

Report to: Finance + Facilities Committee, Board of Health
Submitted by: Elizabeth Bowden, Interim Director of Administrative Services
Subject: 2017 THIRD QUARTER FINANCIALS

RECOMMENDATION(S)

- (a) That the Finance + Facilities Committee makes recommendation to the Board of Health to receive the 2017 Third 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 WDGPH 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	MOHLTC; City of Guelph; County of Wellington; County of Dufferin	December 31 st

100% Funded Sub-budgets

3	100% MOHLTC Funded Programs	MOHLTC	December 31 st
4	Healthy Babies Healthy Children	Ministry of Children and Youth Services (MCYS)	December 31 st
5	Preschool Speech and Language	MCYS	March 31 st
6	Wee-Talk	County of Wellington	December 31 st
7	Canadian Prenatal Nutrition Program (CPNP)	Public Health Agency of Canada (PHAC)	March 31 st

External Projects

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	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, Canadian Mental Health Association (CMHA) Waterloo-Wellington	December 31 st

One-Time Grants

13	One-Time Grants	MOHLTC	December 31 st / March 31 st
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The 2017 budget, approved by the Board of Health on November 2, 2016, included sub-budgets (1), (2), and (3) above. These sub-budgets, along with the One-Time Grant requests (13) were submitted to the MOHLTC via the Program Based Grants (PBG) submission on March 1, 2017.

The provincial funding approval, from the MOHLTC, was received on November 15, 2017. Details of approved funding can be found in the Finance + Facilities Committee Report – BH.04.JAN1718.R01 – 2017 Provincial Funding Approval.

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 are funded by the MOHLTC and the three obligated municipalities under Regulation 553 of the Health Protection and Promotion Act (HPPA): the County of Wellington, the County of Dufferin, and the City of Guelph. Boards of health are responsible for allocating this funding to meet the requirements of the HPPA, the Ontario Public Health Standards (OPHS) and Protocols, and the Ontario Public Health Organizational Standards, according to local needs and priorities.

Current Net Position:

Appendix "1" represents the statement of revenue and expenditures for the nine months ended September 30, 2017, for the Cost-shared Mandatory programs. As reported on the attached statement, there was a surplus totalling \$850,552 as of the end of September.

Budget to actual variances of greater than \$100,000 are explained below:

Salary and benefits expenses were lower than budgeted by \$358,841 for the period. This variance consists of savings from leaves of absence (\$164,514), one less work day than budgeted in 2018 (\$49,125), vacant positions (\$258,033), and benefits savings (\$240,000) associated with vacant positions and the April 2017 benefits rates decrease. This has been offset by spending on temporary positions, higher than budgeted parental leave pay, overtime costs from the dental lapse response, and separation costs (total of \$322,724).

Professional and Purchased Services expense was lower than budgeted by \$131,807 for the first six months of the year due to lower than budgeted spending on consulting, legal fees, advertising, and memberships. Many memberships renew in the new year, and the Agency's new advertising campaign "I am the Public in Public Health" has just launched in quarter four.

Program Materials and Supplies expense was lower than budgeted by \$156,386 due to significantly lower than budgeted purchases of non-publicly funded vaccines and contraceptives. These savings are offset by lower than budgeted expenditure recoveries for the sale of non-publicly funded vaccines and contraceptives.

Information and IT Equipment expenses were lower than budgeted by \$203,768, due to the computer hardware purchases which were phased more heavily in the first three quarters of the year, but which will take place in Q4.

Appendix "2": All Other Programs (2 – 12)

Appendix "2" presents the funding received and expenditures made for the period for all other ongoing programs at WDGPH.

MOHLTC 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

MOHLTC 100% Funded Related 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

Enhanced Food Safety – This initiative was established to augment the Board of Health's capacity to deliver the Food Safety Program.¹

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

Infectious Diseases Control Initiative – This 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

Chief Nursing Officer – Funding is provided for the Chief Nursing Officer position at WDGPH. The purpose of the Chief Nursing Officer position in each 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 is provided to contribute to the cost of a Public Health Nurse, and the majority of the nurse's time must be spent on infection prevention and control activities.¹

Social Determinants of Health Nurses Initiative – 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 is 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

MCYS Funded Programs

Healthy Babies Healthy Children – The MCYS provides funding for this program with the goal of helping 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 – As the lead agency for the Wellington-Dufferin-Guelph area Preschool Speech and Language Program, WDGPH coordinates the provision of speech pathology services delivered by Groves Memorial Community Hospital, North Wellington Health Care Corporation and St. Joseph’s Health Centre. 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 MCYS under the Preschool Speech and Language program.

