

Report to: Finance Committee, Board of Health
Submitted by: Elizabeth Bowden, Interim Director of Administrative Services
Subject: 2016 SECOND QUARTER FINANCIALS

RECOMMENDATION(S)

- (a) That the Finance Committee makes recommendation to the Board of Health to receive the 2016 Second Quarter Financials, as presented, for information.

BACKGROUND

Wellington-Dufferin-Guelph Public Health’s (WDGPH) annual budget consists of several sub-budgets based on different funders and funding structures. The sub-budgets have been numbered and these numbers have been used consistently throughout this report. The main budget of the organization consists of the sub-budgets numbered (1) through (7) below. In addition to the main budget, WDGPH receives several community grants for projects which are aligned with and build upon the work of Public Health in the community. These community grants are numbered (8) through (12) below.

No.	Program/Budget Name	Funder(s)	Year-end
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Cost-Shared Sub-budgets

1	Cost-shared Mandatory Programs	Ministry of Health and Long-Term Care (MOHLTC); City of Guelph; County of Wellington; County of Dufferin	December 31 st
2	Cost-shared Related Programs	Ministry of Health and Long-Term Care (MOHLTC); City of Guelph; County of Wellington; County of Dufferin	December 31 st

100% Funded Sub-budgets

3	100% MOHLTC Funded Programs	Ministry of Health and Long-Term Care	December 31 st
4	Healthy Babies Healthy Children (HBHC)	Ministry of Children and Youth Services	December 31 st
5	Preschool Speech and Language (PSL)	Ministry of Children and Youth Services	March 31 st
6	Wee-Talk	County of Wellington	December 31 st

7	Canadian Prenatal Nutrition Program (CPNP)	Public Health Agency of Canada	March 31 st
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Other Community Grants

8	Poverty Elimination Task Force (PETF)	City of Guelph, County of Wellington, United Way Wellington-Dufferin-Guelph	December 31 st
9	Children's Report Card	County of Wellington, Dufferin Coalition for Kids (DuCK), Dufferin Child & Family Services (DCAF)	December 31 st
10	Nurturing Neighbourhoods	Family and Children's Services Guelph-Wellington	December 31 st
11	My Health e-Snapshot: A Preconception Health Research Study	Women's College Hospital	December 31 st
12	System of Care	County of Wellington, KidsAbility, CMHA Waterloo-Wellington	December 31 st

The 2016 budget approved by the Board of Health on October 7, 2015 only included sub-budgets (1), (2), and (3) above. These sub-budgets were submitted to the MOHLTC via the Program Based Grants (PBG) submission on March 1, 2016. Total budgeted revenue and expenses for all of the Cost-Shared Mandatory, Cost-Shared Related (Vector-Borne Diseases and Small Drinking Water Systems), and 100% MOHLTC Funded budgets are below:

No.	Name of Budget	BOH Approved	2015 One Time Grants Deferred	Total 2016 Budget
1	Cost-Shared Mandatory	\$20,223,271	\$319,216	\$20,542,487
2	Vector-Borne Diseases	\$206,221		\$206,221
2	Small Drinking Water Systems	\$54,772		\$54,772

	Name of Budget	Funding Requested
3	Needle Exchange	\$50,000
3	Enhanced Food Safety	\$40,300
3	Healthy Smiles Ontario	Not included in submission
3	Infection Control	\$333,400
3	Smoke Free Ontario	\$409,500
3	Electronic Cigarettes Act	\$19,200
3	Enhanced Safe Water	\$21,600
3	Chief Nursing Officer	\$121,500
3	Infection Control Nurses Initiative	\$90,100
3	Social Determinants of Health Nurses	\$180,500
3	MOH Compensation	\$83,714

In addition to the MOHLTC and municipal funding, WDGPH will receive funding for 2016 for the following programs/projects:

	Program/Project	Funding
4	Healthy Babies Healthy Children	\$1,567,992
5	Preschool Speech and Language	\$808,573
6	Wee-Talk	\$367,921
7	Canadian Prenatal Nutrition Program	\$63,410
8	Poverty Elimination Task Force	\$130,841
9	Children's Report Card	\$113,000
10	Nurturing Neighbourhoods	\$40,125
11	My Health eSnapshot: A Preconception Health Research Study	\$15,000
12	System of Care	\$46,829

In addition to the above funding, the following one-time grant requests were submitted to MOHLTC for 2016:

2016 One-Time Grant Requests (Cost-Shared)

Name of Grant	Provincial Funding Requested
Positive Space Training	\$15,000
Website	\$200,000
Psychological Health & Safety in the Workplace	\$15,000
Dental Clinic Equipment	\$34,230
ERP Consultant	\$75,000
Oral Health Practice Management Software	\$25,000

