



# Legislature of the Virgin Islands

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## POST AUDIT DIVISION

July 7, 2016

COMMITTEE ON FINANCE  
FISCAL YEAR 2017 BUDGET HEARING

**ST. THOMAS EAST END MEDICAL CENTER CORPORATION (STEEMC)**

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**BACKGROUND AND HISTORY**

St. Thomas East End Medical Center Corporation (STEEMCC) is a non-profit 501 (C) (3) publicly supported organization, which has been serving the St. Thomas/St. John District since the year 2000. STEEMCC is located on the eastern end of St. Thomas and is the only primary healthcare facility in the area.

Services provided by STEEMCC include:

ST. THOMAS EAST END MEDICAL CENTER SERVICES	
Family and General Health	Family Planning
Pediatrics	HIV Testing & Counseling (through a Ryan White Title III grant)
Prenatal	Breast and Cervical Cancer Screening
Well-baby	Geriatrics
Immunization	Pharmacy Referrals
Hypertension, Cholesterol, and Diabetes Screening	Laboratory

STEEMCC is a Federal Qualified Health Center (FQHC) and is regulated and required to:

- Serve all residents without regard to income or insurance status
- Provide services on a sliding fee scale (based on family income)
- Maintain in a location designated as a medically underserved area or serve a medically underserved population
- Maximize all sources of patient and third party payment, and limit use of 330 Grant Funds to cover operating deficits
- Ensure that the board of directors reflect the demographics of the service area and that a majority of the board are consumers of the services provided by the Center.

The Medicaid Prospective Payment System reimburses FQHCs at 100% of average cost of allowable services without application of caps. FQHCs may also operate as insurance companies providing health insurance coverage to its patients.

**BOARD OF DIRECTORS**

The board of directors is a volunteer board comprised of ten members from a cross section of the community. The board is responsible for governance, and legal and fiduciary oversight of STEEMCC, with specific emphasis on ensuring that high quality services are provided to vulnerable populations in the St. Thomas/St. John district.

OFFICERS & MEMBERS OF THE BOARD	POSITION TITLE
Francia M. Brin	Chairman
Gloria B. Callwood, PhD	Vice-Chairman
Carmen A. White	Secretary
Hans R. Oriol	Treasurer
Clifford Charleswell	Member
Norecia Callwood	Member
Marilyn A. Haynes	Member
Calvin Gottlieb	Member
Carl Callwood	Member
Sharon Flamon	Member

**FINANCIAL SUMMARY**

The Governor has recommended a General Fund appropriation from the Miscellaneous Section of the budget in the amount of **\$1,674,988** for Fiscal Year 2017. This amount is **equivalent to** Fiscal Year 2016 and 2015 Appropriation.

General Fund Miscellaneous Section	FY 2015 Appropriation	FY 2016 Appropriation	Total Allotment to Date May 25, 2016	FY 2016 Unallotted Balance	FY 2017 Recommendation
STT East End Medical Center	\$1,674,988	\$1,674,988	\$1,256,241	\$418,747	\$1,674,988
<b>Total Misc. Section</b>	<b>\$1,674,988</b>	<b>\$1,674,988</b>	<b>\$1,256,241</b>	<b>\$418,747</b>	<b>\$1,674,988</b>

*Exhibit I*

**EXPENSITURE & OPERATING BUDGET REQUEST**

The St. Thomas East End Medical Center Corporation has submitted their Fiscal Year 2017 operating budget request of \$2,924,229, which is 75% greater than the 2 previous fiscal years' appropriation as well as the Governor's FY 2017 Recommendation of \$1,674,988.

*Exhibit II* lists the agency's Expenditures and its FY 2017 budget request. An itemized all funds budget request for the agency can be viewed in *Appendix II*.

