$ -
	Monitors for current staff who have only one monitor. Having 2 monitors will allow for easier and quicker work productivity.	0	300	\$ -
	Epson Printer for cashier use	2	500	\$ 1,000.00
	Scanners for Registration staff and ER front line to capture ins cards, identifications, and other documents at the time of check in. (OP Clinics, Radiology, Admission and Discharge)	10	200	\$ 2,000.00
	Ipad/Tablet	4	800	\$ 3,200.00
	3in1 Printer for CARA Office, BO Manager, Radiology, and Admission Office	5	800	\$ 4,000.00
	Cart on Wheels with Laptop to update patient demos, scan IDs and documents in patient rooms	0	2000	\$ -
	Portable Credit Card Machine for collection in patient rooms	2	500	\$ 1,000.00
	All in One Copier Machine for Oncology	0	15000	\$ -
64560	Office Equipment			\$ 5,000.00
	Industrial Shredder to ensure we are disposing patient information properly and complying with HIPPA regulations.	1	5000	\$ 5,000.00
64570	Office Furniture & Fixtures			\$ 4,000.00
	Patient Access Furniture	1	4000	\$ 4,000.00

\$ 155,636.40

1863B

BILLING

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Business Office (1863B)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	1,429,220	761,265
61190	401k Ret. Emplr Contribution (DC)	10,200	9,926
61195	Health Insurance	60,166	96,522
61196	Social Security @ 6.20%	93,572	47,198
61200	Medicare Contribution (1.45%)	20,724	11,038
61210	Life Insurance	8,514	3,178
	Total Fringe Benefits	193,176	167,862
	Total PERSONNEL COSTS	1,623,335	929,127
	Number of Positions	46	29
62060	Professional Services	249,000	110,000
62250	Communications	5,000	-
62290	Licenses and Fees	72,476	51,000
62500	Travel	20,000	10,000
62660	Repairs & Maintenance	15,000	5,000
62690	Personnel Training Costs	58,000	61,000
63010	Books & Library Materials	20,000	8,000
63040	Supplies - Office	7,000	2,000
63050	Supplies - Operations	16,000	16,000
64520	Improvements	1,500	1,920
64550	Computer Systems & Equipment	38,400	14,100
64560	Office Equipment	5,150	5,150
64570	Office Furniture & Fixtures	5,200	3,900
	Total ALL OTHERS	512,726	288,070
	Total PERSONNEL & ALL OTHERS	1,989,947	1,217,197

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : BO

ACCT: 1863B

OT HRS: 0

				FY 2019		FY2020 APPROVED		FY2021 PROPOSED		
				SALARY		SALARY		SALARY		
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	
FTE Status		Position Title	Incumbent							
Filled	1	MEDICAL BILLING SPECIALIST - CERTIFIED	CEPEDA, Renaesha C.	FTE	\$ 30,000.00	FTE	\$ 37,000.00	FTE	\$ 34,563.64	CHCC
Filled	2	ACCOUNT CLERK II	DOMETITA, Virginia M.	FTE	\$ 18,278.11	FTE	\$ 22,278.11	FTE	\$ 20,208.64	CHCC
Filled	3	MEDICAL CODING SPECIALIST	DUEÑAS, Katelynn Mae	FTE	\$ 27,000.00	FTE	\$ 35,000.00	FTE	\$ 32,917.75	CHCC
Filled	4	MEDICAL BILLING MANAGER	GIBBONS, Roselynn	FTE	\$ 44,100.00	FTE	\$ 50,100.00	FTE	\$ 51,066.23	CHCC
Filled	5	LEAD SUPERVISOR (Billing)	ITIBUS, Evelyn M.	FTE	\$ 33,000.00	FTE	\$ 39,000.00	FTE	\$ 36,291.82	DIALYSIS
Filled	6	MEDICAL CODING SPECIALIST	NGIRASWEI, Suzie N.	FTE	\$ 30,000.00	FTE	\$ 36,000.00	FTE	\$ 36,291.82	CHCC
Filled	7	ELIGIBILITY WORKER II	PALACIOS, Petra S.	FTE	\$ 30,000.00	FTE	\$ 36,000.00	FTE	\$ 32,917.75	CHCC
Filled	8	MEDICAL CODING SPECIALIST	QUICHOCHO, Marissa E.	FTE	\$ 25,000.00	FTE	\$ 31,000.00	FTE	\$ 31,350.24	CHCC
Filled	9	ELIGIBILITY WORKER II	REYES, Henry	FTE	\$ 30,000.00	FTE	\$ 36,000.00	FTE	\$ 36,291.82	CHCC
Filled	10	MEDICAL CODING & BILLING SPECIALIST	BANAYOS, LIZELLE Q. (moved from MR(18	FTE	\$ 24,000.00	FTE	\$ 29,000.00	FTE	\$ 29,857.37	CHCC
Filled	11	MEDICAL BILLING SPECIALIST	TAMAN, ABELYN L. (vice: PANGELINAN,	FTE	\$ 24,000.00	FTE	\$ 30,000.00	FTE	\$ 29,857.37	CHCC
Filled	12	MEDICAL BILLING SPECIALIST - CERTIFIED	TADIOS, MA. AMELIA T. vice: MIRZOIAN, S	FTE	\$ 34,000.00	FTE	\$ 35,000.00	FTE	\$ 36,291.82	CHCC
Filled	13	MEDICAL CODING SPECIALIST	TAKAI, Marissa Ann vice: ATALIG, Stacyan	FTE	\$ 24,000.00	FTE	\$ 30,000.00	FTE	\$ 31,350.24	CHCC
TBF	14	MEDICAL CODING/BILLING SPECIALIST	VACANT vice: SABLAN, Mia (DOH:02/21/17	FTE	\$ 24,960.00	FTE	\$ 24,960.00	FTE	\$ 32,917.75	ONCOLO
Filled	15	MEDICAL CODING/BILLING SPECIALIST	BIADO, Ana Cristy S. vice: NEW POSITION	FTE	\$ 20,000.00	FTE	\$ 28,000.00	FTE	\$ 25,791.92	CHCC
Filled	16	MEDICAL CODING/BILLING SPECIALIST	RUAK, Eden (doh:8/20/19) vice: NEW POSIT	FTE	\$ 20,000.00	FTE	\$ 28,000.00	FTE	\$ 25,791.92	CHCC
TBF	17	MEDICAL CODING/BILLING SPECIALIST	PITEG, Cherina (WIA) vice: NEW POSITION FY 2018			FTE	\$ 28,000.00	FTE	\$ 32,917.75	WIA
Vacant	18	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2018			FTE	\$ 28,000.00	FTE	\$ 32,917.75	WIA
Vacant	19	HEMODIALYSIS BILLER	NEW POSITION FY 2018			FTE	\$ 30,000.00	FTE	\$ 32,917.75	DIALYSIS
Vacant	20	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ 32,917.75	ONCOLO
Vacant	21	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ 32,917.75	DPH
Vacant	22	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ 32,917.75	DPH
Vacant	23	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	CGC
Vacant	24	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	RHC
Vacant	25	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	THC
Vacant	26	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	CHCC
Vacant	27	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	CHCC
Vacant	28	MEDICAL CODING/BILLING SPECIALIST	NEW POSITION FY 2021					FTE	\$ -	CHCC
Vacant	29	CLAIMS AUDITOR	NEW POSITION FY 2021					FTE	\$ 40,000.00	CHCC
Total	29						613,338		761,265	

[illegible]

PATIENT FINANCIAL SERVICES - BILLING (1863B)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
61090	Personnel	31		\$ 992,005.02
	Personnel consist of Coding and Billing staff within the Revenue Cycle			
62060	Professional Services			\$ 110,000.00
	Online Bill Pay which allows us to capture more revenue at the convenience of the patient			\$ 10,000.00
	Price Estimates to provide patients with an estimated cost based per service			\$ 100,000.00
62290	Licenses and Fees			\$ 51,000.00
	Craneware License Fees. This will maximize revenue and allow for detailed adjustments on fees.			
	My Ability (Medicare Eligibility and Claim Submission) 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 timely and monitor payments.			\$ 30,000.00
	Office Ally Fee for claim submissions			\$ 1,000.00
	Pitney Bowes Postage Meter Rental Fee			\$ 5,000.00
	EHR Licenses for new hires			\$ 15,000.00
62500	Travel			\$ 10,000.00
	Travel to HFMA, HBMA, and Becker's IT & Revenue Cycle Conference to obtain valuable training material to share with staff			\$ 10,000.00
62660	Repairs & Maintenance			\$ 5,000.00
	Cubicle Walls - Billing to maintain Patient Privacy			\$ 5,000.00
62690	Personnel Training Costs			\$ 61,000.00
	Online Training Software for Patient Access, HIPAA, Patient Rights, Customer Service			\$ 50,000.00
	HCPRO Bootcamp for coders to ensure they maintain knowledge in the importance of coding and its aspects.			
	Travel & Services for Staff training to RHC and THC			\$ 3,000.00
	AAPC Certification for Billers to sustain expertise and maintain the verifiable skillsset needed to ensure claims are properly charged.			\$ 8,000.00
63010	Books & Library Materials			\$ 8,000.00
	Coding/Billing Books or Ebooks			\$ 8,000.00
63040	Office Supplies			\$ 2,000.00
	To budget for the Unit's Open PO account for office supplies. This will supply basic office supplies such as pens, paper clips, clip boards, cash register paper rolls, computer continuous paper, and more.			\$ 2,000.00
63050	Supplies - Operations			\$ 16,000.00
	Toner Cartridges are needed for our current printers. Without any funding, it is extremely difficult to place orders and eventually prevents us from printing and providing required documents to patients.			\$ 10,000.00
	Postage Meter (including \$163/quarter) - Stamps			\$ 6,000.00
64520	Improvements			\$ 1,920.00
	Uniforms for Billing to present professionalism (2 per staff)	32	30	\$ 1,920.00
64550	Computer Systems & Equipment			\$ 14,100.00
	Replace aging computers for Billing including Dual Monitors (for quick work outputs) and to accommodate for new FTEs	5	1,300	\$ 6,500.00
	Monitors for current staff who have only one monitor. Having 2 monitors will allow for easier and quicker work productivity.	12	300	\$ 3,600.00
	Epson Printer for billers	3	500	\$ 1,500.00
	HP Laserjet Multi Function Printers for each department	5	500	\$ 2,500.00
64560	Office Equipment			\$ 5,150.00
	Industrial Shredder to ensure we are disposing patient information properly and complying with HIPPA regulations.	1	5000	\$ 5,000.00
	Push Cart for Medical Charts in Billing	1	150	\$ 150.00

64570	Office Furniture & Fixtures			\$ 3,900.00
	Ergonomic Chairs for staff	12	250	\$ 3,000.00
	Wall Unit Book Shelves	3	300	\$ 900.00

\$ 288,070.00

1864A COLLECTION

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Collection Services (1864A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	277,255	226,395
61190	401k Ret. Emplr Contribution (DC)	3,762	1,872
61195	Health Insurance	-	56,542
61196	Social Security @ 6.20%	17,190	14,036
61200	Medicare Contribution (1.45%)	4,020	3,283
61210	Life Insurance	931	1,214
	Total Fringe Benefits	25,903	76,946
	Total PERSONNEL COSTS	303,157	303,341
	Number of Positions	11	12
62060	Professional Services	100,000	50,000
62260	Dues and Subscription	360	360
62660	Repairs & Maintenance	2,000	-
63040	Supplies - Office	4,000	2,000
63050	Supplies - Operations	5,000	3,000
64520	Improvements		1,920
64550	Computer Systems & Equipment	24,800	8,800
64560	Office Equipment	-	2,000
64570	Office Furniture & Fixtures	2,700	8,000
	Total ALL OTHERS	138,860	76,080
	Total PERSONNEL & ALL OTHERS	442,017	379,421

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIVCHCC
UN COL

ACC 1864A

OT 0

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE	Status		Position Title	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
	Filled	1	LEAD SUPERVISOR (COLLECTION)	FTE	\$ 30,000.00	FTE	37,000.00	FTE	34,563.64
	Vacant	2	COLLECTION SPECIALIST	FTE	\$ 18,000.00	FTE	23,512.48	FTE	23,394.03
	Vacant	3	COLLECTION SPECIALIST	FTE	\$ 18,000.00	FTE	23,512.48	FTE	23,394.03
	Filled	4	COLLECTION SPECIALIST	FTE	\$ 18,977.71	FTE	24,977.71	FTE	24,563.73
	Filled	5	COLLECTION SPECIALIST	FTE	\$ 21,177.30	FTE	27,177.30	FTE	24,563.73
	Filled	6	COLLECTION SPECIALIST	FTE	\$ 18,000.00	FTE	23,512.48	FTE	24,563.73
	Filled	7	COLLECTION SPECIALIST	FTE	\$ 18,000.00	FTE	23,512.48	FTE	24,563.73
	Vacant	8	COLLECTIONS SPECIALIST - NEW FY 19			FTE	23,512.48	FTE	23,394.03
	Vacant	9	COLLECTIONS SPECIALIST - NEW FY 20			FTE	23,512.48	FTE	23,394.03
	Vacant	10	COLLECTIONS SPECIALIST - NEW FY 20			FTE	23,512.48	FTE	-
	Vacant	11	COLLECTIONS SPECIALIST - NEW FY 20			FTE	23,512.48	FTE	-
	Vacant	12	DENIALS COORDINATOR (RM) - NEW FY 21					FTE	51,066.23
	Total	12							
Filled	vacant	TB	Filled						
5	7	0	0	TOTAL WAGE BASE:					
			Employment Contracts Ungraded (CW/Med Staff/Managers)						
			Limited Term Appointments Ungraded (Temporary)						
			Full Time Employment (Permanent)			11	277,255	12	226,395
			WAGES & OTHERS:						
			Wages -Permanent (61090)				277,255		226,395
			Wages Ungraded (61100)						
			Overtime						
			Differentials						
			TOTAL: Wages & Others				277,255		226,395
			BENEFITS:						
			Retirement DB 30%/37.39%				-		-
			Retirement DC - 401K 4%				3,762		1,872
			Health Insurance				-		56,542
			Social Security - 6.20%				17,190		14,036
			Medicare - 1.45%				4,020		3,283
			Life Insurance 1.45%				931		1,214
			Subsistence - Housing				-		-
			TOTAL: Personnel Benefits				25,903		76,946
			TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS			11	303,157	12	303,341

