Finance Committee Report BH.04.MAY2917.R08
May 29, 2017

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

RECOMMENDATION(S)

(a) That the Finance Committee makes recommendation to the Board of Health to receive the 2017 First Quarter Financials, 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
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 31st
2	Cost-shared Related Programs	MOHLTC; City of Guelph; County of Wellington; County of Dufferin	December 31st
100% Funded Sub-budgets			
3	100% MOHLTC Funded Programs	MOHLTC	December 31st
4	Healthy Babies Healthy Children	Ministry of Children and Youth Services (MCYS)	December 31st
5	Preschool Speech and Language	MCYS	March 31st
6	Wee-Talk	County of Wellington	December 31st
7	Canadian Prenatal Nutrition Program (CPNP)	Public Health Agency of Canada (PHAC)	March 31st

External Projects

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

One-Time Grants

13	2016 One-Time Grants	MOHLTC	December 31st / March 31st

The 2017 budget, approved by the Board of Health on November 2, 2016, only 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 has not yet been received for 2017.

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 to provide to the communities they serve in accordance with the Health Protection and Promotion Act (HPPA), Ontario Public Health Standards (OPHS) and Protocols 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 quarter ended March 31, 2017, for the Cost-shared Mandatory programs. As reported on the attached statement, there was a surplus totalling $231,066, 21% of which is from having one less work day in 2017 and 20% of which is the result of long and short-term disability leaves.

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

Salary and benefits expenses were lower than budgeted by $253,813 for the quarter as a result of: (i) vacancies ($70K); (ii) maternity leaves ($17K); (iii) long and short-term disability related leaves ($45K); (iv) the fact that there is one less work day in the 2017 year than in most budget years ($49K); and (v) the related benefits savings from both these vacant positions and the fact that the benefits renewal rates were lower than budgeted for ($70K).

Information and IT equipment expenses were lower than budgeted by $130,332, due to the timing of the Excelicare (electronic medical records software) renewal versus when it was budgeted (budgeted in Q1 but renewal paid in April 2017 (Q2)). Additionally, computer hardware purchases were phased more heavily in the Q1 budget, but most will take place later in the year.

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

Appendix "2" *presents the funding received and expenditures made for the quarter 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. The one-time grants requested as part of the 2017 MOHLTC funding request are also listed for information purposes.

APPENDICES:

Appendix "1" – Statement of Revenue & Expenditures for the quarter ended March 31, 2017 – Cost-shared Mandatory Programs
Appendix "2" – Q1 Financial Report 2017: All Other Programs
Appendix "3" – Q1 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:	Reviewed by:	*Original Signed Document on File* Approved by:
Shanna O'Dwyer Manager, Finance	Elizabeth Bowden, Interim Director of Administrative Services	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 Quarter Ended March 31, 2017

	Annual Budget 2017	YTD Budget 2017	YTD Actual 2017	Variance*	Variance % of Total Annual Budget
	$	$	$	$	%
Municipal and provincial funding					
MOHLTC - Base funding	11,986,100	2,996,525	2,996,525	0	0.0%
City of Guelph	3,723,655	930,914	930,914	0	0.0%
County of Wellington	2,652,798	663,200	663,200	0	0.0%
County of Dufferin	1,736,088	434,022	434,022	0	0.0%
	20,098,641	5,024,661	5,024,661	0	0.0%
Other revenue					
Interest	20,000	5,000	6,197	1,197	0.0%
Total revenue	20,118,641	5,029,661	5,030,858	1,197	0
Expenses					
Employee salaries, wages and benefits	14,806,224	3,542,857	3,289,044	253,813	1.3%
Staff training	175,689	38,810	25,489	13,321	0.1%
Board/volunteer training and recognition	47,450	12,550	6,829	5,721	0.0%
Travel	304,207	72,464	45,014	27,450	0.1%
Building occupancy	2,937,961	990,102	1,001,518	(11,416)	-0.1%
Office expenses, printing, postage	187,746	46,485	36,674	9,811	0.0%
Professional and purchased services	832,277	301,063	225,821	75,242	0.4%
Program materials and supplies	487,132	127,038	95,097	31,941	0.2%
Office equipment	14,935	4,708	(1,168)	5,876	0.0%
Information and IT equipment	683,032	288,806	158,474	130,332	0.6%
Communication costs	156,700	39,175	41,261	(2,086)	0.0%
Total net operating costs	20,633,353	5,464,058	4,924,053	540,005	2.7%
Expenditure recoveries	(514,712)	(128,553)	(124,261)	(4,292)	0.0%
Total net expenditures after expenditure recoveries	20,118,641	5,335,505	4,799,792	535,713	2.7%
Excess of revenue over expenditures	**0**	**(305,844)**	**231,066**	**536,910**	