DESCRIPTION	VI GOV'T GRANT 10/1/14-9/30/15	VI GOV'T GRANT 10/1/15-4/30/16	VI GOV'T GRANT FY 2017 REQUEST	VARIANCE
<b>PERSONNEL SERVICES</b>				
Regular - Employees Unclassified	1,200,839	822,300	1,882,303	681,464
<b>Total Personal Services</b>	<b>1,200,839</b>	<b>822,300</b>	<b>1,882,303</b>	<b>681,464</b>
<b>CAPTAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FRINGE BENEFITS</b>				
EMPLOYER CONTR RETIRMENT	158,501	100,091	376,461	217,960
FICA	70,304	50,982	143,996	73,692
MEDICARE	15,927	11,923		-15,927
HEALTH INSURANCE	147,701	99,527	504,219	356,518
WORKMAN COMP	0	1,483	17,250	17,250
<b>SUBTOTAL</b>	<b>392,433</b>	<b>264,006</b>	<b>1,041,926</b>	<b>649,493</b>
<b>SUPPLIES</b>				
OPERATING SUPPLIES	29,517	0	0	0
<b>SUBTOTAL</b>	<b>29,517</b>	<b>0</b>	<b>0</b>	<b>0</b>

OTHER SERVICES AND CHARGES	VI GOV'T GRANT 10/1/14-9/30/15	VI GOV'T GRANT 10/1/15-4/30/16	VI GOV'T GRANT FY 2017 REQUEST	VARIANCE
PROFESSIONAL SERVICES	10,000	1,950	0	0
TRAVEL	3,843	0	0	0
REPAIRS AND MAINTANANCE	4,064	0	0	0
ALL OTHER	176	0	0	0
<b>SUBTOTAL</b>	<b>18,083</b>	<b>1,950</b>	<b>0</b>	<b>0</b>
<b>UTILITY SERVICES</b>				
ELECTRICITY	6,607	0	0	0
WATER	0	0	0	0
<b>SUBTOTAL</b>	<b>6,607</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>*1,647,479</b>	<b>1,088,256</b>	<b>2,924,229</b>	<b>1,276,750</b>

*Exhibit II*

**\*Note the agency's FY 2015 expenditures reflect a sum of \$27,509 below the reported appropriation of \$1,674,988 by the Governor.**

**PERSONNEL SUMMARY**

**\$1,674,988** has been recommended by the Governor for St. Thomas East End Center's Fiscal Year 2017 personnel operating budget. The Governor's recommendation is the same as STEEMCC FY 2016 appropriation.

The agency has submitted its request in the amount of **\$1,882,303** to cover the cost of **forty (40) positions** through the General Fund for **Fiscal Year 2017**. Additionally, the agency has a total of 68 positions; of which forty (40) positions are funded through the VI Government Grant and six (6) through federal funds (330 Cluster fund); as well as twenty-two (22) positions are funded through the Program Income fund. A complete personnel listing can be viewed in *Appendix I*.

Personnel Listing - All Positions			St. Thomas East End Medical Center Corporation			
Fund Name	Pos #	FY 2017	Pos #	Unclassified Filled	Pos #	Unclassified Vacant-To-Be-Filled
General Fund	40	\$1,882,303	38	\$1,813,303	2	\$69,000
Federal Fund	6	\$401,360	6	\$401,360	0	\$0
Program Income	22	\$1,274,559	18	\$1,133,849	4	\$140,710
<b>Total</b>	<b>68</b>	<b>\$3,558,222</b>	<b>62</b>	<b>\$2,455,025</b>	<b>6</b>	<b>\$134,942</b>

*Exhibit III*

**VACANCIES - \$140,710**

*VI GOVERNMENT GRANT (General Fund)*

- *Dental Office Manager*..... \$ 40,000
- *Registrar (Dental)*..... \$ 29,000

*PROGRAM INCOME*

- *Housekeeper / Translator (Dental)*..... \$24,950
- *Licensed Practical Nurse* ..... \$ 38,000
- *Unit Secretary (Dental)* ..... \$ 32,760
- *Lead Dental Assistant* ..... \$45,000

**FRINGE BENEFITS**

A sum of **\$1,041,926** is projected for Fiscal Year 2017 to cover the employer’s mandatory contribution to the selected programs for the General Fund personnel positions.