2016 One-Time Grant Requests (100% MOHLTC Funded)

Name of Grant	Provincial Funding Requested
Immunization of School Pupils Act Regulatory Amendments Implementation	\$60,681
PHI Practicum	\$10,000
Additional Parking Spaces	\$250,000
Health Protection Tablets	\$74,800
New Shelburne Location Renovations*	\$400,000

* withdrawn

PUBLIC HEALTH AND/OR FINANCIAL IMPLICATIONS:

Appendix 1: Cost-shared Mandatory Programs (1)

Cost-shared Mandatory Programs are the public health programs and services that boards of health are required provide to the communities they serve in accordance with the Health Protection and Promotion Act (HPPA), Ontario Public Health Standards (OPHS) and the Organizational Standards. MOHLTC funding for mandatory programs is provided on a global basis (as opposed to a line by line basis), and boards of health are responsible for

allocating the funding to meet the requirements of the HPPA, OPHS, and Organizational Standards according to local needs and priorities.

Current Net Position:

Appendix “1” represents the statement of revenue and expenditures for the six months ended June 30, 2016, for the Cost-shared Mandatory programs. As reported on the attached statement, there was a net excess of revenue over expenditures of \$1,084,027 for the first six months of the year. Budget to actual variances of greater than \$100,000 are explained below:

Salary and benefits expenses had a positive variance of \$623,208 for the first six months as a result of two vacant Director positions (one of which has subsequently been filled), one vacant management position (temporarily backfilled), maternity leaves, a leave of absence, and temporary and casual staff who have a two week payroll lag.

Building Occupancy expenses had a positive variance of \$227,146 for the first six months of the year as a result of lower than budgeted hydro costs for the Chancellors Way office and several maintenance projects which are underway and which will be completed in the third and fourth quarters.

Information and IT Equipment expenses had a positive variance of \$109,228 as planned annual computer hardware purchases were made in the third quarter, and computer software licensing fees are incurred later in the year.

Appendix 2: All Other Programs (2 – 12)

Appendix Two presents the Funding and Expenditures for the first six months of the year for the Cost-Shared Related (Small Drinking Water Systems and Vector-Borne Diseases) and 100% funded programs.

Ministry of Health and Long-Term Care Cost-shared Related Programs

Vector Borne Diseases – funding provided for this program must be used for the ongoing surveillance, public education, prevention and control of all reportable and communicable vector-borne diseases and outbreaks of vector-borne disease, which include, but are not limited to, West Nile Virus and Lyme Disease.¹

Small Drinking Water Systems – this funding is provided to support the ongoing assessments and monitoring of small drinking water systems. Under this program, public health inspectors are required to conduct new and ongoing site-specific risk assessments of all small drinking water systems within the oversight of the Board of Health; ensure system compliance with the regulation governing the small drinking water systems; and, ensure the provision of education and outreach to the owners/operators of small drinking water systems.¹

Ministry of Health and Long-Term Care 100% Funded Programs

Needle Exchange – this funding is provided for the purchase of needles and syringes, and their associated disposal costs, for the Board of Health’s Needle Exchange Program.¹ In 2015, there was \$9,994 more spent than was provided in provincial funding. Municipal funding was used to cover the shortfall. The 2016 provincial funding request is \$50,000.

Enhanced Food Safety – this initiative was established to augment the Board of Health’s capacity to deliver the Food Safety Program.¹ This funding pays for 0.35 FTE of a Public Health Inspector, and some program supplies costs and training.

Healthy Smiles Ontario – this program provides prevention and basic treatment services for children and youth, from low-income families, who are 17 years of age or under, and who do not have access to any form of dental coverage.¹ This program has been merged with the CINOT and CINOT Expansion programs effective January 2016, with the merged program currently being referred to as HSO II by the Ministry. The funding envelope for this program has not yet been provided by the Ministry. Public Health Units were not asked to submit a budget request for this program with the PBG submission which was due in early March 2016.

Infectious Diseases Control Initiative – this funding pays for 2.0 FTE Public Health Nurses and 1.0 FTE Epidemiologist, as well as some travel and equipment costs. The funding is provided for the sole purpose of monitoring and controlling infectious diseases and enhancing the Board of Health’s ability to handle and coordinate increased activities related to outbreak management.¹

Smoke Free Ontario – this funding is provided in support of the government’s Healthy Change Strategy and Action Plan. The Smoke-Free Ontario Strategy is a multi-level comprehensive tobacco control strategy aiming to eliminate tobacco-related illness and death by preventing experimentation and escalation of tobacco use among children, youth and young adults; increasing and supporting cessation by motivating and assisting people to quit tobacco use; and protecting the health of Ontarians by eliminating involuntary exposure to second-hand smoke.¹

Electronic Cigarettes Act – this funding was provided to prepare for the implementation and enforcement of the *Electronic Cigarettes Act (ECA)*, which was effective January 1, 2016.