COLLECTIONS(1864A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			\$ 50,000.00
	Collection Agency to obtain possible bad debt and to collect on aged claims			\$ 50,000.00
62260	Dues and Subscription			\$ 360.00
	Marianas Variety Subscription to review Orbituaries and Probates for Collection Purposes	1	180.00	\$ 180.00
	Saipan Tribune Subscription to review Orbituaries and Probates for Collection Purposes	1	180.00	\$ 180.00
62660	Repairs & Maintenance			\$ -
	Cubicle Walls - Collections and Billing to maintain Patient Privacy			\$ -
63040	Office Supplies			\$ 2,000.00
	To budget for the Unit's Open PO account for office supplies			\$ 2,000.00
63050	Supplies - Operations			\$ 3,000.00
	Toner Cartridges			\$ 3,000.00
64520	Improvements			\$ 1,920.00
	Uniforms	12	40.00	\$ 1,920.00
64550	Computer Systems & Equipment			\$ 8,800.00
	New computers for Collections to accommodate new FTEs	6	1,300.00	\$ 7,800.00
	Epson Printer (CMS, 1500)	2	500.00	\$ 1,000.00
	Copier/Xerox Machine to allow for efficient communication between payers when receiving and providing requested documents for claim payment	0	15,000.00	\$ -
64560	Office Equipment			\$ 2,000.00
	Industrial Shredder	1	1,500.00	\$ 1,500.00
	Mini Shredder	1	500.00	\$ 500.00
64570	Office Furniture & Fixtures			\$ 8,000.00
	Relocation furnitures	1	3,000.00	\$ 3,000.00
	File Cabinets	5	1,000.00	\$ 5,000.00
	Lockers	0	500.00	\$ -
	TOTAL			\$ 76,080.00

1865A
BUREAU OF ENVIRONMENT
HEALTH

1865A
BUREAU OF ENVIRONMENT
HEALTH

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Environmental Health (1865A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	498,682	561,076
61190	401k Ret. Emplr Contribution (DC)	7,902	9,773
61195	Health Insurance	85,526	85,526
61196	Social Security @ 6.20%	30,918	39,653
61200	Medicare Contribution (1.45%)	7,231	7,555
61210	Life Insurance	5,395	5,493
61220	Subsistence - Housing	\$0	-
	Total Fringe Benefits	136,973	148,001
	Total PERSONNEL COSTS	635,655	709,078
	Number of Positions	17	17
62250	Communications	5,000	3,600
62300	Printing & Photocopying	5,000	5,000
62500	Travel		\$5,000
62500.10	Transportation		\$2,000
62500.20	Per Diem		\$700
62660	Repairs & Maintenance	10,000	6,000
62750	Cleaning Services		1,200
63030	Fuel & Lubrications	8,400	6,240
63040	Supplies - Office	2,400	3,600
63050	Supplies - Operations	2,400	2,400
64050	Buildings & Improvements		171,000
64540	Machinery, Tools & Equipment		800
64570	Office Furniture & Fixtures	10,000	6,500
64580	Vehicles - Public Service Admin	\$75,000	105,000
	Total ALL OTHERS	118,200	319,040
	Total PERSONNEL & ALL OTHERS	753,855	1,028,118

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : BEH
ACCT: 1865A

OT HRS:

			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1 Environmental Health Technician I	DELA CRUZ, Austin (salary adj 2/18/18) vice	FTE	\$ 25,791.92	FTE	\$ 28,435.59	FTE	\$ 28,435.59
Filled	2 Administrator Officer	SABLAN, Rita F.	FTE	\$ 29,857.37	FTE	\$ 32,917.75	FTE	\$ 32,917.75
Filled	3 Environmental Health Inspector I	CEPEDA, David B.	FTE	\$ 40,011.73	FTE	\$ 44,112.93	FTE	\$ 44,112.93
Filled	4 Environmental Health Inspector I	IGISAIAR, Rosalia K.	FTE	\$ 40,011.73	FTE	\$ 44,112.93	FTE	\$ 44,112.93
Vacant	5 Environmental Health Technician I	VACANT vice: FITIAL, Joseph N. moved to	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 23,394.03
Filled	6 Environmental Health Technician II	NGIRAUSUI, Ngirameli	FTE	\$ 36,291.82	FTE	\$ 40,011.73	FTE	\$ 40,011.73
Filled	7 Environmental Health Technician I	PANGELINAN, Frederick K.	FTE	\$ 29,857.37	FTE	\$ 32,917.75	FTE	\$ 32,917.75
Filled	8 Environmental Health Trainee II	HOCOG, Jeric Jason (doh:4/2/18) vice: DEL	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 23,394.03
Filled	9 Environmental Health Technician II	FITIAL, Joseph (cop 2/18/18 vice: ATALIG,	FTE	\$ 27,081.51	FTE	\$ 29,857.36	FTE	\$ 29,857.36
Filled	10 Director, Bureau of Environmental Health	TAGABUEL, John M.	FTE	\$ 55,000.00	FTE	\$ 60,637.50	FTE	\$ 60,637.50
Filled	11 Environmental Health Trainee	LIMES, Frankie W. (doh:4/2/18) vice: YAMA	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 23,394.03
Filled	12 Environmental Health Technician	BENAVENTE, Eric (doh: 2/21/17) vice: FY 1	FTE	\$ 22,280.03	FTE	\$ 24,563.73	FTE	\$ 24,563.73
Filled	13 Environmental Health Officer	BENAVENTE, Aileen (doh:7/1/18) vice: IAKOPC	FTE	\$ 42,012.31	FTE	\$ 46,318.57	FTE	\$ 46,318.57
Filled	14 Administrative Assistant	ALDAN, Mariann Joyce (doh:12/12/17) vice	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 23,394.03
Filled	15 Environmental Health Trainee II	AGUON, Willbrent Nicky S. (DOH 4/2/18) vice	FTE	\$ 15,080.00	FTE	\$ 16,625.70	FTE	\$ 23,394.03
Zeroed	Environmental Health Trainee II	VACANT FOR FY18	FTE	\$ 15,080.00	FTE	\$ 15,834.00		
Vacant	16 Environmental Health Trainee II	VACANT FOR FY18	FTE	\$ 15,080.00	FTE	\$ 15,834.00	FTE	\$ 20,208.64
Vacant	17 Environmental Health Specialist	VACANT for FY21		-			FTE	\$ 40,011.73
Total	17							
Filled	Vacant	TBF	Zeroed					\$ 561,076.38
14	3	0	1	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	-	-
				Limited Term Appointments Ungraded (Temporary)	0	-	-	-
				Full Time Employment (Permanent)	17	453,756	17	498,682
				WAGES & OTHERS:				
				Wages -Permanent (61090)		453,756		498,682
				Wages Ungraded (61100)		-		-
				Overtime				
				Differentials				
				TOTAL: Wages & Others		453,756		498,682
				BENEFITS:				
				Retirement DB 30%/37.39%		-		-
				Retirement DC - 401K 4%		7,526		7,902
				Health Insurance		85,526		85,526
				Social Security - 6.20%		29,540		30,918
				Medicare - 1.45%		6,908		7,231
				Life Insurance 1.45%		5,138		5,395
				Subsistence - Housing		-		-
				TOTAL: Personnel Benefits		134,638		136,973
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	17	588,394	17	635,655
							17	709,078

BUREAU OF ENVIRONMENTAL HEALTH (1865A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62250	Communications	12	300	
	Support the costs of landline, internet-DSL, and long distance calls, @ \$300/month x 12			
	Total			3,600
62300	Printing & Photocopying			
	Printing of BEH required forms - food inspection, physical food handler, ship clearance, etc.			
	Total			5,000
62500	Travel annual meet/training FDA, NACCHO, ASTHO & NEHA	2	\$2,500	\$5,000
62500.1	perdiem; \$200.X5 days	2	\$1,000	\$2,000
62500.2	Transportation 70X5	2	\$350	\$700
62660	Repairs & Maintanance	12	1000	
	Support the costs of repairs, service maintenance, parts, supplies, and labor for office equipment, vehicles			
	Total			6,000
62710	Utilities			
	Pay for utilities (power, water, sewage) @monthly average of \$800	0	1000	
	Total			-
62750	Cleaning Services			-
	\$100/month x 12 - BEH building - trash collection . Reduce bin assignment from 3 to 1 bin	12	\$100	\$1,200
	\$700/month 12 - BEH building - janitorial services (interior cleaning in the building?	0	0	-
	Total			1,200
63030	Fuel & Lubricate			
	\$1,000/month x 12 - BEH vehicles	12	\$500	\$6,000
	Self maintenance lawn care \$20/monthX12	12	\$20.00	\$240.00
	Total			6,240

63040	Supplies - Office			
	\$200/month x 12 - daily office supplies (pens, pencils, writing pads, etc.)	12	200	\$2,400
	Toners; Printer and Xerox machine \$1,200 per yr.	1	\$1,200	\$1,200
	Total			3,600
63050	Supplies Operations			
	\$200/month x 12 - operational supplies (cleaning supplies, etc)	12	200	\$2,400
	Total			2,400
64050	Buidling & Improvement			
	Renovation of Food Safety Training (n-6) estimated quote obtained for \$150,000.	1	150,000	\$150,000
	construct accessible 1 space Disable parking	1	15,000	\$15,000
	BEH Roadside Signboard	3	2,000	\$6,000
	Total			171,000
64540	Machinery, Tools, Equipment			
	Lawn care equipment (bushcutter, lawn mow, water blaster)	1 each	\$800	\$800.00
	Total			800
64570	Office Furniture and Fixtures			
	To replace old/ damaged office desk and chairs. Adm. Section: Shelves, 2 desk/3 chair, shadder, Supervisors; 4 chairs	1	6,500	\$6,500.00
	Total			\$6,500.00
64580	Vehicles - Public Service			
	Total of 5 assigned vehicles to the BEH unit; 4 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	3	35,000	
	Total			105,000
	Grand Total			319,040

1866A
DENTAL SERVICES

OPERATING EXPENDITURE WORKSHEET

DEPT.:	CHCC
Activity:	DENTAL CLINIC
Bus. Unit:	1866A

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	194,725	204,895
61190	401k Ret. Emplr Contribution (DC)	7,789	4,710
61195	Health Insurance	17,009	20,344
61196	Social Security @ 6.20%	19,420	10,760
61200	Medicare Contribution (1.45%)	2,824	2,516
61210	Life Insurance	-	2,209
	Total Fringe Benefits	47,041	40,539
	Total PERSONNEL COSTS	241,766	245,434
	Number of Positions	6	6
62500	Travel		3,976
62660	Repairs & Maintenance	600	3,000
63040	Supplies - Office		2,500
63050	Supplies - Operations	500	2,500
63070	Medical-General Supplies	20,000	18,000
64540	Machinery, Tools & Equipment	24,000	28,000
64550	Computer Systems & Equipment	2,000	-
	Total ALL OTHERS	47,100	57,976
	Total PERSONNEL & ALL OTHERS	288,866	303,410

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : DENTAL

ACCT: 1866A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1	DENTAL HYGIENIST	RIPPLE, Agnes K.	FTE	\$ 44,100.00	FTE	46,305.00	FTE	48,634.51
Filled	2	DENTAL ASSISTANT III	CRUZ, Elizabeth	FTE	\$ 30,870.00	FTE	32,340.00	FTE	34,563.64
Filled	3	DENTAL ASSISTANT III	SMITH, Shally N.	FTE	\$ 30,870.00	FTE	32,340.00	FTE	34,563.64
Filled	4	DENTAL ASSISTANT III	NABETINAN, Agnes	FTE	\$ 30,870.00	FTE	32,340.00	FTE	34,563.64
Filled	5	ORAL HEALTH ADMINISTRATIVE ASSIST	PUA, Carmina H. (doh:04/22/19)vice; BARC	FTE	\$ 18,000.00	FTE	22,000.00	FTE	21,219.07
Vacant	6	DENTAL ASSISTANT II	VACANT/NEW POSITION FY 20			FTE	29,400.00	FTE	31,350.24
Total	6								
5	1	0	0						
TOTAL WAGE BASE:									
		Employment Contracts Ungraded (CW/Med Staff/Managers)							
		Limited Term Appointments Ungraded (Temporary)							
		Full Time Employment (Permanent)				6	194,725	6	204,895
		WAGES & OTHERS:							
		Wages -Permanent (61090)					194,725		204,895
		Wages Ungraded (61100)							
		Overtime							
		Differentials							
		TOTAL: Wages & Others				6	194,725	6	204,895
		BENEFITS:							
		Retirement DB 30%/37.39%							
		Retirement DC - 401K 4%					7,789		4,710
		Health Insurance							20,344
		Social Security - 6.20%					19,420		10,760
		Medicare - 1.45%					2,824		2,516
		Life Insurance 1.45%							2,209
		Subsistence - Housing							
		TOTAL: Personnel Benefits					30,033		40,539
		TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS				6	224,757	6	245,434

DENTAL CLINIC (1866A)
Schedule B

Obj. Code	Item	Justification	Qty	Unit Price	Total Price
62500	Travel		Grand Total		\$ 3,976.00
DENTAL CLINIC	To support travel cost, twice a year to Rota and Tinian for Dental Clinic Staff to provide services.			\$ 3,976.00	\$ 3,976.00
62660	Repairs & Maintenance		Grand Total		\$ 3,000.00
DENTAL CLINIC	To support calibration and preventative maintenance for dental equipment twice (2) a year.		2	\$ 500.00	\$ 1,000.00
	Vehicle repair & maintenance		1	\$ 2,000.00	\$ 2,000.00
62710	Utilities - Power		Grand Total		\$ -
DENTAL CLINIC	To support utility charges for the CHCC's Public Health Dental Clinic		0	\$ 1,800.00	\$ -
62750	Cleaning Services				
63010	Books & Library Materials				
63020	Food Items				
63030	Fuel & Lubrications				
63040	Supplies - Office				2,500
	1) Pens, bond paper, file folders, charts, labels				
63050	Supplies - Operations				2,500
	Copier Toner				
64100	FEDERAL GRANT EXPENSES				
63070	Medical-General Supplies		Grand Total		\$ 18,000.00
DENTAL CLINIC	1) To support purchase of medical supplies for services provided at Dental Clinic and during outreach to the islands of Tinian and Rota; syringes, gauze, plastic gloves, fluoride varnish, sealants, and other general medical supplies			\$ 18,000.00	\$ 18,000.00
64540	Machinery, Tools & Equipment		Grand Total		\$ 28,000.00
DENTAL CLINIC	1) To procure 2 Dental Units (\$14,000.00) to be set up in the dental operatory room.		2	\$ 14,000.00	\$ 28,000.00
Grand Total				\$	57,976.00

Note:

1) Dentist salary is paid under the Medical Personnel Line Item

2) Travel: Dental Clinic personnel travel to Rota and Tinian with funds supported by partners such as Head Start Program to provide oral health care.