St. Thomas End Medical Center Co.	VI Gov’t Grant
FRINGE BENEFITS	
Retirement Contributions	\$376,461
FICA and Medicare	\$143,996
Health/Dental Insurance	\$504,219
Workers Compensation	\$17,250
<b>TOTAL FRINGE BENEFITS</b>	<b>\$1,041,926</b>

*Exhibit IV*

**PROFESSIONAL SERVICES CONTRACT LISTING**

<b>List of Existing Contracts for Professional Services FY 2017 (10/1/2016-9/30/2017)</b>			
NAME	DISCRIPTION	FUNDING SOURCE	PROJECTED
<b>CLINICAL/DENTAL</b>			
W. Callender and Other	Physician	Federal/Pincome	\$109,161
Dr. James Nabors/Dentist	Dentist	Federal/Pincome	\$150,000
Gigi Caines/Dentist	Pediatric Dentist	Federal/Pincome	\$28,000
To be Hired	Dentist	Federal/Pincome	\$148,765
Joycelyn Forbes	Nutritionist	Program Income	\$19,439
Psychologist		Federal/Pincome	\$69,437
On Call Services	After Hour Call Service	Federal	\$36,000
<b>TOTAL</b>			<b>\$560,802</b>

NAME	DISCRIPTION	FUNDING SOURCE	PROJECTED
<b>OTHER SERVICES</b>			
Schneider Regional Medical Center	Incinerator	Program Income	\$30,000
VI Cleaning Service	Housekeeping	Program Income	\$45,000
Law Office of Pedro	Legal	Program Income	\$12,000
Brinks/ Security System/	Security	Program Income	\$7,000
Security Services	Security	Program Income	\$45,000
COHN REZNICK	Audit	Program Income	\$75,000
St. Thomas Radiology	Radiology Program	Program Income	\$60,000
Laboratory	Lab	Federal/Pincome	\$250,000
Kmart	Pharmaceuticals	Program Income	\$10,000
<b>TOTAL</b>			<b>\$534,000</b>

*Exhibit V*

**LEASES**

*Exhibit VI* shows a listing of STEEMCC's leases for Fiscal Year 2017.

<b>OFFICE SPACE RENTALS</b>				
LANDLORD NAME AND ADDRESS	SQUARE FOOTAGE	ANNUAL/Monthly RENT	LEASE TERMS	REMARKS
<b>TUTU PARK MALL LIMITED</b>				
4605 TUTU PARK MALL, Space 188 & 188C	2,799.5	\$55,990	3 Years, with 2 One Year Renewals	Executive Offices
		\$4,665		
		12/1,2014		
<b>TUTU PARK MALL LIMITED</b>				
4605 TUTU PARK MALL, Space 841	1,057	\$25,459		Dental Suites
		\$3,932		
		04/01/2015		
<b>TUTU PARK MALL LIMITED</b>				
4605 TUTU PARK MALL, SUITE 206-207	7,608	\$165,835	3YRS, With 2 One Year Renewals	Medical Clinic
ST. THOMAS VI 00802		\$13,819		
		12/1,2014		
<b>COURTYARD SELF STORAGE</b>				
St. Thomas VI 00802	25x30	\$9,700	OPEN	Storage of equipment and documents
<b>OFFICE MACHINE RENTAL</b>				
XEROX	2Copiers	\$15,600	60 months	
P.O. Box 650361		11/02/2012		
Dallas, TX 75265-0361				

*Exhibit VI*

**GRANTS**

*Exhibit VII* shows a listing of STEEMCC’s awarded grants for FY 2014-2017.

ST.THOMAS EAST END MEDICAL CENTER GRANTS FISCAL YEARS 2014, 2015, 2016					
GRANT AWARDED FISCAL YEAR 2015	FUNDING SOURCE	DATE AWARDED	BUDGET PERIOD	AMOUNT AWARDED	REMARKS
VI GOVERNMENT GRANT	VI GOVERNMENT		10/01/2015-09/30/2016	\$1,674,988	OPERATING
<b>FISCAL 2016</b>					
HEALTH CENTER CLUSTER GRANT	HRSA FERDERAL	02/26/2016	03/1/2016 - 02/28/2017	\$969,523	OPERATING
Medicaid Retro Claim					
<b>TOTAL</b>				<b>\$2,644,511</b>	
GRANT AWARDED FISCAL YEAR 2015	FUNDING SOURCE	DATE AWARDED	BUDGET PERIOD	AMOUNT AWARDED	REMARKS
Technical Assistance Program (TAP)	Office of Insular Affairs			\$562,250	Capital Improvement
Comprehensive Needs Assessments	Department of Interior, OIA		04/30/2015-09/30/2015	\$201,500	IT Technical Assistance
Technical Assistance Program (TAP)				\$80,000	
<b>TOTAL</b>				<b>\$843,750</b>	