Enhanced Safe Water – the purpose of this initiative is to increase the Board of Health’s capacity to meet the requirements of the Safe Water Program Standard under the OPHS.¹ This funding pays for 0.15 FTE of a Public Health Inspector, as well as some program supplies and training.

Chief Nursing Officer – funding provided for the Chief Nursing Officer position at the Health Unit. The purpose of the Chief Nursing Officer in the Board of Health is to enhance the health outcomes of the community at individual, group, and population levels, through contributions to organizational strategic planning and decision making; by

facilitating recruitment and retention of qualified, competent public health nursing staff, and by enabling quality public health nursing practice.¹

Infection Prevention and Control Nurse – this funding pays for 1.0 FTE Public Health Nurse. The majority of the Infection Prevention and Control Nurse’s time must be spent on infection prevention and control activities.¹

Social Determinants of Health Nurses Initiative – this funding pays for 2.0 FTE Public Health Nurses. With this funding, public health nurses with specific knowledge and expertise on social determinants of health and health inequities issues will provide enhanced supports internally and externally to the Board of Health to address the needs of priority populations impacted most negatively by the social determinants of health in the Board of Health area.¹

MOH Compensation Initiative – funding provided by the Province to subsidize the salary/benefits/stipends for the Medical Officer of Health to ensure compensation falls within the salary ranges outlined in the 2012 Physician Services Agreement and subsequent addendums to that agreement.¹

Ministry of Children and Youth Services Funded Programs

Healthy Babies Healthy Children – under this program 8.2 FTE Public Health Nurses, 5.8 FTE Family Home Visitors, 1.0 Data Entry Clerk, and 1.0 Program Assistant are funded to help children get a healthy start in life. The program does this by helping infants and children up to age six and their families through: screening and assessments, supports for new parents, and help in finding community programs and resources.²

Preschool Speech and Language – this funding pays for 2.0 FTE Speech Language Pathologists and 0.6 of a FTE Wee Talk Administrator employed by WDGPH, and approximately 4 Speech Language Pathologists employed by Groves Memorial Hospital, Fergus, St. Joseph’s Healthcare, Guelph, and Headwaters Hospital, Orangeville. Together with the three hospitals, WDGPH coordinates the provision of speech pathology services in the Counties of Wellington and Dufferin, and the City of Guelph. This funding has a fiscal year of April to March.

County of Wellington Wee Talk this funding is provided by the County of Wellington to integrate with the speech pathology services available in Wellington County funded by the Ministry of Children and Youth Services under the Preschool Speech and Language program.

Canadian Prenatal Nutrition Program - this funding is provided by the Public Health Agency of Canada on an April to March fiscal year, to deliver a comprehensive program to promote and support optimal nutrition and health in pregnant and early postpartum women who live in difficult life situations.³

Other Community Grants - various other community grants are provided by the three municipalities served by WDGPH, and other community partners (Family and Children’s Services and United Way). The work undertaken with this funding falls within the mandate

of WDGPH under the HPPA, OPHS, and Organizational Standards. This funding provides additional resources to WDPGH to augment the work of the Agency.

APPENDICES:

Appendix “1” - Statement of Revenue & Expenditures for the six months ended June 30, 2016 – Cost Shared Mandatory Programs

Appendix “2” – Q2 Financial Report 2016: All Other Programs

REFERENCES:

1. Ontario. Ministry of Health and Long-Term Care. Financial Planning, Accountability and User Guide for Program-Based Grants for Mandatory and Related Public Health Programs and Services; 2015.
2. Ministry of Children and Youth Services [homepage on the Internet]. Available from: <http://www.children.gov.on.ca/htdocs/English/topics/earlychildhood/health/index.aspx>.
3. Canada. Public Health Agency of Canada. Canada Prenatal Nutrition Program Contribution Agreement; October 2013.

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Wellington-Dufferin-Guelph Public Health

APPENDIX "1"

Statement of Revenue and Expenditures
Total Cost Shared Mandatory Programs
For the Six Months Ended June 30, 2016