1867A
GENERAL PUBLIC HEALTH



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1 Lower Navy Hill Road Navy Hill, Saipan, MP 96950



Division of Public Health Programs

The Division of Public Health Programs (DHP) comprises of the Maternal and Child Health Bureau, Non-Communicable Disease Bureau, Immunization Program, TB/Hansen's Disease Program, and the HIV/STD/VH Prevention Program. There are approximately 70 employees of the DPHP. DPHP programs and personnel are mostly funded by federally reimbursable grants from the U.S. Department of Health & Human Services (DHHS). 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 Maternal and Child Health Bureau works to promote and improve the health and wellness of women, infants, children, children with special health care needs, adolescents and their families through the delivery of quality prevention programs and effective partnerships.

- Children with Special Healthcare Needs (CSHCN) Program: Promotes partnership among agencies, families, and organizations in the community to support CSHCN in the CNMI while respecting cultural values and family choices.
- Early Hearing Detection & Intervention (EHDI) Program: Identifies infants who are at greater risk for hearing loss so that they may receive timely diagnosis and early intervention services.
- Family Planning Program: The Title X Family Planning Program exists to advance sexual and reproductive health outcomes in order to promote health equity for individuals, families and communities through the provision of voluntary, confidential and low-cost education, counseling, and related comprehensive medical services to eligible clients.
- Health Outcomes for Maternal & Early Childhood (H.O.M.E) Visiting Program: To improve the health and developmental outcomes for mothers, children, and their families through evidence-based home visiting practices.
- Maternal & Child Health (MCH) Program: Improves access to quality health care for mothers and children, especially for those with low income and/or limited availability of care.
- State Systems Development Initiative (SSDI) Project: The SSDI project develops, improves and expands the MCH data capacity to allow for better decision making and resource distribution that supports services for women, infants, children and youth, including children and youth with special health care needs. The efforts of SSDI seek to ensure that health data is sufficient in building a healthier community.

The Non-Communicable Disease Bureau works to support and empower the people in the CNMI through health promotion and the prevention of non-communicable diseases.

- Comprehensive Cancer Control Program (CCCP): Provide CNMI residents with education regarding cancer prevention, screening programs, early diagnosis and treatment, longitudinal patient care in a comprehensive and integrated program.
- Breast & Cervical Screening Program (BCSP): To reduce the diagnosis

- (morbidity) and death (mortality) of women due to breast cancer and cervical cancer through early detection (especially for indigent, underserved, and uninsured women).
- Diabetes Prevention & Control Program (DPCP): Aims to prevent the onset or early onset of diabetes, hypertension, and other heart diseases through community outreach; targeted projects; and education about risk factors, control, and self-management.
 - Tobacco Prevention & Control Program (TPCP): To promote a healthy, tobacco-free community by reducing tobacco use in the CNMI through education and the Nicotine Cessation Program.

The Immunization Program aims to prevent the introduction and spread of vaccine preventable communicable diseases by increasing and maintaining high immunization coverage, expanding access to vaccines, and enforcement of public health immunization laws.

The Tuberculosis/Hansen's Disease Program focuses to prevent and control the spread of Tuberculosis (TB) and Hansen's Disease (HD) or Leprosy.

The HIV/STD/VH Prevention and Control Program provide services that reduce further transmission of Sexually Transmitted Diseases (STDs) including Human Immunodeficiency Virus (HIV) and to increase the quality of care among those already infected through education, prevention services, referral system to medical and social services.

2021 Proposed Personnel Budget CHCC Division of Public Health Programs (DPHP)

A. Personnel Costs \$304,650.00

<i>1. <u>Position / Title and Name</u></i>	<i><u>Annual</u></i>
<i>Director, DPHS, Margarita Torres-Aldan</i>	<i>\$73,000.00</i>

Job Description: The Director for the Division Public Health is responsible for carrying out the functions and management responsibilities of the Division of Public Health Services under the Commonwealth Healthcare Corporation and oversees the management and accounting responsibilities of local and grant funded Public Health related programs and activities, including assisting the Chief Executive Officer in the formation and enforcement of public health regulatory activities.

<i>2. <u>Position / Title and Name</u></i>	<i><u>Annual</u></i>
<i>RHC- PH Program Coordinator, Vacant</i>	<i>\$45,000.00</i>

<i>3. <u>Position / Title and Name</u></i>	<i><u>Annual</u></i>
<i>THC- PH Program Coordinator, Vincente King</i>	<i>\$45,000.00</i>

Job Description: 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 populations of Tinian and 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.

<i>4. <u>Position / Title and Name</u></i>	<i><u>Annual</u></i>
<i>PH – Planner, Evonne Sablan</i>	<i>\$48,634.51</i>

Job Description:

Provides a full range of primary and preventative services, including diagnosis and treatment of acute and chronic illness in all age groups, preventative and well child care. Responsible for seeing scheduled patients as well as providing coverage during the operating hours of the center and providing rotating telephone consultation as needed.

Note: PH Nurse: DPHS Director will work with HR Manager to request for a PH Nurse to be stationed at the Family Wellness Center, HIV/STD Resource Center, and PH Wellness Clinics. In addition, the PH Nurse will be assisting in outreach services such as, schools and community events, including Rota and Tinian.

<u>5. Position / Title and Name</u>	<u>Annual</u>
<i>PH Health Educator, Villagomez, Keanna</i>	<i>\$34,583.64</i>

Job Description:

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.

<u>6. Position / Title and Name</u>	<u>Annual</u>
<i>Outreach Worker – TB Program, Vacant</i>	<i>\$27,081.51</i>

Job Description:

Will work on a wide range of activities contributing to prevention, diagnosis, improved treatment adherence and care that positively improve outcomes of LTBI and Active TB patients with Outpatient Clinics.

<u>7. Position / Title and Name</u>	<u>Annual</u>
<i>Service Coordinator, Vacant</i>	<i>\$31,350.24</i>

Job Description:

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.

B. Fringe Benefits:	\$61,486.00
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C. Others:	\$209,216.00
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<u>Communication</u>	<u>\$1,000.00</u>
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To support the cost of certified mail for hard to reach women who need to be informed of their breast and cervical follow-up procedures.

<u>Medical-General Supplies</u>	<u>\$15,204.00</u>
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NCDB	\$2,500.00
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To support purchase of 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
**Note: Not allowable cost for federally reimbursable NCDB Programs.*

MCHB \$12,704.00

To support the cost of pregnancy test kits (\$4 x 300/year) and emergency contraception (\$30 x 100/year) for patients that seek services outside normal program hours. CHCC providers have indicated a need for pregnancy tests and emergency contraceptives to be available at the Family Care Clinic and Emergency Department. (\$4,200)

To support insulin and HTN medication for pregnant women/mothers with gestational diabetes and/or hypertension who are uninsured and do not qualify for Medicaid. In 2018, there were a total of 6 live births to non-tourist women who were uninsured and not on Medicaid (\$157.47/vial of insulin x 6 patients x 9 months). (\$8,504)

Medical-Lab Supplies \$193,012.00

HIV/STD/VH \$8,012.00

To support the cost of quarterly laboratory services that are standard of care for HIV infected clients. The requested budget is to be able to support clients' laboratory tests specifically for HIV infection for the indigent that either do not qualify for Medicaid or other public entitlements, uninsured, and underinsured.

**Note: Doctor's fee visits to examine 5 patients 4 times a year is a requirement in the CDC Cooperative Agreement as an in-kind contribution.*

NCDB \$140,000.00

To support the cost of breast and cervical screening and diagnostic/treatment procedures of women from Saipan, Tinian and Rota for early identification. The CNMI Breast and Cervical Cancer Screening Program (BCSP) have seen a 200% increase in the number of women from the three (3) islands availing pap tests, mammograms, and other diagnostic procedures. In addition, since the inception of BCSP, costs for breast and cervical cancer procedures have increased by 300% exceeding federal funds granted to the program. These funds will ensure that services will be provided to women especially the uninsured and the underinsured. The average cost of a pap and a clinical breast exam is about \$650 per patient. These funds will support an additional 215 patients who are considered indigent.

MCHB \$45,000.00

To support the cost of newborn bloodspot screening kits. Newborn bloodspot kits are purchased by CHCC through Oregon Public Health Laboratory and utilized for obtaining

blood samples of babies prior to discharge after birth to test for Newborn Metabolic Conditions. The funds in this line item also include shipping costs to send the blood samples via FedEx to Oregon Public Health Laboratory.

<u>GRAND TOTAL:</u>	<u>\$575,352.00</u>
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OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Public Health (1867A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	229,000	231,650
61100	Wages/Salaries - UNG	68,250	73,000
61190	401k Ret. Emplr Contribution (DC)	11,030	6,929
61195	Health Insurance	25,371	30,193
61196	Social Security @ 6.20%	24,444	18,888
61200	Medicare Contribution (1.45%)	3,999	4,417
61210	Life Insurance	-	1,059
	Total Fringe Benefits	64,843	61,486
	Total PERSONNEL COSTS	362,093	366,136
	Number of Positions	6	7
62060	Professional Services	69,262	
62250	Communications		1,000
62680	Freight & Handling	6,700	
62750	Cleaning Services	3,600	-
63070	Medical-General Supplies	10,000	15,204
63080	Medical-Lab Supplies	96,000	209,012
63090	Medical-Pharmaceutical Supplies	50,000	10,000
	Total ALL OTHERS	235,562	235,216
	Total PERSONNEL & ALL OTHERS	597,655	601,352

COMMONWEALTH OF THE NERTHEN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : General Public health

ACCT: 1867A

OT HRS:

			FY 2019		FY 2020 BUDGET		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
FTE Status		Position Title Incumbent						
Filled	1	DIRECTOR OF PUBLIC HEALTH SERVICES TORRES-ALDAN, MARGARITA	LTA	\$ 73,000.00	LTA	\$ 68,250.00	LTA	\$ 73,000.00
Vacant	2	PHPROGRAM COORDINATOR-ROTA VACANT vice:MANGLONA, SHARLENE M.(doh:1	FTE	\$ 45,000.00	FTE	\$ 47,250.00	FTE	\$ 45,000.00
Filled	3	PHPROGRAM COORDINATOR-TINIAN KING, Vincente (doh:1/9/17)vice: FY'16	FTE	\$ 45,000.00	FTE	\$ 47,250.00	FTE	\$ 45,000.00
Filled	4	PUBLIC HEALTH EDUCATOR VILLAGOMEZ, KEANNA (moved from Federal eff	FTE	\$ 30,000.00	FTE	\$ 33,000.00	FTE	\$ 34,583.64
TBF	5	PH PLANNER SABLON, Yvonne vice:CAMACHO, Bertha	FTE	\$ 45,000.00	FTE	\$ 40,000.00	FTE	\$ 48,634.51
Vacant	6	OUTREACH WORKER - TB VACANT NEW FY20			FTE	\$ 26,000.00	FTE	\$ 27,081.51
Vacant	7	SERVICE COORDINATOR VACANT NEW FY 21					FTE	\$ 31,350.24
Total	7							
Filled	Vacant	TBF	Zeroed					
3	3	1	0	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)	0	-	-	0
				Limited Term Appointments Ungraded (Temporary)	1	73,000	1	68,250
				Full Time Employment (Permanent)	4	165,000	6	233,500
				WAGES & OTHERS:				
				Wages -Permanent (61090)		165,000		233,500
				Wages Ungraded (61100)		73,000		68,250
				Overtime		-		-
				Differentials				
				TOTAL: Wages & Others		238,000		301,750
				BENEFITS:				
				Retirement DB 30%/37.39%				
				Retirement DC - 401K 4%		6,929		11,030
				Health Insurance		30,193		-
				Social Security - 6.20%		18,888		24,444
				Medicare - 1.45%		4,417		3,999
				Life Insurance 1.45%		1,059		-
				Subsistence - Housing		-		-
				TOTAL: Personnel Benefits		61,486		39,473
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	5	299,486	7	341,223
								7
								366,136

GENERAL PUBLIC HEALTH (1865A)
Schedule B

Obj. Code	Item	Justification	Qty	Unit Price	Total Price
62250	Communication		Grand Total	\$	1,000.00
NCDB	1)To support the cost of certified mail for hard to reach women who are in need of and who need to be informed of their breast and cervical cancer follow-up procedures			\$ 1,000.00	\$ 1,000.00
62260	Dues and Subscription		Grand Total	\$	-
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.		1	\$ 2,500.00	\$ -
62710	Utilities - Power		Grand Total	\$	-
	<i>*discuss with CFO</i>			\$ -	\$ -
62750	Cleaning Services		Grand Total	\$	-
DPHS Office	To support the cost of cleaning services at the Public Health Offices (we will request to cost share with PHEPP)		0	\$ 256.00	\$ -
63070	Medical-General Supplies		Grand Total	\$	15,204.00
NCDB	To purchase 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. <i>*Note: Not allowable cost for federally funded NCDB Programs.</i>			\$ 2,500.00	\$ 2,500.00
MCHB	1)To support the cost of pregnancy test (\$4 x 300/year) and emergency contraception (\$30x100/year) for patients that seek services outside normal program hours. CHCC providers have indicated a need for pregnancy tests and emergency contraceptives to be available at the Family Care Clinic and Emergency Room. <i>* discuss with Jesse</i>			\$ 4,200.00	\$ 4,200.00
MCHB	To support insulin and needed HTN medication for pregnant women/mothers with gestational diabetes and/or hypertension who are uninsured and do not qualify for Medicaid. In 2018, there were a total of 6 live births to non-tourist women who were uninsured and not on Medicaid. \$157.47/vial of insulin x 6 patients x 9 months			\$ 8,504.00	\$ 8,504.00
63080	Medical-Lab Supplies		Grand Total	\$	209,012.00
HIV/STD	To support the cost of quarterly laboratory services that are standard of care for HIV infected clients for their health status. The requested budget is to be able to take into accounting client's laboratory tests specifically for HIV infection for the indigent that either do not qualify for Medicaid or other public entitlements, uninsured or underinsured.		20	\$ 400.60	\$ 8,012.00
NCDB	To support the cost of breast and cervical screening and diagnostic/treatment procedures of women from Saipan, Tinian and Rota for early identification. The CNMI Breast and Cervical Cancer Screening Program (BCSP) have seen a 200% increase in the number of women from the three (3) islands availing pap tests, mammograms, and other diagnostic procedures. In addition, since the inception of BCSP, costs for breast and cervical cancer procedures have increased by 300% exceeding federal funds granted to the program. These funds will ensure that services will be provided to women especially the uninsured and the underinsured. The average cost of a pap and a clinical breast exam is about \$650 per patient. These funds will support an additional 215 patients who are considered indigent. <i>*discuss with CFO</i>			\$ 140,000.00	\$ 140,000.00
MCHB	To support the cost of newborn bloodspot screening kits. Newborn bloodspot kits are purchased by CHCC through Oregon Public Health Laboratory and utilized for obtaining blood samples of babies prior to discharge after birth to test for Newborn Metabolic Conditions. The funds in this line item also include shipping costs to send the blood samples via FedEx to Oregon Public Health Laboratory. <i>*discuss with Jesse</i>			\$ 45,000.00	\$ 45,000.00