Canadian Prenatal Nutrition Program - This funding is provided by the PHAC, 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 municipalities served by WDGPH and other community partners (Family and Children’s Services, United Way, Dufferin Coalition for Kids, Women’s College Hospital, Dufferin Child and Family Services, KidsAbility, and CMHA Waterloo Region). The work undertaken with this funding aligns with 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.

Appendix “3” – One-time Grants

Appendix “3” presents the one-time grants approved as part of the 2016 Provincial Funding Approval which were deferred to the first quarter of 2017 in accordance with the funding approval provided by the MOHLTC, as well as the approved 2017 one-time grants.

APPENDICES:

Appendix “1” – Statement of Revenue & Expenditures for the nine months ended September 30, 2017 – Cost-shared Mandatory Programs

Appendix “2” – Q3 Financial Report 2017: All Other Programs

Appendix “3” – Q3 Financial Report 2017: 100% MOHLTC Funded One-Time Grants

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.

Prepared by:
Shanna O'Dwyer
Manager, Finance

Reviewed by:
Elizabeth Bowden, Interim
Director of Administrative
Services

Original Signed Document on File

Approved by:
Dr. Nicola Mercer,
Medical Officer of Health
& CEO

Wellington-Dufferin-Guelph Public Health

APPENDIX "1"

Statement of Revenue and Expenditures
Total Cost-Shared Mandatory Programs
For the Nine Months Ended September 30, 2017

	Annual Budget	YTD Budget	YTD Actual	YTD	Variance
	2017	2017	2017	Variance*	% of Total
	\$	\$	\$	\$	Annual Budget
					%
Municipal and provincial funding					
MOHLTC - Base funding	11,986,100	8,989,575	8,989,577	2	0.0%
City of Guelph	3,723,655	2,792,741	2,792,741	0	0.0%
County of Wellington	2,652,798	1,989,599	1,989,598	(1)	0.0%
County of Dufferin	1,736,088	1,302,066	1,302,066	0	0.0%
	20,098,641	15,073,981	15,073,982	1	0.0%
Other revenue					
Interest	20,000	15,000	12,608	(2,392)	0.0%
Total revenue	20,118,641	15,088,981	15,086,590	(2,391)	(0)
Expenses					
Employee salaries, wages and benefits	14,654,558	10,935,395	10,576,554	358,841	1.8%
Staff training	181,856	116,631	84,908	31,723	0.2%
Board/volunteer training and recognition	47,450	30,950	16,927	14,023	0.1%
Travel	304,207	228,266	157,594	70,672	0.4%
Building occupancy	2,438,254	1,843,428	1,903,939	(60,511)	-0.3%
Office expenses, printing, postage	187,746	142,719	120,702	22,017	0.1%
Professional and purchased services	922,315	684,450	552,643	131,807	0.7%
Program materials and supplies	649,709	421,772	265,386	156,386	0.8%
Office equipment	30,379	26,195	28,310	(2,115)	0.0%
Information and IT equipment	683,032	562,583	358,815	203,768	1.0%
Communication costs	156,700	117,525	124,120	(6,595)	0.0%
Transfers to Reserve Funds	377,147	377,147	377,147	0	0.0%
Total net operating costs	20,633,353	15,487,061	14,567,045	920,016	4.6%
Expenditure recoveries	(514,712)	(365,359)	(331,007)	(34,352)	-0.2%
Total net expenditures after expenditure recoveries	20,118,641	15,121,702	14,236,038	885,664	4.4%
Excess of revenue over expenditures	0	(32,721)	850,552	883,273	

* Variances greater than \$100,000 are explained in the body of the accompanying report.