Finance Committee Report BH.04.SEP1516.R11

	Annual Budget	YTD Budget	Actual	Variance	Variance % of Annual Budget
	2016	2016	2016	Variance*	
	\$		\$	\$	%
Municipal and provincial funding					
Province of Ontario - Ministry of Health and Long Term Care	12,249,800	6,124,900	6,060,986	(63,914)	-0.3%
City of Guelph	3,650,642	1,825,321	1,825,321	0	0.0%
County of Wellington	2,600,782	1,300,391	1,300,391	0	0.0%
County of Dufferin	1,702,047	851,024	851,024	0	0.0%
One Time Grants - Ministry of Health and Long Term Care	226,259	226,259	226,259	0	0.0%
	20,429,530	10,327,895	10,263,981	(63,914)	-0.3%
Other revenue					
Transfers from Reserves	75,420	75,420	95,324	19,904	0.1%
Interest	20,000	10,000	13,288	3,288	0.0%
	95,420	85,420	108,612	23,192	0.1%
Total revenue	20,524,950	10,413,315	10,372,593	(40,722)	-0.2%
Expenses					
Employee salaries, wages and benefits	14,979,203	7,118,700	6,495,492	623,208	3.0%
Staff training	169,151	70,997	66,537	4,460	0.0%
Board/volunteer training and recognition	41,707	20,854	36,996	(16,142)	-0.1%
Travel	300,797	151,889	108,231	43,658	0.2%
Building occupancy	3,040,601	1,697,602	1,470,455	227,147	1.1%
Office expenses, printing, postage	191,025	90,980	90,015	965	0.0%
Professional and purchased services	766,116	442,918	377,886	65,032	0.3%
Program materials and supplies	498,884	253,933	259,329	(5,396)	0.0%
Office equipment	27,858	7,650	1,598	6,052	0.0%
Information and IT equipment	555,852	353,127	243,899	109,228	0.5%
Communication costs	161,400	80,700	72,209	8,491	0.0%
One-time	301,679	301,679	301,679	0	0.0%
Total net operating costs	21,034,273	10,591,029	9,524,326	1,066,703	5.2%
Expenditure recoveries	(509,323)	(239,662)	(235,760)	(3,902)	0.0%
Total net expenditures after expenditure recoveries	20,524,950	10,351,367	9,288,566	1,062,801	5.2%
Excess of revenue over expenditures	0	61,948	1,084,027	1,022,079	

Program	Provincial/ Municipal Split	Fiscal Year-end	Provincial Funding Requested	Provincial Funding Approved	Municipal Funding Approved	"Other" Funding Approved	Total Funding	YTD Funding Received	YTD Expenditures	Excess (Deficiency) of YTD Funding over Expenditures	Projected Surplus (Deficit) at Year- End
Vector-Borne Diseases	Cost-Shared	December 31st	150,700		55,521		206,221	103,110	35,094	68,016	0
Small Drinking Water Systems	Cost-Shared	December 31st	40,600		14,172		54,772	27,388	25,287	2,101	0
Needle Exchange	100% Provincial	December 31st	50,000				50,000	15,398	17,474	(2,076)	0
Enhanced Food Safety	100% Provincial	December 31st	40,300				40,300	20,149	16,966	3,183	0
Healthy Smiles Ontario	100% Provincial	December 31st					0	450,887	222,319	228,568	0
Infection Control	100% Provincial	December 31st	333,400				333,400	166,702	154,214	12,488	0
Smoke Free Ontario	100% Provincial	December 31st	409,500				409,500	204,747	189,256	15,491	0
Electronic Cigarettes Act	100% Provincial	December 31st	19,200		0		19,200	9,600	5,124	4,476	0
Enhanced Safe Water	100% Provincial	December 31st	21,600				21,600	10,800	7,271	3,529	0
Chief Nursing Officer	100% Provincial	December 31st	121,500				121,500	60,753	56,328	4,425	0
Infection Control Nurses Initiative	100% Provincial	December 31st	90,100				90,100	45,049	41,770	3,279	0
Social Determinants of Health Nurses	100% Provincial	December 31st	180,500				180,500	90,251	83,680	6,571	0
MOH Compensation	100% Provincial	December 31st	83,714				83,714	41,865	38,785	3,080	0
Healthy Babies Healthy Children	100% Provincial	December 31st		1,567,992			1,567,992	784,124	715,329	68,795	0
Preschool Speech and Language	100% Provincial	March 31st		763,573			763,573	190,902	167,840	23,062	0
County of Wellington Weetalk	100% Municipal	December 31st				367,921	367,921	183,961	182,104	1,857	0
Canadian Prenatal Nutrition Program	PHAC	March 31st	63,410			63,410	126,820	59,605	13,748	45,857	0
Community Grants*	Various funders**	December 31st			204,156	149,389	353,545	271,633	150,829	120,804	0

*Community Grants include:
 Poverty Elimination Task Force
 Children's Report Card
 Nurturing Neighbourhoods
 My Health eSnapshot
 System of Care

**Various Funders are:
 City of Guelph
 County of Wellington
 Dufferin Coalition for Kids (DuCK)
 United Way Wellington-Dufferin-Guelph
 Family and Children's Services Guelph Wellington
 Women's College Hospital
 Dufferin Child and Family Services (DCAF)
 KidsAbility
 CMHA Waterloo-Wellington