TB Clinic	1) To support the cost of laboratory services for TB Clinic such as CBC Testing, Chem12, and other TB related lab services for the prevention of the spread of tuberculosis. 2) To support the cost of x-ray services at the TB Clinic which include CT Scans (with or without contrast) and x-ray reading from Guam Radiology for the prevention of the spread of tuberculosis.		\$ 16,000.00	\$ 16,000.00
63090	Medical-Pharmaceutical Supplies		Grand Total	\$ 10,000.00
TB Clinic	To purchase pharmaceutical supplies for TB Clinic, PPD Solutions, TB Medications, etc. for the prevention of the spread of tuberculosis. The TB pharmaceutical supplies will be used for Rota and Tinian TB prevention work.		\$ 10,000.00	\$ 10,000.00
64580	Vehicles - Public Service Admin			\$ -
DPHS	Vehicles - Public Service Admin	0	\$ -	\$ -
			Grand Total	\$ 235,216.00

Note:

1) Doctor's Fee Visit to examine 5 patients 4 times a year is a requirement in the CDC cooperative agreement as an in-kind contribution for CHCC-DPHS-HIV/STD Prevention Program is a built-in cost for CHCC.

1869A
COMMUNITY GUIDANCE
CENTER

Commonwealth Healthcare Corporation: Community Guidance Center
FY 2021 - 1869 A Budget Narrative and Justification

BUDGET NARRATIVE:

PERSONNEL:

Position	Name	Annual Salary	Level of Effort	Total Cost
(1) Clinical Supervisor/Services Officer	Glenda S. George	\$ 103,950	100%	\$ 103,950
(2) Recovery Clinic, Clinic Supervisor	Herbert J. Sablan	\$ 11,025		\$ 11,025
(3) Wellness Clinic, Clinic Supervisor	Wilma Villanueva	\$ 63,525	100%	\$ 63,525
(4) Psychotherapist	Christopher Cabrera	\$ 57,750	100%	\$ 57,750
(5) Behavioral Health Technician	Ma. Sarah C. Camacho	\$ 26,208	100%	\$ 26,208
(6) Recovery Outreach Specialist	Vacant	\$ 26,208	100%	\$ 26,208
(7) Clinic Administrative Coordinator	Rose Carmen Lizama	\$ 4,200		\$ 4,200
(8) SOC Program Manager	Vina Ayuyu	\$ 60,000	100%	\$ 60,000
(9) Licensed Mental Health Therapist	Kimberly Mendiola	\$ 65,000	100%	\$ 65,000
(10) Lead Wraparound Coordinator	Guadalupe Camacho	\$ 40,000	100%	\$ 40,000
(11) Wraparound Coordinator	Becky Dania Mettao	\$ 35,000	100%	\$ 35,000
(12) Wraparound Coordinator	Leiseshangmwar Iguel	\$ 30,000	100%	\$ 30,000
(13) Wraparound Coordinator	Elora Masga	\$ 38,000	100%	\$ 38,000
(14) Wraparound Coordinator – Rota	Jessica Barcinas	\$ 38,000	100%	\$ 38,000
(15) Fiscal Specialist	Tanya Dela Cruz	\$ 40,000	100%	\$ 40,000
(16) Social Marketing Coordinator	Monissalyn Blas	\$ 32,000	100%	\$ 32,000
(17) Data Coordinator	Ricky Itibus	\$ 32,000	100%	\$ 32,000
(18) Clinical Psychologist	Vacant	\$ 110,000		\$ 110,000
(19) Mental Health Counselor	Vacant	\$ 50,000		\$ 50,000
(20) Mental Health Counselor	Vacant	\$ 50,000		\$ 50,000
(21) Patient Navigator	Vacant	\$ 35,000		\$ 35,000
(22) Patient Navigator	Vacant	\$ 35,000		\$ 35,000
(23) Children and Youth Services Bureau Administrator	Vacant	\$ 60,000		\$ 60,000
(24) Administrative Officer	Vacant	\$ 40,000		\$ 40,000
(25) Prevention Services Manager	Vacant	\$ 25,000	50%	\$ 25,000

Commonwealth Healthcare Corporation: Community Guidance Center
FY 2021 - 1869 A Budget Narrative and Justification

(26) Prevention Coordinator – Tinian	Vacant	\$ 25,000		\$ 25,000
(27) Prevention Coordinator – Rota	Vacant	\$25,000		\$ 25,000
(28) Adult Services Bureau Administrator	Vacant	\$60,000		\$ 60,000
TOTAL:				\$ 1,217,866.00

Justification:

(1) Clinical Supervisor/Services Officer (CSO) is responsible to provide overall clinical management and supervision over all clinical Behavioral Health services and programs. Alongside CHCC and CGC leadership, the CSO guides CGC clinical activities and efforts to be integrated among behavioral health clinics within the Community Guidance Center and Commonwealth Healthcare Corporation. The CSO will provides clinical guidance and consultation to CGC clinical teams for their CNMI programs and activities to ensure that clinical intervention and treatment services and objectives are in line within CGC priorities, clinical standards, policies, and procedures.

(2) Recovery Clinic, Clinical Supervisor Under the general supervision of the Clinical Services Officer (CSO) will oversee daily operations of the Treatment and Recovery Clinic to include oversight of the grants, recovery clinical training, supervision of staff, and program planning, coordinating, implementation, and monitoring. Participate and contribute as the CNMI Drug Court Treatment Liaison. The Recovery Clinic, Clinical Supervisor leads and coordinates case assignments and meetings with team members to develop, review, and monitor treatment and rehabilitation plans and goals, provides technical assistance and guidance to staff to assist them in developing and implementing treatment/rehabilitation plans, confers with public, private, and community organizations and agencies providing services to individuals with substance use disorders to effectively coordinate referrals and services for out-patient and aftercare clients. Prepares and presents budget requests for program needs. Maintains a standard, reasonable caseload and provides case-management, social work, and referral services for Substance Use Disorder clients. Maintains/Increases professional development of evidence-based practices, knowledge of principles, techniques, and practices of addictions services, through continuing education and trainings. Participates in Research, Development, and Evaluation of Evidence-Based Programs.

(3) Wellness Clinic, Clinical Supervisor Under the general supervision of the Clinical Services Officer (CSO), the incumbent performs professional and supervisory work, planning, coordinating, implementation, and monitoring of the Wellness Clinic program. The Wellness Clinic, Clinical Supervisor leads and coordinates case assignments and meetings with team members to develop, review and monitor treatment and rehabilitation plans and goals. Provides technical assistance and guidance to staff to assist them in developing and implementing

treatment/rehabilitation plans. Confers with public, private, and community organizations and agencies providing services to individuals with trauma disorders to effectively coordinate referrals and services for out-patient and aftercare clients. Prepares and presents budget requests for program needs. Maintains a standard, reasonable caseload and provides individual therapy for victims of crime clients. Maintains/Increases professional development of evidence-based practices, knowledge of principles, techniques, and practices of trauma services, through continuing education and trainings. The Wellness Clinic, Clinical Supervisor oversees, provides, and coordinates the delivery of administrative support services and community mental health services.

(4) Psychotherapist Under the immediate supervision of the Wellness Clinic, Clinical Supervisor and general supervision of the CGC Clinical Services Officer (CSO). The incumbent in this position provides therapeutic services, evaluation and consultation to individuals and families. The incumbent serves as an active team member and provider of the Wellness Clinic. Performs mental health intake/assessment, evaluates, diagnoses, provides therapy and provides consultation and makes appropriate referrals as necessary. Formulates, implements, and monitors client's individual treatment plan and diagnosis based on approved standards and guidelines. Develops treatment and discharge plans 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 needed.

(5) Behavioral Health Technician Under the immediate supervision of the Recovery Clinic, Clinical Supervisor and general supervision of the Clinical Services Officer, the employee will perform, assist, and support the delivery of Recovery Clinic services. This individual will provide logistical, administrative, and clinical support within the Recovery Clinic. Will assist with group facilitations, workshop sessions, community outreach and training activities for CNMI CHCC-CGC sponsored events. Build capacity through training, webinars, seminars, and other CGC sponsored training. Offer support to CGC clientele under the supervision of the Recovery Clinic, Clinical Supervisor. Completion of timely information and/or submission of monthly reports and other related CHCC or grant reporting requirements, as guided by the Recovery Clinic, Substance Abuse Treatment Supervisor. Performs other related as assigned to meet CHCC/CGC/Recovery Clinic goals and objectives.

(6) Recovery Outreach Specialist, (SPN) Under the direct supervision of the Substance Abuse Treatment Supervisor, and general supervision of the Clinical Service Officer, the employee will perform, assist, support the delivery of Recovery Clinic services. This individual will be assisting the Recovery Clinic with assigned administrative duties, counseling services, and logistical support. Primary responsibilities will include conducting community engagement and outreach, proactive interaction, communication, formal presentations, and activity coordination with internal and external partners to include program participants and/or community members with behavioral

health needs on Saipan, Rota, and Tinian. Assists participants to identify and access community resources for developing natural supports to increase his/her success in the community. Models personal responsibility, self-advocacy, and professionalism.

(7) Clinical Administrative Coordinator Under the general supervision of the CGC Wellness Clinic Supervisor, the employee will oversee the clinic administrative functions. Assist in the monitoring of quality assurances and supervise the improvement of streamlining clinic services. Oversee management of client charts and record room and ensures charting policies and procedures are adhered to. Oversee the intake and registration information process. Assist with the coordination of Data Management for clinical services Screening, Walk In/Phone Crisis Screening, Registrations, and Suicidal Ideation/Attempt Risk, Admissions/Discharge Consultation. Assist with case management services to include referral to appropriate programs, appointment verification with treatment personnel reminder calls, discharge letters, and updated status as per discharge plan. Review and obtains signature of agreement and understanding with Consent to Treatment, Confidentiality Regulations, and Release of Information forms, all historical pertinent information to include court documents, and explanation of appropriate rights to service, applicable federal laws, and ethics. Attends and participates in required relevant on/off island community awareness workshops, training and conference to enhance current level of expertise. Maintains updated evidence-based practices, knowledge of principles, techniques, and practices of suicide prevention, through continuing education and trainings. Assist the Clinical Services Officer and Psychotherapists with appointments scheduling, follow up with clients, billing and any/all clinical needs.

(8) – (17) These positions are currently funded through the Substance Abuse and Mental Health Services Administration (SAMHSA as a Systems of Care (SOC) project award No Cost Extension. The positions were included in a grant application for a System of Care Expansion Grant application which, if awarded, would commence next fiscal year – September 2020. The awards are not expected to be announced for a few months. As such, CGC has included the positions in this budget application as a contingency plan in the event that the SOC Expansion Grant is not awarded.

(18) Clinical Psychologist will be supervised by the Clinical Services Officer. Patient Care Services duties will include providing direct patient care services; individual, group and/or family counseling on an outpatient basis, subspecialty services and consultations and follow-up, diagnostic and evidence based therapeutic treatment, mental health services for urgent/emergent care as necessary. Strive to achieve the best patient and family centered care. Support Hospital's patient satisfaction goals as well as division's specific targets. Support and adhere to divisional patient safety and quality of care standards. Divisional Responsibilities include to establish and demonstrate effort to achieve annual goals and objectives (e.g. individual, division, hospital), Assist and support in the development and training of clinical policies and procedures, Support mental health education, programs, and activities of the Division, including but not limited to provide direct supervision of trainees for the delivery of outpatient services

when applicable, Participate in the teaching and supervision of trainees as assigned, Provide community outreach to individuals and families as necessary, Present and offer training in specialty areas or clinically relevant topics.

(19) - (20) Mental Health Counselor (Licensed), under the CGC Wellness Clinic Supervisor and the Clinical Services Officer, will provide counseling services for all three islands for adults seeking mental health care, including depression, anxiety, etc. This position will provide mental health intervention services, counseling and support services to individuals and families experiencing behavioral health disorders. Will complete diagnostic impression, and screening, brief intervention, referral to treatment. Monitor treatment plan/compliance, referral, service coordination and case management, counseling of individuals and groups. Will conduct client, family, and community education, complete documentation, and uphold professional and ethical responsibilities. Performs mental health intake/assessment, evaluates, diagnoses, provides therapy and provides consultation and makes appropriate referrals as necessary. Formulates, implements, and monitors client's individual treatment plan and diagnosis based on approved standards and guidelines. Develops treatment and discharge plans 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 needed.

(21) – (22) Patient Navigator will aid in supporting the overarching goal to streamline referral processes within CHCC and CGC. Further, these positions will link consumers, clients, and community members to CGC providers and points of contact in a coordinated, warm-handed process to provide seamless access to Behavioral Health services. The Patient Navigators will oversee the main access points for Behavioral Health care at CGC and CHC. This position will also provide administrative support to assigned CGC clinics and be responsible for administering office operations, providing front office coverage, and coordinating referral services.

(23) Children and Youth Services Bureau Administrator will prioritize policy and procedure development, integration of services, and standardization of protocols, among CHCC and CGC programs, and across our islands. Will foster efficiency and more seamless streamlined services within CGC and leverage financial and human resources across all three islands. Additionally, this position will promote communication and integration across children and youth-serving programs and prevent duplication of services and resources. Networking and strengthening of partnerships will be coordinated with internal and external stakeholders to address community-level needs and priorities. Most importantly, quality Behavioral Health care will be more effectively delivered and monitored through documented processes, comprehensive planning, implementation, and evaluation of services and programs affecting CNMI children, youth and families.