*Exhibit VII*

**VEHICLES**

The St. Thomas East End Medical Center vehicle was purchased since October 24, 2014 through the Program Income Fund, at a cost of \$30,000. Below is the agency’s vehicle gasoline expenses.

Make	Model	Year	License Plate	Funding Source	Lease/Own	Annual Gas Amount
Ford	Edge	2014	T1895	Program. Income	OWN	\$ 1,250
<b>Total Gasoline</b>						<b>\$ 1,250</b>

*Exhibit VIII*

**SUMMARY**

The Governor’s recommended Fiscal Year 2017 budget for STEEMCC is **\$1,674,988**, which is consistent with the agency’s FY 2016 General Fund appropriation. The agency has submitted its

FY 2017 request in an amount of \$2,924,229; an increase of \$1,249,241 over the Governor's recommendation.

<b>\$1,674,988</b>	<b>FY 2017 Governor's Recommendation</b>
	<b>FY 2017 East End Medical Center Request (<i>General Fund</i>)</b>
<b>\$2,924,229</b>	
969,523	Federal Fund - 330 Cluster
3,470,000	Program Income
<b>\$7,363,752</b>	<b>STEEMCC FY 2017 Estimated Operating Budget</b>

According to the Office of Management and Budget, as of May 25, 2016 the allotment to date is **\$1,256,241** for the St. Thomas East End Medical Center Corporation.



Jose L. George  
Post Auditor

**APPENDIX I  
 PERSONNEL LISTING  
 ST. THOMAS EAST END MEDICAL CENTER COOPERATION**

<b>St. Thomas End Medical Center Co.</b>	<b>330 Cluster</b>	<b>VI Gov't Grant</b>	<b>Program Income</b>	<b>Status</b>
<b><u>PERSONAL SERVICES</u></b>				
Executive Director	105,000			Filled
Exec Assist & Policy and Administration	75,000			Filled
Medical Director / OBGYN			210,000	Filled
Chief Financial Officer	89,000			Filled
Grant Writer			65,000	Filled
Facility, Security & Emergency Manager			79,000	Filled
Director of IT Services			78,000	Filled
Public Relations Director		70,000		Filled
Admin to Ed	45,000			Filled
Admin. Secretary		33,000		Filled
Receptionist			32,760	Filled
Medical Records Manager	62,400	-		Filled
Medical Records Clerk	24,960			Filled
Human Resources Coordinator		42,000		Filled
Maintenance / Chauffer		42,500		Filled
Housekeeping/ Translator		30,754		Filled
Housekeeping/ Translator		24,950		Filled
<b>Housekeeper/Translator Dental</b>			<b>24,950</b>	<b>Vacant/TBF</b>
Messenger/ Greeter			27,500	Filled
Exc Assistant to CFO		38,000		Filled
Director of the Business Office		74,000		Filled
Accounts Payable 11		38,000		Filled
Accounts Receivable		35,000		Filled
Payroll Clerk		30,000		Filled
Finance Manager		52,000		Filled
Collection Specialist		37,853		Filled
Outreach Eligibility Worker		40,000		Filled
Billing Lead		42,000		Filled
Biller 11		32,050		Filled
Biller 1		30,589		Filled
<b>Dental Office Manager</b>		<b>40,000</b>		<b>Vacant/TBF</b>
<b>Registrar /Dental</b>		<b>29,000</b>		<b>Vacant/TBF</b>
Registration Lead		38,000		Filled
Registrar 11		30,589		Filled
Registrar 1		27,500		Filled
Registrar 1		27,500		Filled
Scheduler		27,500		Filled
Pediatrician/Allergist			190,000	Filled
Physician Family		165,000		Filled
Physician Family/Part-Time		85,000		Filled
Physician Internist		185,000		Filled