Program	Provincial/ Municipal Split	Fiscal Year-end	Provincial Funding Approved	Municipal Funding Approved	"Other" Funding Approved	Total Program Budget	YTD Funding Received	YTD Expenditures	Excess (Deficiency) of YTD Funding over Expenditures	Projected Surplus (Deficit) End of Year
Vector-Borne Diseases (2)	Cost-Shared	December 31st	150,700	56,632		207,332	155,497	170,244	(14,747)	0
Small Drinking Water Systems (2)	Cost-Shared	December 31st	40,600	14,456		55,056	41,296	40,878	418	0
Needle Exchange (3)	100% Provincial	December 31st	50,000			50,000	37,496	39,958	(2,462)	0
Enhanced Food Safety (3)	100% Provincial	December 31st	40,300			40,300	30,223	27,957	2,266	0
Healthy Smiles Ontario (3)	100% Provincial	December 31st	817,400			817,400	575,550	540,946	34,604	0
Infection Control (3)	100% Provincial	December 31st	333,400			333,400	250,054	247,415	2,639	0
Smoke Free Ontario (3)	100% Provincial	December 31st	409,500			409,500	307,119	300,470	6,649	0
Electronic Cigarettes Act (3)	100% Provincial	December 31st	19,200			19,200	14,400	4,791	9,609	0
Harm Reduction Program Enhancement (3)	100% Provincial	December 31st	150,000			150,000	0	0	0	0
Enhanced Safe Water (3)	100% Provincial	December 31st	21,600			21,600	16,200	11,843	4,357	0
Chief Nursing Officer (3)	100% Provincial	December 31st	121,500			121,500	91,131	90,167	964	0
Infection Prevention and Control Nurse (3)	100% Provincial	December 31st	90,100			90,100	67,573	66,897	676	0
Social Determinants of Health Nurses (3)	100% Provincial	December 31st	180,500			180,500	135,377	134,017	1,360	0
MOH Compensation (3)	100% Provincial	December 31st	91,500			91,500	62,591	61,689	902	0
Healthy Babies Healthy Children (4)	100% Provincial	December 31st	1,567,992			1,567,992	1,176,161	1,127,594	48,567	0
Preschool Speech and Language (5)	100% Provincial	March 31st	879,287		60,472	939,759	458,983	494,653	(35,670)	0
County of Wellington Weetalk (6)	100% Municipal	December 31st		367,921		367,921	275,941	251,887	24,054	0
Canadian Prenatal Nutrition Program (7)	PHAC	March 31st			63,410	63,410	20,006	33,116	(13,110)	0
External Projects* (8, 9, 10, 11, 12)	Various funders**	December 31st		189,341	191,061	380,402	346,080	216,471	129,609	27,000

*External projects 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

Name of Grant	Budget Year of Request	Fiscal Period for Eligible Expenditures	Approved 2016 Provincial One-Time Funding deferred for use up to March 31, 2017	Approved 2017 Provincial One-Time Funding	Total Expenditures Q1 & Q2 2017	Balance Remaining (Overspent)
HSO Clinical Dental Equipment	2016	April 1, 2016 to March 31, 2017	34,300		34,283	17
Dental Practice Management Software	2016	April 1, 2016 to March 31, 2017	25,000		25,000	-
Panorama	2016	April 1, 2016 to March 31, 2017	93,178		93,178	-
Panorama	2017	April 1, 2017 to March 31, 2018		97,200		97,200
Purpose Built Vaccine Refrigerator	2017	April 1, 2017 to March 31, 2018		12,000	-	12,000
Guelph Clinic Dental Equipment	2017	April 1, 2017 to March 31, 2018		20,000	-	20,000
HSO Project Manager	2017	April 1, 2017 to March 31, 2018		75,000	-	75,000
Public Health Inspector Practicum Program	2017	April 1, 2017 to March 31, 2018		10,000	8,335	1,665
Reprocessing Room in a Box	2017	April 1, 2017 to March 31, 2018		14,300	-	14,300
Data Breach Minimization	2017	April 1, 2017 to March 31, 2018		15,000	-	15,000
High Availability and Business Continuity Upgrade	2017	April 1, 2017 to March 31, 2018		15,000	-	15,000
Needle Exchange Program Initiative	2017	April 1, 2017 to March 31, 2018		10,000	-	10,000
Total			152,478	268,500	160,796	260,182