(24) Administrative Officer – under the supervision of the CGC Director, this position will be responsible for all coordination of Administrative Office activities, meetings, reports, etc. Monitoring and tracking of all documents to the Director's office will be managed through the Administrative Officer to include Procurement, Human Resource, Financial, and Grant-related

documentation in accordance with CHCC and CGC policies, procedures, and processes. Communication and correspondence within CGC Management will be facilitated by this position.

(25) Prevention Services Manager: Under the direct supervision of the CGC director, this position will oversee and manage the prevention program's daily programmatic and administrative operations and activities to ensure that the project's goals and objectives are met. The Prevention Services Manager will provide direct supervision to all substance abuse prevention project staff. This position will network and abide by CHCC and CGC management protocols to provide outreach, education, and awareness of the prevention planning and implementation process, coordinate meetings, trainings, and engage in community outreach activities toward the active engagement of youth, adults, families, key stakeholders, and state and community leadership. This individual will be responsible for direction and coordination of meetings, development of policies/procedures and formal agreements between stakeholder groups, partner agencies, and sub-grant recipients; completion of and timely submission of monthly reports and other CHCC or grant reporting requirements and other related duties as assigned; This position will serve as liaison to the SAMHSA Center for Substance Abuse Prevention (CSAP) Project Officer.

(26) – (27) Behavioral Health/Prevention Coordinator (Rota and Tinian): Under the direct supervision of the Prevention Services Manager, the Behavioral Health/Prevention Coordinators on Rota and Tinian will oversee the coordination of all activities on these islands. The Coordinators will coordinate and conduct education and outreach awareness with various key coalitions, local agencies (public and private), and stakeholders in the planning implementation and evaluation of the Prevention programs and strategies; work closely with the Prevention Services Manager on Saipan to plan, develop, and implement the goals and objective of CNMI Prevention programs and priorities; serve as direct liaison between community programs and the Prevention office, provide and/or coordinate TA and training for project staff and partners; provide direct assistance to the CGC; and other related duties as assigned.

(28) Adult Services Bureau Administrator will prioritize policy and procedure development, integration of adult-serving programs and services, and standardization of protocols, among CHCC and CGC programs, and across our islands. Will foster efficiency and more seamless streamlined services within CGC and leverage financial and human resources across all three islands. Additionally, this position will promote communication and integration across programs and prevent duplication of services and resources. Networking and strengthening of partnerships will be coordinated with internal and external stakeholders to address community-level needs and priorities. Most importantly, quality Behavioral Health care will be more effectively delivered and monitored through documented processes, comprehensive planning, implementation, and evaluation of services and programs affecting CNMI adults, families, and communities.

REQUEST:

\$1,217.866.00

Commonwealth Healthcare Corporation: Community Guidance Center
FY 2021 - 1869 A Budget Narrative and Justification

A. FRINGE BENEFITS:

Component	Rate	Wage	Cost
FICA	6.20%	\$ 1,217,866	\$ 75,508
Medicare	1.45%	\$ 1,217,866	\$ 17,659
DC Contribution	4%	\$ 1,217,866	\$ 48,715
Personnel Insurance	3%	\$ 1,217,866	\$ 36,536
Health Insurance	1%	\$ 1,217,866	\$ 12,179
TOTAL:			\$ 190,597.00

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%

REQUEST:

\$190,597

B. TRAVEL:

Purpose of Travel	Location	Item	Rate	Cost
1) Rota Travel to provide services	Rota	Airfare	\$300 x 2 persons x 4/x year	\$ 2,400
		Per Diem	\$125/day x 2 days x 2 persons x 4x/year	\$ 2,000
		Car Rental	\$70/day x 2 days x 4x/year	\$ 560
Subtotal:				\$ 4,960.00
2) Tinian travel to provide services	Tinian	Airfare	\$100 x 2 persons x 4x/year	\$ 800
		Per Diem	\$100 x 2 days x 2 persons x 4x/year	\$ 1,600
		Car Rental	\$70 x 2 days x 4x/year	\$ 560
Subtotal:				\$ 2,960.00
3) Saipan: In-state travel		Airfare	\$300 x 2 persons x 4/xyear	\$ 2,400
		Per Diem	\$175 x 2 days x 2 persons x 4x/year	\$ 2,800

Commonwealth Healthcare Corporation: Community Guidance Center
FY 2021 - 1869 A Budget Narrative and Justification

		Car Rental	\$70 x 2 days x 4x/year	\$ 560
Subtotal:				\$ 5,760.00
4) Saipan in-state traveling for drug testing		Airfare	\$300 x 2 persons (Rota) \$100 x 2 persons (Tinian)	\$ 800
		Stipend	\$15 Day x 4 persons	\$ 60
Subtotal:				\$ 860.00
TOTAL:				\$ 14,540.00

REQUEST: **\$14,540.00**

C. OTHER:

Item	Rate	Cost
(1) Rental – Vehicles (Minivan)	\$1,900/mo. X 12 months	\$ 22,800
(2) Rental – Vehicle (Midsize Sedan)	\$750/mo. X 12 months	\$ 9,000
(3) Fuel	\$200/mo. x 3 vehicles x 12 mos.	\$ 7,200
TOTAL:		\$ 39,000.00

REQUEST: **\$39,000.00**

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Community Guidance Ctr (1869A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	-	979,609
61100	Wages/Salaries - UNG	499,166	-
61180	Retirement Contributions (DB)	-	6,724
61190	401k Ret. Emplr Contribution (DC)	6,508	25,130
61195	Health Insurance	45,668	60,052
61196	Social Security @ 6.20%	30,265	14,204
61200	Medicare Contribution (1.45%)	7,238	4,330
61210	Life Insurance	2,345	-
61220	Subsistance - Housing	-	-
	Total Fringe Benefits	92,024	110,440
	Total PERSONNEL COSTS	591,190	1,090,049
	Number of Positions	16	-
62420	Rental-Vehicles	31,800	20,000
62500	Travel	14,500	14,500
63030	Fuel & Lubrications	7,200	5,000
	Total ALL OTHERS	53,500	39,500
	cap outlay		
	Total PERSONNEL & ALL OTHERS	644,690	1,129,549

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : CGC

ACCT: 1869A

OT HRS:

ACCT: 1869A OT HRS:				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED		
				SALARY		SALARY		SALARY		
				Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	
FTE Status		Position Title	Incumbent							
Filled	1	Clinical Supervisor	George, Glenda S.	EC	\$ 81,572.00	EC	103,950	EC	103,950	
Filled	2	Rocvery Clinic, Clinical Supervisor	Sablan, Herbert J.	LTA		LTA	11,025	LTA	11,025	
Filled	3	Wellness Clinic, Clinical Supervisor	Villanueva, Wilma	LTA	\$ 60,500.00	LTA	63,525	LTA	63,525	
Filled	4	Psychotherpaist	Cabrera, Christopher (doh:2/21/17)	LTA	\$ 48,000.00	LTA	57,750	LTA	53,620	
Filled	5	Behavioral health Technician	Camacho, Ma. Sarah C.	LTA	\$ 24,960.00	LTA	26,208	LTA	27,082	
Vacant	6	Recovery Outreach Specialist	Vacant vice: Mettao, Aziz P.	LTA	\$ 24,960.00	LTA	26,208	LTA	26,208	
Filled	7	Clinic Administrative Coordinator	Lizama, Rose Carmen B.	LTA	4,200.00			LTA	4,200	
Filled	8	SOC Program Manager	Ayuyu Vina Claire S.			LTA	27,500	LTA	60,000	
Vacant	9	Licensed Mental Health Therapist	Vacant vice: Mendiola, Kimberly			LTA	32,500	LTA	65,000	
Filled	10	Lead Wraparound Coordinator	Camacho, Guadalupe			LTA	22,500	LTA	40,000	
Vacant	11	Wraparound Coordinator	Vacant vice: FY 2020			LTA	19,000	LTA	35,000	
Vacant	12	Wraparound Coordinator	Vacant vice: Rangamar, Dolores P.			LTA	19,000	LTA	30,000	
Vacant	13	Wraparound Coordinator	Taman, Jove-Jenn			LTA	19,000	LTA	38,000	
Filled	14	Wraparound Coordinator-Rota	Barcinas, Jessica			LTA	19,000	LTA	38,000	
Filled	15	Fiscal Specialist	Dela Cruz, Tanya			LTA	20,000	LTA	40,000	
Filled	16	Social Marketing Coordinator	Blas, Monissalyn L			LTA	16,000	LTA	32,000	
Filled	17	Data Coordinator	Itibus, Ricky P.			LTA	16,000	LTA	32,000	
Vacant	18	Clinical Psychologist	VACANT/NEW POSITION FY 21					LTA	110,000	
Vacant	19	Mental Health Counselor	VACANT/NEW POSITION FY 21					LTA	50,000	
Vacant	20	Mental Health Counselor	VACANT/NEW POSITION FY 21					LTA	50,000	
Vacant	21	Patient Navigator	VACANT/NEW POSITION FY 21					LTA	35,000	
Vacant	22	Patient Navigator	VACANT/NEW POSITION FY 21					LTA	35,000	
Vacant	23	Grants/fiscal Specialist	VACANT/NEW POSITION FY 21					LTA	-	
Vacant	24	Prevention Services Manager	VACANT/NEW POSITION FY 21					LTA	-	
Vacant	25	Prevention Coordinator-Tinian	VACANT/NEW POSITION FY 21					LTA	-	
Vacant	26	Prevention Coordinator-Rota	VACANT/NEW POSITION FY 21					LTA	-	
Vacant	27	QA Manager/Adult Services Bureau	VACANT/NEW POSITION FY 21					LTA	-	
Total	28									
Filled	Vacant	TBF	Zeroed							
12	15	0	0	TOTAL WAGE BASE:						
				Employment Contracts Ungraded (CW/Med Staff/Managers)	1	\$ 81,572.00	1	103,950	1	103,950
				Limited Term Appointments Ungraded (Temporary)	5	\$ 158,420.00	15	395,216	26	875,659
				Full Time Employment (Permanent)	0	\$ -	-	-	0	-
				WAGES & OTHERS:						
				Wages -Permanent (61090)		\$ -		-		-
				Wages Ungraded (61100)		\$ 239,992.00		499,166		979,609
				Overtime		\$ -		-		-
				Differentials						
				TOTAL: Wages & Others		\$ 239,992.00		499,166		979,609
				BENEFITS:						
				Retirement DB 30%/37.39%				-		-
				Retirement DC - 401K 4%				6,508		6,724
				Health Insurance				45,668		25,130
				Social Security - 6.20%				30,265		60,052
				Medicare - 1.45%				7,238		14,204
				Life Insurance 1.45%				2,345		4,330
				Subsistence - Housing				-		-
				TOTAL: Personnel Benefits		\$ -		92,024		110,440
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS	6	\$ 239,992.00	16	591,190	27	1,090,049

COMMUNITY GUIDANCE CENTER (1869A)

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
63030	Fuel Per Month estimate for 3 vehicles (\$200/month per vehicle)	12	\$400	\$5,000
			Subtotal	\$5,000
	Rental-Vehicle			
62420	Minivan, 7 Passenger with Insurance per Month for CGC Village Therapeutic Outreach	12		\$15,000
62420	Midsize Sedan, 5 Passenger with Insurance per Month for CGC Village Therapeutic Outreach	12		\$5,000
			Subtotal	\$20,000
	Travel			
62500	Rota: In-State Travel \$300/flight x 1 trips x 2 persons Per Diem \$125/day x 2 days x 1 trip Car Rental \$70/day x 2 days x 1 trip	4	\$1,380	\$5,520
62500	Tinian: In-State Travel \$100/flight x 1 trips x 2 persons Per Diem \$100/day x 2 days x 1 trip Car Rental \$70/day x 2 days x 1 trip	4	\$880	\$3,520
62500	Saipan: In-State Travel \$300/flight x 1 trips x 2 persons Per Diem \$175/day x 2 days x 1 trip 2-Car Rental \$70/day x 2 days x 1 trip	4	\$1,100	\$4,400
62500	Saipan: In-State Travel for Drug Testing for 4 New FTE on TIQ and ROP \$300/flight x 1 trips x 2 persons-ROP \$100/flight x 1 trips x 2 persons-TIQ \$15 Day Stipend	1	\$1,060	\$1,060
			Subtotal	\$14,500
			Total	\$39,500

1870A
TRANSITIONAL LIVING CENTER

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Transitional Living Ctr (1870A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	131,880	179,978
61100	Wages/Salaries - UNG	-	-
61110	Overtime Compensation	-	-
61180	Retirement Contributions (DB)	-	-
61190	401k Ret. Emplr Contribution (DC)	2,545	1,383
61195	Health Insurance	-	-
61196	Social Security @ 6.20%	8,177	11,159
61200	Medicare Contribution (1.45%)	1,912	2,610
61210	Life Insurance	457	426
61220	Subsistence - Housing	-	-
	Total Fringe Benefits	13,091	15,576
	Total PERSONNEL COSTS	144,971	195,554
	Number of Positions	4	5

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHC
UNIT : TLC

ACCT: 1870A

OT HRS:

			FY 2019				FY 2020 APPROVED				FY 2021 PROPOSED			
			SALARY		SALARY		SALARY		SALARY		SALARY		SALARY	
FTE	Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.
Filled	1	TLC Certified Nursing Assistant	Olopai, Lourdes Mariana W.	FTE	\$ 26,162.41	FTE	31,500	FTE	29,350					
Filled	2	TLC Case Worker	Duenas, Thomas	FTE	\$ 30,000.00	FTE	32,130	FTE	34,564					
Filled	3	TLC Case Worker	Javier, Silvester A.	FTE	\$ 30,600.00	FTE	36,750	FTE	34,564					
Vacant	4	TLC Case Worker	Vacant/New FY 20	FTE	\$ 30,000.00	FTE	31,500	FTE	31,500					
Vacant	5	TLC Manager	Vacant/New FY 2021						50,000					
Total		5												
Filled	Vacant	TBF	Zeroed											
3	2	0	0	TOTAL WAGE BASE:										
				Employment Contracts Ungraded (CW/Med Staff/Managers)										
				Limited Term Appointments Ungraded (Temporary)										
				Full Time Employment (Permanent)										
				WAGES & OTHERS:										
				Wages -Permanent (61090)										
				Wages Ungraded (61100)										
				Overtime										
				Differentials										
				TOTAL: Wages & Others										
				BENEFITS:										
				Retirement DB 30%/37.39%										
				Retirement DC - 401K 4%										
				Health Insurance										
				Social Security - 6.20%										
				Medicare - 1.45%										
				Life Insurance 1.45%										
				Subsistence - Housing										
				TOTAL: Personnel Benefits										
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS										