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Physician Assistant		85,000		Filled
Nurse Manager		71,000		Filled
Nurses Per Diem			58,000	Filled
Registered Nurse/Part-Time		35,000		Filled
Licensed Practical Nurse		37,595		Filled
Licensed Practical Nurse		43,260		Filled
Licensed Practical Nurse		39,500		Filled
Licensed Practical Nurse		37,595		Filled
<b>Licensed Practical Nurse</b>			<b>38,000</b>	<b>Vacant/TBF</b>
Certified Medical Assistant		29,994		Filled
Certified Medical Assistant		32,760		Filled
Certified Medical Assistant		29,994		Filled
Certified Nursing Assistant Part Time		29,870		Filled
Certified Nursing Assistant		30,450		Filled
Phlebotomist			30,589	Filled
Phlebotomist		32,500		Filled
Executive Assistant to MD			43,000	Filled
Clinical Care Associate			57,000	Filled
Unit Secretary (Medical)			26,000	Filled
Unit Secretary (Medical)			28,000	Filled
Unit Secretary (Medical)			28,000	Filled
Dental Hygienist			75,000	Filled
<b>Unit Secretary Dental)</b>		-	<b>32,760</b>	<b>Vacant/TBF</b>
<b>Lead Dental Assistant</b>			<b>45,000</b>	<b>Vacant/TBF</b>
Dental Assistant			36,000	Filled
Dental Assistant			35,000	Filled
Dental Assistant			35,000	Filled
<b>TOTAL All FUNDED PERSONNEL</b>	<b>401,360</b>	<b>1,882,303</b>	<b>1,274,559</b>	<b>68 Positions</b>

**APPENDIX II**  
**ITEMIZED ALL FUNDS FY 2017 BUDGET REQUEST**

<b>St. Thomas End Medical Center Co.</b>	<b>330 Cluster</b>	<b>VI Gov't Grant</b>	<b>Program Income</b>	<b>Total</b>
<b>PERSONAL SERVICES</b>				
Unclassified Salaries	401,360	1,882,303	1,274,559	3,558,222
<b>SUB-TOTAL PERSONNEL</b>	<b>401,360</b>	<b>1,882,303</b>	<b>1,274,559</b>	<b>3,558,222</b>
<b>FRINGE BENEFITS</b>				
Retirement Contributions	96,871	\$376,461	241,912	715,244
FICA and Medicare	30,704	\$143,996	97,504	272,204
Health/Dental Insurance	53,405	\$504,219	143,745	701,369
Workers Compensation	1,085	\$17,250	1,231	19,566
<b>SUB-TOTAL FRINGE BENEFITS</b>	<b>182,065</b>	<b>\$1,041,926</b>	<b>484,392</b>	<b>1,708,383</b>
<b>TOTAL PERSONNEL &amp; FRINGE</b>	<b>583,425</b>	<b>2,924,229</b>	<b>1,758,951</b>	<b>5,266,605</b>
<b>St. Thomas End Medical Center Co. March 1 2015 thru February 28, 2016</b>	<b>330 Cluster</b>	<b>VI Gov't Grant</b>	<b>Program Income</b>	<b>Total</b>
<b>TRAVEL AND TRAINING</b>				
Physicians and PA Training 1,250 x 5	0	0	6,250	6,250
Clinical Staff Training 1,250 x 10	0	0	12,500	12,500
Dental Staff Training 1,250 X 4	0	0	5,000	5,000
Executive Staff Training 1,250 x 2	0	0	2,500	2,500
Accounting and Finance Staff 1,250 x 5	0	0	6,250	6,250
<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>0</b>	<b>0</b>	<b>32,500</b>	<b>32,500</b>
<b>EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
<b>SUPPLIES</b>				
Medical (\$3.95 X 29,113 VISITS)	99,630	0	15,370	115,000
Laboratory (\$500 PER MONTH@12 MONTHS)	0	0	6,000	6,000
Dental (\$9,91 X 5,136 VISITS)	0	0	50,898	50,898
Office/Admin (\$2,000 PER MONTH@ 12 MONTHS)	0	0	24,000	24,000
Patient Records (\$2,500 2times a year)	0	0	5,000	5,000