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

Wellington-Dufferin-Guelph Public Health
Q1 Financial Report 2017
All Other Programs (2 through 12)

APPENDIX 2

Program	Provincial/ Municipal Split	Fiscal Year-end	Provincial Funding Requested	Municipal Funding Approved	"Other" Funding Approved	Total Progam 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	0	207,332	51,833	23,408	28,425	0
Small Drinking Water Systems (2)	Cost-Shared	December 31st	40,600	14,456	0	55,056	13,764	13,154	610	0
Needle Exchange (3)	100% Provincial	December 31st	60,000	0	0	60,000	12,500	12,622	(122)	0
Enhanced Food Safety (3)	100% Provincial	December 31st	40,300	0	0	40,300	10,075	9,097	978	0
Healthy Smiles Ontario (3)	100% Provincial	December 31st	767,400	0	0	767,400	191,850	175,374	16,476	0
Infection Control (3)	100% Provincial	December 31st	333,400	0	0	333,400	83,350	79,803	3,547	0
Smoke Free Ontario (3)	100% Provincial	December 31st	409,500	0	0	409,500	102,375	95,663	6,712	0
Electronic Cigarettes Act (3)	100% Provincial	December 31st	19,200	0	0	19,200	4,800	1,579	3,221	0
Enhanced Safe Water (3)	100% Provincial	December 31st	21,600	0	0	21,600	5,400	3,806	1,594	0
Chief Nursing Officer (3)	100% Provincial	December 31st	121,500	0	0	121,500	30,375	29,095	1,280	0
Infection Prevention and Control Nurse (3)	100% Provincial	December 31st	90,100	0	0	90,100	22,525	21,526	999	0
Social Determinants of Health Nurses (3)	100% Provincial	December 31st	180,500	0	0	180,500	45,125	43,124	2,001	0
MOH Compensation (3)	100% Provincial	December 31st	83,905	0	0	83,905	20,735	20,328	407	0
Healthy Babies Healthy Children (4)	100% Provincial	December 31st	1,567,992	0	0	1,567,992	392,019	363,118	28,901	0
Preschool Speech and Language (5)	100% Provincial	**March 31st**	903,848	0	0	903,848	904,067	903,848	219	219
County of Wellington Weetalk (6)	100% Municipal	December 31st	367,921	0	0	367,921	91,980	77,644	14,336	0
Canadian Prenatal Nutrition Program (7)	PHAC	**March 31st**	63,410	0	0	63,410	63,410	63,410	0	0
External Projects* (8, 9, 10, 11, 12)	Various funders**	December 31st	0	175,449	187,253	362,702	193,692	54,727	138,965	0

*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

Wellington-Dufferin-Guelph Public Health
Q1 Financial Report 2017
100% MOHLTC Funded One-Time Grants (13)

APPENDIX 3

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	2017 Provincial One-Time Funding Requested*	Total Expenditures Q1 2017	Balance Remaining (Overspent)
HSO Clinical Dental Equipment	2016	April 1, 2016 to March 31, 2017	34,300		34,300	-
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	-
Creating a Comprehensive Baseline of the Built Environment in the WDG Region	2017	Not yet approved		75,000	-	75,000
Purpose Built Vaccine Refrigerator	2017	Not yet approved		12,000	-	12,000
Guelph Clinic Dental Equipment	2017	Not yet approved		20,000	-	20,000
HSO Project Manager	2017	Not yet approved		75,000	-	75,000
Public Health Inspector Practicum Program	2017	Not yet approved		10,000	-	10,000
Reprocessing Room in a Box	2017	Not yet approved		14,250	-	14,250
Hedgehog Classic Replacement Project	2017	Not yet approved		51,000	-	51,000
Cloud-based Exchange/SharePoint Implementation (Office 365)	2017	Not yet approved		100,000	-	100,000
Data Breach Minimization	2017	Not yet approved		20,000	-	20,000
Data Dashboard Development to Aid in Evidence Informed Decision Making	2017	Not yet approved		110,000	-	110,000
Electronic Health Records Database Customizations	2017	Not yet approved		90,000	-	90,000
High Availability and Business Continuity Upgrade	2017	Not yet approved		15,000	-	15,000
Optimization of Databases and Systems	2017	Not yet approved		60,000	-	60,000
Population Health Planning to Support the Efforts of LHINs in Aligning and Integrating Health Services	2017	Not yet approved		110,000	-	110,000
Telephony System Upgrade	2017	Not yet approved		17,000	-	17,000
Total			**152,478**	**779,250**	**152,478**	**779,250**

*Pending approval.