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Inter Island Referral (1871A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
62430	Rental-Housing	140,000	140,000
62500	Travel	250,000	250,000
	Total ALL OTHERS	390,000	390,000
	Total PERSONNEL & ALL OTHERS	390,000	390,000

1871A
INTER ISLAND
MEDICAL REFERRAL

1906A
TINIAN HEALTH CENTER

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Tinian Health Ctr (1906A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	468,309	789,763
61100	Wages/Salaries - UNG	733,655	361,375
61190	401k Ret. Emplr Contribution (DC)	29,133	22,938
61195	Health Insurance	141,795	162,465
61196	Social Security @ 6.20%	74,522	71,371
61200	Medicare Contribution (1.45%)	17,428	16,691
61210	Life Insurance	5,504	5,326
	Total Fringe Benefits	268,381	278,792
	Total PERSONNEL COSTS	1,470,345	1,429,930
	Number of Positions	33	33
62060	Professional Services	10,000	20,000
62100	Boards and Other Compensation	1,000	-
62250	Communications	17,500	15,000
62290	Licenses and Fees	2,000	2,000
62300	Printing & Photocopying	7,000	7,000
62420	Rental-Vehicles		3,000
62430	Rental-Housing	10,000	10,000
62500	Travel	10,000	12,500
62660	Repairs & Maintenance	15,000	15,000
62680	Freight & Handling	3,000	2,000
62690	Personnel Training Costs	10,000	-
62750	Cleaning Services	2,000	2,000
63020	Food Items	5,000	3,000
63030	Fuel & Lubrications	15,000	10,000
63040	Supplies - Office	7,000	7,000
63050	Supplies - Operations	4,000	5,000
63070	Medical-General Supplies	20,000	25,000
63080	Medical-Lab Supplies	7,000	50,000
63090	Medical-Pharmaceutical Supplies	5,000	5,000
63120	Equipments under \$5000	5,000	5,000
64050	Buildings & Improvements	3,000	18,000
64540	Machinery, Tools & Equipment	-	500
64550	Computer Systems & Equipment	13,000	10,000
64560	Office Equipment	10,000	4,000
64570	Office Furniture & Fixtures	8,000	15,000
64580	Vehicles - Public Service Admin	\$0	-
	Total ALL OTHERS	189,500	246,000
	Total PERSONNEL & ALL OTHERS	1,659,845	1,675,930

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC

UNIT : THC

ACCT: 1906A

OT HRS:

				FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED	
				CURRENT SALARY		SALARY		SALARY	
FTE Status		Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
TBF	1	Licensed Practical Nurse	VACANT to be filled by ARAGON, REJE	FTE	\$ 40,011.73	FTE	\$ 44,112.93	FTE	\$ 44,112.93
Filled	2	Licensed Practical Nurse	BITON, SYDNEY CLIFFORD S.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Filled	3	Pharmacy Technician II	CABARLES, PHENNIE C.	FTE	\$ 32,917.75	FTE	\$ 36,291.82	FTE	\$ 36,291.82
TBF	4	Nurse Unit Manager	VACANT to be filled by: NOLEAL, Marlyn	FTE	\$ 56,300.52	FTE	\$ 66,300.00	FTE	\$ 59,115.55
Filled	5	Resident Director	CABARLES, RODNEY (effec____) vice:D	EC	\$ 65,000.00	FTE	\$ 75,000.00	FTE	\$ 71,855.32
Filled	6	Licensed Practical Nurse	LENTEJA, JOSELITO C.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Filled	7	Pharmacy Assistant	ESPINOSA, SUSANA (DOH: 10/01/16) vic	FTE	\$ 15,080.00	FTE	\$ 25,896.65	FTE	\$ 18,329.83
Filled	8	Licensed Practical Nurse	MORAL, MAY MYLENE R.	EC	\$ 40,011.73	EC	\$ 44,112.93	EC	\$ 44,112.93
Vacant	9	Staff Nurse	VACANT vice: NOLEAL, MARLYN M. (C	EC	\$ 48,634.51	EC	\$ 60,000.00	EC	\$ 51,066.23
Filled	10	Staff Nurse	NUYDA, RICHARD C.	FTE	\$ 48,634.51	EC	\$ 60,000.00	EC	\$ 53,619.54
Filled	11	Staff Nurse	PANGELINAN, LUNA ZHANG	EC	\$ 44,011.73	EC	\$ 55,000.00	EC	\$ 48,634.51
Filled	12	X-Ray Technician II(Rad Tech/Ultrasound	STA. THERESA, EDWIN M.	EC	\$ 34,563.64	EC	\$ 36,770.86	EC	\$ 48,634.51
Vacant	13	Medical Laboratory Specialist	VACANT: Vice:WEDDING, IMELDA DORI	FTE	\$ 27,000.00	EC	\$ 21,943.71	EC	\$ 27,081.51
Filled	14	Trades Technician II	AQUININGOC, JAMES P.	FTE	\$ 28,435.59	FTE	\$ 29,584.39	FTE	\$ 31,360.24
Filled	15	Supply Technician I	SAN NICOLAS, Ana Marie (doh:4/2/18)(v	FTE	\$ 18,303.00	FTE	\$ 22,749.06	FTE	\$ 23,394.03
Filled	16	Certified Nursing Assistant	CABARLES, MARIA CECILIA G.	FTE	\$ 28,435.59	FTE	\$ 29,584.39	FTE	\$ 31,350.24
Filled	17	Medical Referral Asst.(restructured from Dental A	CRUZ, MARIA MAGDALENA L.	FTE	\$ 28,199.08	FTE	\$ 29,338.32	FTE	\$ 29,338.32
Filled	18	Administrative Officer I	SAN NICOLAS, ROSE SYLVIA C.	FTE	\$ 24,889.35	FTE	\$ 27,081.51	FTE	\$ 27,081.51
Filled	19	Eligibility Worker I	SANTOS, DANICA IBA (vice: VILLAGOM	FTE	\$ 16,986.06	FTE	\$ 18,025.74	FTE	\$ 18,025.74
Vacant	20	Custodial Worker II	MANIBUSAN, FLORENCE DLR.	FTE	\$ 23,394.03	FTE	\$ 24,339.15	FTE	\$ 24,339.15
Filled	21	Clerk II	PALACIOS, KAYLA C.	FTE	\$ 15,080.00	FTE	\$ 16,003.02	FTE	\$ 16,625.70
Filled	22	Environmental Health Technician I	PASCUA, RONWALDO S.	FTE	\$ 22,280.03	FTE	\$ 27,081.60	FTE	\$ 27,081.60
Filled	23	Medical Records Technician I (Custodial Worker I	HOFSCHNEIDER, LORNA LYNN M. (vice	FTE	\$ 20,208.64	FTE	\$ 21,025.07	FTE	\$ 21,025.07
Filled	24	Environmental Health Technician I	SAN NICOLAS, JULIE D.	FTE	\$ 22,280.03	FTE	\$ 23,180.60	FTE	\$ 23,180.60
Filled	25	Certified Nursing Assistant	PALACIOS, PORSHA (vice: PALACIOS,	FTE	\$ 27,081.51	FTE	\$ 28,175.60	FTE	\$ 29,857.37
Vacant	26	Trades Specialists I	VACANT vice: SANCHES, JUSTO A.	FTE	\$ 33,271.41	FTE	\$ 37,758.01	FTE	\$ 37,758.01
Filled	27	Phlebotomist II	BORJA, DAN (vice:IGLECIAS, Raelynn	FTE	\$ 18,584.12	FTE	\$ 22,382.58	FTE	\$ 22,382.58
Filled	28	Medical Billing/Coding Specialist	KING, Nellie H. (doh:03/04/19) vice: Vac	FTE	\$ 22,000.00	FTE	\$ 27,000.00	FTE	\$ 27,000.00
Filled	29	Custodial Worker I	CASTRO, Mikicia Vikae E.(doh:08/06/18)	FTE	\$ 15,080.00	FTE		FTE	\$ 16,625.70
Filled	30	Staff Nurse II	KING, Irene Rose (doh:10/01/18)vice: FY	FTE	\$ 48,634.51	FTE	\$ 60,000.00	FTE	\$ 53,619.54
Vacant	31	Medical Billing Specialist	VACANT FY19	FTE		FTE	\$ 22,000.00	FTE	\$ 22,000.00
Vacant	32	Business Office Manager	VACANT FY19	FTE		FTE	\$ 38,000.00	FTE	\$ 38,000.00
Zeroed	33	Executive Assistant	VACANT FY19	FTE		FTE	\$ 25,000.00		\$ -
TBF	34	Staff Nurse	VACANT to be filled by: CADION, Adelyn	FTE	\$ 38,106.41	FTE	\$ 60,000.00	FTE	\$ 40,011.73
Total	34								\$ 1,151,138

Filled	vacant	TBF	Zeroed	TOTAL WAGE BASE:									
24	6	3	0	Employment Contracts Ungraded (CW/Med Staff/Managers)				15	733,654.75	8	\$	361,375	
				Limited Term Appointments Ungraded (Temporary)					-		\$	-	
				Full Time Employment (Permanent)				18	468,308.58	25	\$	789,763	
				WAGES & OTHERS:									
				Wages -Permanent (61090)					468,308.58		\$	789,763	
				Wages Ungraded (61100)					733,654.75		\$	361,375	
				Overtime									
				Differentials									
				TOTAL: Wages & Others					1,201,963.34		\$	1,151,138	
				BENEFITS:									
				Retirement DB 30%/37.39%					-		\$	-	
				Retirement DC - 401K 4%					29,132.94		\$	22,938	
				Health Insurance					141,794.64		\$	162,465	
				Social Security - 6.20%					74,521.73		\$	71,371	
				Medicare - 1.45%					17,428.47		\$	16,691	
				Life Insurance 1.45%					5,503.54		\$	5,326	
				Subsistence - Housing									
				TOTAL: Personnel Benefits					268,381.32		\$	278,792	
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS				33	1,470,344.66	33	\$	1,429,930	

TINIAN HEALTH CENTER = 1906A				
Schedule B				
Obj. Code	Item	Qty	Unit Price	Total Price
62050	Official Representation			
	Actual Costs from FY17 Fund Status Report: \$827.00			\$ -
	Budget increased to \$1500 to allow for flexibility.			
62060	Professional Services			\$ 20,000.00
	Actual Costs from FY17 Fund Status Report: \$7,939.00			
	Budget increased to \$10,000 to allow for flexibility.			
62100	Boards and Other Compensation			\$ -
	No previous costs; FQHC Board has been established.			
	Budget is included for this to allow for THC FQHC Board Members to attend training, fund meals during meetings, and cover travel expenses.			
62250	Communication			\$ 15,000.00
	Actual costs from FY19 Fund Status Report: \$12,665.00.			
	with increased staffing and new telephone system installed by Dec. 4, 2017, the communication cost is expected to increase as the clinic becomes more electronically/telephonically accessible to the public. This will also cover maintenance costs for the hand-held radios and cellular phones unit/contracts for critical THC employees.			
62290	Licenses & Fees			\$ 2,000.00
	Actual costs from FY17 Fund Status Report: \$			
	CLIA certification plus for the increase of certification which requires QA/QC Documentations and Technical consultancy = \$580			
	Fire Permit, assuming THC passes the first inspection, pending \$650 for the first inspection on the floor plan, and the additional \$350 to cover the permits for the oxygen tanks and other hazardous materials. THC			
	vehicles registration renewal = Approx \$200			
	Total: \$580 + \$1,000 + \$200 = \$1,780			
62300	Printing & Photocopying			\$ 7,000.00
	Actual costs from FY17 Fund Status Report: \$4,725.00.			
	Covers printing and photocopying of forms relating to patient confidentiality, legal issues, consent, billing, patient transfer and so forth. The above request satisfies minimum requirements for: Nursing, Medical, Medical Referral, Medical Records, Accounting, X-Ray, Medical Laboratory, Supply, Administration and Public Health Division. (Usual vendor: Pacific Printing Press, Inc for supply of billing forms, registry forms, etc.)			
62420	Rental - Vehicles			\$ 3,000.00
62430	Rental-Housing			\$ 10,000.00
	Actual costs from FY17 Fund Status Report: \$5,790.00			

	Covers housing for visiting CHCC providers who cover THC providers who are on leave. Also, different specialists visiting CHCC are usually sent to THC to conduct outreach clinic for a day or two. Extra costs allow room for flexibility in cases of fluctuations in hotel costs.			
62500	Travel			\$ 12,500.00
	Actual costs from FY17 Fund Status Report: \$7,119.00			
	Travel expenses for off-island meetings, trainings, workshops, and conferences. The amount requested to be used for Physician, Nursing, Medical Referral, X-Ray, Medical Laboratory, Supply, Medical Records, Administration, Accounting and Public Health Division. This includes per diem costs, transportation, and subsistence. There is a pending plan to have all THC staff get further training from their respective counterparts in CHCC as part of professional development. This will require an increase in travel funding.			
62660	Repairs & Maintenance			\$ 15,000.00
	Actual costs from FY17 Fund Status Report: \$2,917.00			
	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 six government vehicles, plus the plumbing system and the maintenance division equipment. Est. \$9,000.00 Vehicle Regular Maintenance (6 vehicles): \$6,000.00 This would also cover minor repairs and wall repainting. Est. \$5,000 Total: \$9,000 + \$6,000 + \$5,000 = \$20,000.00			
62680	Freight & Handling			\$ 2,000.00
	Actual costs from FY17 Fund Status Report: Not available			
	To cover costs incurred when receiving or sending supplies or packages through shipping companies and/or Star Marianas			
62690	Personnel Training Costs			\$ -
	Actual costs from FY17 Fund Status Report: N/A			
	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			
62710	Utilities - Power			\$ -
	Actual costs from FY17 Fund Status Report: N/A			
	FY18 Proposed Budget Estimate: \$104,492.00. With new AC installed Aug. 2017, estimate efficient power supply to facility. FY17 Fund Status Report indicates no costs incurred for THC, as this is covered under CHCC and transferred over; however, no reporting in FY17 Fund Status Report.			