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Maintenance/Housekeeping (\$3000 PER MONTH @ 12 MONTHS)	0	0	36,000	36,000
<b>TOTAL SUPPLIES</b>	<b>99,630</b>	<b>0</b>	<b>137,268</b>	<b>236,898</b>
<b>SERVICES</b>				
<b>Providers</b>				
Provider Medical FTE .65	26,797	0	82,364	109,161
Provider Dental FTE 1.50	166,234	0	160,531	326,765
Dietician Joycelyn Forbes FTE.20		0	19,439	19,439
Psychiatry/Behavioral Health FTE.30	57,437	0	12,000	69,437
Translator Services (\$7,00 x 2,333 patients)	0	0	4,963	4,963
On Call Service (\$692.00@52weeks)	36,000	0	0	36,000
<b>Sub-Total Providers</b>	<b>286,468</b>	<b>0</b>	<b>279,297</b>	<b>565,765</b>
<b>Medical Programs</b>				
Pharmaceuticals (\$833 PER MONTH @ 12 MONTHS)	0	0	10,000	10,000
Radiology (\$5,000per month @ 12 Months)	0	0	60,000	60,000
Laboratory (\$ 29,168 X 12 months)	0	0	250,000	250,000
Nutritional Program (\$500x12months)	0	0	6,000	6,000
Pediatric Dental Program	0	0	10,000	10,000
Transportation Program	0	0	5,000	5,000
Outreach	0	0	5,000	5,000
<b>Sub-Total Medical Programs</b>	<b>0</b>	<b>0</b>	<b>346,000</b>	<b>346,000</b>
<b>Professional Services</b>				
Audit Services	0	0	75,000	75,000
Legal Services (Attorney Pedro Williams)	0	0	12,000	12,000
House Keeping	0	0	45,000	45,000
Security Services (Brinks Security Services)	0	0	7,000	7,000
Security Services (Clinical/Dental)	0	0	45,000	45,000
Incinerator Services	0	0	30,000	30,000
Board	0	0	30,000	30,000
Other Services (Center deep cleaning etc.)	0	0	5,000	5,000
<b>Sub-Total Professional Services</b>	<b>0</b>	<b>0</b>	<b>249,000</b>	<b>249,000</b>
<b>TOTAL SERVICES</b>	<b>286,468</b>	<b>0</b>	<b>874,297</b>	<b>1,160,765</b>
<b>St. Thomas End Medical Center Co. March 1 2015 thru February 28, 2016</b>	<b>330 Cluster</b>	<b>VI Gov't Grant</b>	<b>Program Income</b>	<b>Total</b>
<b>INSURANCE</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>

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<b><u>OTHER CHARGES</u></b>				
Recruitment	0	0	10,000	10,000
Uniforms	0	0	5,000	5,000
Advertisement & Promotion	0	0	10,000	10,000
Events (Health Week, Open House, Homeless, Seniors, Etc.)	0	0	20,000	20,000
Postage/Shipping Fee	0	0	7,200	7,200
Dues & Subscriptions	0	0	10,000	10,000
Licenses & Professional Fees	0	0	20,000	20,000
Printing Cost (\$450 @6 brochures x 500)	0	0	300	300
Miscellaneous (conference call fee, etc.)	0	0	5,000	5,000
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>87,500</b>	<b>87,500</b>
<b><u>Facility</u></b>				
Rent (\$20,607 x 12 months)	0	0	247,284	247,284
Storage (\$808. x 12 months)	0	0	9,700	9,700
Communications	0	0	45,000	45,000
UTILITIES (water and electricity)	0	0	142,500	142,500
Repairs & Maintenance	0	0	50,000	50,000
<b>TOTAL OTHER SERVICES</b>	<b>0</b>	<b>0</b>	<b>494,484</b>	<b>494,484</b>
<b>TOTAL OPERATING BUDGET</b>	<b>969,523</b>	<b>2,924,229</b>	<b>3,470,000</b>	<b>7,363,752</b>