62750	Cleaning Services			\$ 2,000.00
	Actual costs from FY17 Fund Status Report: \$1,714.00			
	Rodent, Termite, & Pest Extermination Fees: \$400/quarter x 1 year = \$1,600 Extra costs to allow for flexibility of fluctuating costs. May need some contractual work from local cleaning company in emergency situation when THC housekeeping may not be available due to sickness etc.			
63020	Food Items			\$ 3,000.00
	Actual costs from FY17 Fund Status Report: \$1,497.00			
	Meal provisions for patients held under observation for more than 8 hours in the ER.			
63030	Fuel & Lubricant			\$ 10,000.00
	Actual costs from FY17 Fund Status Report: \$1,500.00			
	a) Fuel and lubricant for 4 THC vehicles: VOCA Van, Maintenance Truck, THC Truck, THC Sedan. Also includes fuel for the emergency generator. Present consumption requires a full tank per vehicle every two weeks. For five vehicles: \$70 (full tank) x 5 cars = \$350. \$350 biweekly x 2 in 1 month = \$700. \$700 x 12 months = \$8,400. b) Fuel for Emergency Generator: \$6/gal x 55 gal. = \$330 x 2 55-gal drums = \$660 (this is good for one day supply) x 10 days = \$6,600. c) Fuel for yard maintenance: \$40/mo. x 12 months = \$480.00/ year. d) Est. for fuel price fluctuations: \$200. e) Total Est.: \$8,400 + \$660 + \$480 + \$200 = \$15,680.00			
63040	Supplies - Office			\$ 7,000.00
	Actual costs from FY17 Fund Status Report: \$2,436.00			
	Office supplies for: Administration, Medical Referral, Nursing, Medical, X-Ray, Medical Laboratory, Accounting, Medical Records, Pharmacy and Public Health Division. These supplies includes: medical records folder, divider, copier and fax toner, computer supplies, Xerox paper and regular office supplies (pens, file labels, scotch tape, rubber bands, stapler, staples, yellow pad, correction tape, typewriter ribbons, correction tape, etc.) Requested Budget amount reflects additional staffing to business office			
63050	Supplies - Operation			\$ 5,000.00
	Actual costs from FY17 Fund Status Report: \$300.00			
	In order to keep pace with increased number in staff, patients' load and the expansion to a full twenty four hours capability in all medical divisions, this request is the minimum necessary to maintain the basic standards of cleanliness and dress (uniforms, bedding, facilities) as well as the minimum amount to continue operations (distilled water, cups, paper towels, toilet tissues, etc.)			

63070	Medical - General Supplies			\$ 25,000.00
	Actual costs from FY17 Fund Status Report: \$13,284.00			
	FY17 Budget: \$10,000 (went over budget). Due to increased patient load, demand for general medical supplies also increased. Increased amount reflects fluctuations in patient load.			
63080	Medical - Laboratory Supplies			\$ 50,000.00
	Actual costs from FY17 Fund Status Report: \$3,598.00			
	With recent changes, the goal now is for THC to do all labs that can be done on site (CLIA-waived point of care testing) . New equipment will have to be purchased and more chemical reagents/testing strips and other materials that come with additional procedures.			
63090	Medical - Pharmaceutical Supplies			\$ 5,000.00
	Actual costs from FY17 Fund Status Report: N/A			
	Costs reflect estimates to assist pharmaceutical operations (supplies include shelving, printer, labels, shredder, refrigeration of drugs, etc.)			
63120	Equipments Under 5000			\$ 5,000.00
	Actual costs from FY17 Fund Status Report: \$4,220			
	Costs reflect estimates of equipment for hospital operations. Data not shown.			
64050	Buildings & Improvements			\$ 18,000.00
	Various supplies for paints, bulbs, etc			
	Repairs of doors, locks, ER door buzzer, etc. ~ \$15,000			
	Other Repairs (Paint, Light Bulbs, etc.) ~\$3,000			
	Total: \$18,000			
64540	Machinery, Tools, & Equipment			\$ 500.00
64550	Computer Systems & Equipment			\$ 10,000.00
	a) 6 Computers - \$6,000 (\$1000 x 6) 2 PCs to replace old devices; 1 PC for billing section, 1 PC for Medical Referral, and 2 PCs for new providers. b) 2 portable workstations carts - \$3,000 (\$1500 x 2) c) 2 laptops (1 for telepsychiatry use; 1 for admin use) - \$3,000 (\$1500 x 2) d) Accessories such as flashdrives, external drive, headset with microphone for teleconferencing and webinars, etc. - \$1000 Total: \$6,000 + \$3,000 + \$3,000 + \$1,000= \$13,000.00			
64560	Office Equipment			\$ 4,000.00

	a) Justification: HIPAA Confidentiality b) 2 Industrialized Printers \$3,000 (\$1,500 x 2) Justification: To meet office and clinical demands; protect patient information between clinical and administrative departments; to better track inventory needs. c) Administration): \$1,200x3 = \$3,600. d) 1 Scanner (Radiology Station): \$350. c) Total: \$3,000 + \$3,000 +\$3,600 + \$350 = \$9,950.00.			
64570	Office Furniture & Fixtures			\$ 15,000.00
	Purchase of 3 desks and chairs to maximize limited space for administrative and business office staff. a) 3 desks = \$4,000 b) 5 chairs = \$2,500 Est. Total: \$9,000 + \$2,000 = \$11,000 with added freight costs of \$4,000 = \$15,000.00 estimate.			
64580	Vehicles - Public Service Admin			\$ -
	THC needs new vehicle, preferably a mini-van to accommodate group visitors from CHCC or off-island. Extra space is also need to load equipment and materials when used for outreach/community events. (Example of current pricing for Toyota Sienna 2020 Model is approximately 40K + insurance, registration, shipping cost, and other related expenses, total estimated at 50K.			
	GRAND TOTAL			\$ 246,000.00

1908A

OUT PATIENT PHARMACY

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Outpatient Pharmacy (1908A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	-	198,539
61100	Wages/Salaries - UNG	556,237	442,398
61190	401k Ret. Emplr Contribution (DC)	7,040	8,613
61195	Health Insurance	45,668	45,668
61196	Social Security @ 6.20%	34,488	39,738
61200	Medicare Contribution (1.45%)	8,060	9,294
61210	Life Insurance	493	553
	Total Fringe Benefits	95,749	103,865
	Total PERSONNEL COSTS	651,986	744,802
	Number of Positions	8	13
62060	Professional Services	20,000	
62260	Dues and Subscription	600	600
62290	Licenses and Fees	6,000	25,500
62500	Travel	5,000	5,000
62660	Repairs & Maintenance	2,000	2,000
62690	Personnel Training Costs	1,000	1,000
63010	Books & Library Materials	1,000	-
63040	Supplies - Office	2,000	2,000
63050	Supplies - Operations	4,000	5,000
63070	Medical-General Supplies	3,000	3,000
63090	Medical-Pharmaceutical Supplies	480,000	-
64550	Computer Systems & Equipment	5,000	5,000
	Total ALL OTHERS	529,600	49,100
	cap outlay		
	Total PERSONNEL & ALL OTHERS	1,181,586	793,902

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : OPHR
ACCT: 1908A
OT HRS: 215

			FY 2019		FY 2020		FY 2021 PROPOSED	
			SALARY		SALARY		SALARY	
FTE Status	Position Title	Incumbent	Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary
Filled	1 STAFF PHARMACIST	BUDUAN, Daisy (doh: 02/06/17)	EC	\$ 115,000.00	EC	\$ 123,480.00	EC	\$ 126,500.00
Filled	2 STAFF PHARMACIST	TAMAN, John (doh: 10/30/18) vice: PHAIR, JOEL (completed)	EC	\$ 115,000.00			EC	\$ 126,500.00
Filled	3 PHARMACY TECHNICIAN IV	EVANGELISTA, Cecilia (doh:03/13/17)	EC	\$ 33,000.00	EC	\$ 38,106.41	EC	\$ 36,291.82
TBF	4 PHARMACY ASSISTANT	VACANT to be filled by JVA vice: TANA, Hasmin(moved to 1842A effective 10/23/19)	EC	\$ 20,208.64	EC	\$ 38,106.41	FTE	\$ 22,280.03
Filled	5 PHARMACY TECHNICIAN IV	TRASMANO, Maria Theresa (COA 1842 TO 1908A /NEW POSITION)	EC	\$ 34,000.00	EC	\$ 38,106.41	EC	\$ 38,106.41
TBF	6 PHARMACY ASSISTANT	VACANT to be filled by JVA vice: ITIBUS, LORETO LYNN (resigned 10/23/19)	FTE	\$ 20,208.64	FTE	\$ 27,081.51	FTE	\$ 22,280.03
Filled	7 PHARMACY BILLER	SALAS, SHANELL	FTE	\$ 21,219.07	FTE	\$ 27,081.51	FTE	\$ 23,394.03
Filled	8 PHARMACY TECHNICIAN I	NGIRAUSUI, NATASHA C (moved from 1842A to 1908A)NEW POSITION	FTE	\$ 25,791.91	FTE	\$ 27,081.51	FTE	\$ 28,435.59
Filled	9 Acting OPP Business Manager	SABLAN, TIFANNY		\$ 10,000.00			FTE	\$ 10,000.00
TBF	10 PHARMACY ASSISTANT	VACANT (Moved from 1842A 10/23/19) vice: LEE Da Hai (7/26/19)			FTE	\$ 42,012.32	FTE	\$ 22,280.03
Vacant	11 DME TECHNICIAN	VACANT/NEW POSITION FY 20	EC		EC	\$ 29,857.37	FTE	\$ 29,857.37
Vacant	12 BILLING SPECIALIST	VACANT/NEW POSITION FY 20	EC		EC	\$ 40,011.73	FTE	\$ 40,011.73
Vacant	13 TELE PHARMACIST	VACANT/NEW POSITION FY 21					EC	\$ 115,000.00
Total			13					\$ 640,937.03
Filled	Vacant	TBF	Zeroed					
7	3	3	2	TOTAL WAGE BASE:				
				Employment Contracts Ungraded (CW/Med Staff/Managers)			5	442,398
				Limited Term Appointments Ungraded (Temporary)		8	\$ 546,148.33	-
				Full Time Employment (Permanent)		0	\$ -	8
				WAGES & OTHERS:		3	\$ 81,244.53	
				Wages -Permanent (61090)				198,539
				Wages Ungraded (61100)			\$ 81,244.53	442,398
				Overtime				
				Differentials			\$ -	
				TOTAL: Wages & Others		11	\$ 627,392.86	13
				BENEFITS:				
				Retirement DB 30%/37.39%				
				Retirement DC - 401K 4%			\$ 15,382.48	8,613
				Health Insurance			\$ 45,667.96	45,668
				Social Security - 6.20%			\$ 36,417.63	39,738
				Medicare - 1.45%			\$ 8,517.03	9,294
				Life Insurance 1.45%			\$ 553.00	553
				Medicare Adjustment for Austerity/Unpaid Holidays				
				Subsistence - Housing				
				TOTAL: Personnel Benefits			\$ 106,538.10	103,865
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS				
						11	\$ 733,930.50	13
								744,802

OUTPATIENT PHARMACY UNIT (1908A) OPHR

Schedule B

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Services			
62260	Dues & Subscription			600
	Pharmacists' Letter	1	200	
	Lexicomp	1	400	
62290	Licenses and Fees			25,500
	Pharmacy license (HCPLB)	1	300/2yrs	
	Pharmacy Data System (Enterprise Rx) including Emporos POS	1	2,100/mo	
62500	Travel			5,000
	To budget for Pharmacist to attend the National Conference of IDEA SHARE			
62660	Repairs & Maintenance			2,000
	To budget for repair and maintenance of copier/printer machines and electronic tablet counter			
62690	Personnel Training Cost			1,000
	To provide required training for Pharmacist and Pharm Techs on Outpatient Pharmacy			
63010	Books & Library Materials			-
	To budget for Reference Desk materials on outpatient Pharmacy			
63040	Supplies - Office			2,000
	Units supplies such as Toners			
63050	Supplies - Operations			5,000
	Budget for prescription bottles, labels, bags			
63070	Medical General Supplies			3,000
	To budget for general medical supplies for outpatient Pharmacy			
63090	Medical-Pharmaceutical Supplies			-
	To budget for Pharmaceuticals and supplies from Mc Kesson and other vendors (Rx/OTC)		130,000/mo	

64550	Computer Systems & Equipment			5,000
	To budget for new computer for additional work station for drive-thru POS			
64560	Office Equipment			
	Budget for back-up battery and shredder			
	TOTAL			49,100

1912A
ROTA HEALTH CENTER

OPERATING EXPENDITURE WORKSHEET

Function:	Healthcare
Agency:	CHCC
Unit:	Rota Health Ctr (1912A)

CLASS CODE	OBJECT CLASSIFICATION	FY 2020	FY 2021
		Budget	Budget
		Request	Request
61090	Wages/Salaries - CSC	672,581	659,637
61100	Wages/Salaries - UNG	533,416	641,139
61180	Retirement Contributions (DB)	23,556	-
61190	401k Ret. Emplr Contribution (DC)	20,744	17,731
61195	Health Insurance	17,009	13,674
61196	Social Security @ 6.20%	74,772	72,443
61200	Medicare Contribution (1.45%)	17,487	16,942
61210	Life Insurance	9,285	8,593
61220	Subsistence - Housing	0	-
	Total Fringe Benefits	162,852	129,384
	Total PERSONNEL COSTS	1,368,849	1,430,160
	Number of Positions	38	39
62060	Professional Services	70,000	-
62250	Communications	35,000	15,000
62260	Dues and Subscription	1,000	-
62290	Licenses and Fees	500	500
62300	Printing & Photocopying	7,000	8,000
62430	Rental-Housing	10,000	10,000
62500	Travel	15,000	15,000
62660	Repairs & Maintenance	125,000	139,500
62680	Freight & Handling	7,000	7,000
62690	Personnel Training Costs	10,000	-
63010	Books & Library Materials	3,500	5,000
63020	Food Items	8,500	7,000
63030	Fuel & Lubrications	12,000	13,500
63040	Supplies - Office	5,000	5,000
63050	Supplies - Operations	16,000	16,000
63070	Medical-General Supplies	40,000	40,000
63080	Medical-Lab Supplies	25,000	-
63090	Medical-Pharmaceutical Supplies	25,000	-
64050	Buildings & Improvements	15,000	255,000
64540	Machinery, Tools & Equipment	82,800	98,300
64550	Computer Systems & Equipment	4,500	3,500
64560	Office Equipment	20,000	20,000
64570	Office Furniture & Fixtures	5,000	5,000
64580	Vehicles - Public Service Admin	25,000	-
	Total ALL OTHERS	567,800	663,300
	Total PERSONNEL & ALL OTHERS	1,936,649	2,093,460

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
BUDGET WORKSHEET PERSONNEL

DIV : CHCC
UNIT : RHC
ACCT: 1912A

OT HRS:

ACCT: 1912A OT HRS:			FY 2019		FY 2020 APPROVED		FY 2021 PROPOSED		
			SALARY		SALARY		SALARY		
			Emp Stat.	Base Salary	Emp Stat.	Base Salary	Emp Stat.	Base Salary	
FTE Status		Position Title	Incumbent						
Filled	1	Staff Nurse	BIENDO, GEMMA	EC	\$ 48,634.51	EC	\$ 63,000.00	EC	\$ 53,619.54
TBF	2	Staff Nurse	VACANT to be filled by: IMPERIAL, Marni	FTE	\$ 42,012.32	EC	\$ 63,000.00	EC	\$ 48,634.51
Filled	3	Staff Nurse	GONZALES, John Edelbert vice: DE TAB	EC	\$ 48,634.51	EC	\$ 63,000.00	EC	\$ 51,066.23
Filled	4	Nurse Unit Manager	MARAVE, MARIA ISABELLE vice: MALIXI	EC	\$ 56,300.52	EC	\$ 68,250.00	EC	\$ 62,071.32
Filled	5	Staff Nurse	MARIANO, MIA S.	EC	\$ 48,634.51	EC	\$ 63,000.00	EC	\$ 53,619.54
TBF	6	Licensed Practical Nurse	VACANT to be filled by: Quiming, Regina	EC	\$ 36,291.82	EC	\$ 42,000.00	EC	\$ 38,108.41
Filled	7	Radiology Technology I	RIMAN, JEANNETTE B.	EC	\$ 27,081.51	EC	\$ 28,435.59	EC	\$ 46,654.40
Filled	8	Clinical Lab Tech	SORIA, ORLY G.	EC	\$ 28,435.59	EC	\$ 29,857.37	EC	\$ 49,025.60
Filled	9	Resident Director	QUITUGUA, VANESSA	EC	\$ 60,000.00	EC	\$ 75,000.00	EC	\$ 60,000.00
Filled	10	Maintenance Custodian (To be res	ADRIATICO, ROMEO L.	FTE	\$ 20,208.64	EC	\$ 21,219.74	EC	\$ 25,791.92
Filled	11	Medical Referral Assistant	BARCINAS, Berlin S.	FTE	\$ 15,860.10	EC	\$ 16,653.11	EC	\$ 20,208.64
Filled	12	Environmental Health Technician	HOCOG, IVYLIN T.	FTE	\$ 22,280.96	FTE	\$ 23,395.01	FTE	\$ 24,563.73
Filled	13	Trades Specialist II	ATALIG, ANTONIO C JR.	FTE	\$ 36,291.84	FTE	\$ 38,106.43	FTE	\$ 38,106.41
Filled	14	Security Guard	ATALIG, HERMAN M	FTE	\$ 20,208.64	FTE	\$ 21,219.74	FTE	\$ 22,280.03
Filled	15	Administrative Officer	ATALIG, IMELDA MARIE A.	FTE	\$ 34,563.36	FTE	\$ 36,291.53	FTE	\$ 38,106.41
Filled	16	Medical Records Tech. II	ATALIG, JULIE ANN	FTE	\$ 21,219.07	FTE	\$ 22,278.98	FTE	\$ 23,394.03
Filled	17	Health Information Tech. I	TAISACAN, ROSE MARIE A.	FTE	\$ 16,653.00	FTE	\$ 18,329.83	FTE	\$ 18,329.83
Filled	18	X-Ray Supervisor	AYUYU, LEONOR F.	FTE	\$ 28,435.59	FTE	\$ 29,857.37	FTE	\$ 46,654.40
Filled	19	Certified Nursing Assistant	SABLAN, JANELLA T. vice: MANGLONA,	FTE	\$ 25,791.92	FTE	\$ 27,081.52	FTE	\$ 28,435.59
Filled	20	Eligibility Worker I)	KING, MARGARITA B.	FTE	\$ 20,430.80	FTE	\$ 21,452.34	FTE	\$ 22,280.27
Filled	21	Administrative Officer (Clinical)	BARCINAS, RICALYN A.	FTE	\$ 27,437.96	FTE	\$ 31,350.23	FTE	\$ 34,563.64
Filled	22	Eligibility Worker I	JACOB, LOVEY ANN C	FTE	\$ 16,812.83	FTE	\$ 17,653.47	FTE	\$ 18,329.83
Filled	23	Pharmacy Assistant	MARATITA, LYSA A.	FTE	\$ 19,231.05	FTE	\$ 21,202.23	FTE	\$ 21,219.07
Filled	24	Custodial Worker I	DE GUZMAN, ROMULO C.	FTE	\$ 15,080.00	FTE	\$ 15,834.00	FTE	\$ 17,456.98
Filled	25	Medical Billing/Coding Specialist	MASGA, SHARLENE B. vice: Atalig, T.)	FTE	\$ 18,000.00	FTE	\$ 18,900.00	FTE	\$ 20,208.64
Zeroed		Maintenance Custodian (To be res	VACANT vice: MENDIOLA, ALEXANDER M	FTE	\$ 16,625.70	FTE	\$ 21,219.74		\$ -
Filled	26	Phlebotomist III	OGO, PATRICIA A.	FTE	\$ 23,394.03	FTE	\$ 24,563.73	FTE	\$ 25,791.92
Filled	28	Business Office Supervisor	OGO, SARAH-ANN M.	FTE	\$ 19,514.56	FTE	\$ 22,280.02	FTE	\$ 22,280.03
Filled	29	Custodial Worker II	QUITUGUA, LEONORA O.	FTE	\$ 21,218.08	FTE	\$ 22,278.98	FTE	\$ 23,394.03
Filled	30	Environmental Health Technician	RAMOS, KARY J.	FTE	\$ 25,792.00	FTE	\$ 27,081.60	FTE	\$ 28,435.59
Vacant	31	Environmental Health Trainee	(Vice: SABLAN, JANELLA T.)	FTE	\$ 15,080.00	FTE	\$ 19,274.76	FTE	\$ 17,456.98
Filled	32	Pharmacy Intern	HUYNH, SHIELA MARY Y.	FTE	\$ 38,000.00	FTE	\$ 39,900.00	FTE	\$ 42,012.32
Filled	33	Licensed Practical Nurse	VILLANUEVA, SHIRLEY L. vice: TAIMANA	FTE	\$ 42,012.32	FTE	\$ 44,112.94	FTE	\$ 46,318.58
Vacant	34	Eligibility Worker I (Restructured	(Vice: TAISACAN, MILLIE ANA S.)	FTE	\$ 18,329.83	FTE	\$ 20,208.64	FTE	\$ 19,246.33
Filled	35	Custodial Worker (Trades Helper)	ULLOA, ERIC S.	FTE	\$ 20,211.36	FTE	\$ 21,221.93	FTE	\$ 22,280.03
Zeroed		Medical Coder/Biller (Restructure	VACANT vice: Sharlene Masga		\$ 18,329.83	FTE	\$ 17,485.65		\$ -
Vacant	37	Trades Specialist I	Restructured Position - Public Health Nurse (To req		\$ 18,329.83	FTE	\$ 25,000.00	FTE	\$ 19,246.33
Vacant	38	Patient Access Registrar	Restructured Position - Public Health Nurse (To req		\$ 18,329.83	FTE	\$ 25,000.00	FTE	\$ 19,246.33
Vacant		Staff Nurse	Vacant FY 21					EC	\$ 44,112.94
Vacant		Staff Nurse	Vacant FY 21		\$ -			EC	\$ 44,112.94

Vacant		Staff Nurse		Vacant FY 21			\$ -			EC	\$ 44,112.94
							\$ -				
Total		38									
Filled	Vacant	TBF	Zeroed								\$ 1,300,776.25
30	7	2	2	TOTAL WAGE BASE:							
				Employment Contracts Ungraded (CW/Med Staff/Managers)		8	\$ 354,012.97	11	\$ 533,415.80	14	\$ 641,138.93
				Limited Term Appointments Ungraded (Temporary)		0	\$ -		\$ -		\$ -
				Full Time Employment (Permanent)		27	\$ 640,695.96	27	\$ 672,580.67	25	\$ 659,637.31
				WAGES & OTHERS:							
				Wages -Permanent (61090)			\$ 640,695.96		\$ 672,580.67		\$ 659,637.31
				Wages Ungraded (61100)			\$ 354,012.97		\$ 533,415.80		\$ 641,138.93
				Overtime			\$ -		\$ -		\$ -
				Differentials							
				TOTAL: Wages & Others			\$ 994,708.93		\$ 1,205,996.47		\$ 1,300,776.25
				BENEFITS:							
				Retirement DB 30%/37.39%			\$ 60,953.12		\$ 23,555.70		\$ -
				Retirement DC - 401K 4%			\$ 21,591.21		\$ 20,744.01		\$ 17,731.16
				Health Insurance			\$ 17,008.94		\$ 17,008.94		\$ 13,673.92
				Social Security - 6.20%			\$ 84,231.55		\$ 74,771.78		\$ 72,443.12
				Medicare - 1.45%			\$ 21,019.10		\$ 17,486.95		\$ 16,942.34
				Life Insurance 1.45%			\$ 10,824.06		\$ 9,284.86		\$ 8,593.18
				Subsistence - Housing			\$ -		\$ -		\$ -
				TOTAL: Personnel Benefits			\$ 215,627.99		\$ 162,852.24		\$ 129,383.73
				TOTAL: FTE's, PERSONNEL COMPENSATION & BENEFITS		35	\$ 1,210,336.92	38	\$ 1,368,848.71	39	\$ 1,430,159.98

ROTA HEALTH CENTER - 1912A

Schedule B

FY 2021

Obj. Code	Item	Qty	Unit Price	Total Price
62060	Professional Fees			0
62250	Communication			15,000
	For Direct Line, DSL, Fax Lines, and cell phone services provided by IT&E.			15,000
	Telephone Upgrades (Service by IT&E)			-
62260	Dues & Subscription			-
	To purchase Medical/Healthcare Publications, which were requested by the Medical and Nursing Units to keep abreast of current knowledge in medicine and other ancillary professions. This promotes providing quality health care services to patients.			
62290	Licenses and Fees			500
	Annual CLIA certification of lab			
62300	Printing & Photocopying			8,000
	To print forms and posters that are needed and used on a daily basis. RHC divisions use the forms for outpatient and inpatient records and billings.			
62430	Rental-Housing			10,000
	Hotel/Apartment rental for medical providers, nurses, and or ancillary staff (from CHC) who will be assigned temporarily at RHC due to manpower shortages.			
62500	Travel			15,000
	For RHC's employees to travel off-island for training, workshops, and/or meetings.			
62660	Repairs & Maintenance			139,500
	Wing B Renovation & Repairs: Glass Doors at Clinic, and Restrooms			5,000
	Wing D Repairs: Morgue and Maintenance Storage Door			5,000
	Wing C Repairs: Office Spaces and SteriMed Room			10,000
	Ponding Basin Fencing Repair			5,000
	Diesel Storage Tank Maintenance & Fencing Repair			1,500
	Medical Equipment Repairs - Observation Room Panels and Call Buttons			10,000
	Fire Alarm System & Fire Pump			4,000

	Emergency Generator			5,000
	Oxygen Generator			3,000
	Elevator PM Contract - estimated			50,000
	PM for Mobile Clinic			5,000
	PM for Morgue Chiller			3,000
	PM for mini splits Acs			1,000
	PM for PBSI			20,000
	Open account for general maintenance repairs			12,000
62680	Freight & Handling			7,000
	For the shipment of medical supplies ordered from Saipan/Guam, laboratory specimen, and disposed sharps (drums). Carriers: Star Marianas, NAAI, and Chartered Boat.			
62690	Personnel Training cost			-
	To provide much needed training to RHC employees - to cover fees and materials. This is required in order to obtain and maintain required skills.			
63010	Books & Library Materials			5,000
	To purchase up-to-date reference materials for the Business Office; including ICD-10, HCPCS, CPT			5,000
	Medical/Nursing Reference			-
63020	Food Items			7,000
	To provide dietary meals to RHC's observed patients. Meals are currently being catered and delivered to RHC. Payments are made monthly, through Open Pos.			
63030	Fuel & Lubricant			13,500
	To purchase fuel and lubricants for RHC's vehicles, generator, and maintenance equipment. Gas for: Nissan Frontier, Hyundai Accent, Ford Van, and Mobile Clinic Vehicles used for administrative errands, BEH, sending out lab specimen, and Providers' Use. Gas for: Grounds Maintenance Average monthly requirement: \$1000			12,000
	Oil Change & Service for vehicles - \$1,500	4	375	1,500
63040	Supplies - Office			5,000

	To purchase office supplies for RHC, needed in order to perform daily tasks.(Open PO) an average of \$416/month			
63050	Supplies - Operation			16,000
	To purchase daily Housekeeping and Maintenance supplies to maintain safety and sanitary needs. (Open PO), an average of \$1333/month			
63070	General Medical Supplies			40,000
	Rota's General Medical Supplies; monthly average consumption @\$4166	12	2500	35,000
	Dental Clinic Supplies			5,000
63080	Medical -Laboratory Supplies			
	For Rota's Lab supplies			
63090	Medical - Pharma			
	For Rotal Pharmaceutical supplies;			
64050	Buildings & Improvement			255,000
	A/C Chiller System			100,000
	Elevator to be operational			150,000
	Wing B Exterior Ceiling Repair			5,000
64540	Machinery Tools & Equipment			98,300
	Riding Mower			3,800
	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			3,500
	External Hard Drives			500
	Web Cams			500
	Security Surveillance Cameras			2,500
64560	Office Equipment			20,000
	Xerox Copier Machine			
64570	Office Furniture & Fixtures			5,000
	To purchase office chairs and tables. As per Infection Control recommendation, vinyl covered chairs are needed in medical divisions.			
64580	Vehicles - Public Service Admin			-
	To purchase a vehicle to be used for outreach and prevention activities in the community.			
	Mobile Clinic			
	GRAND TOTAL			663,300