

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Finance and Facilities Committee

50 King Street, London
Middlesex-London Health Unit – Room 3A
Thursday, November 6, 2014 9:15 a.m.

- 1. DISCLOSURE OF CONFLICTS OF INTEREST**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – [October 2, 2014](#)**
- 4. BUSINESS ARISING FROM MINUTES**
- 5. NEW BUSINESS**
 - 5.1. Financial Update – Q3 Variance Report – (044-14FFC)
 - 5.2. Healthy Smiles Ontario – One-time Funding Request (045-14FFC)
 - 5.3. Preschool Speech & Language Program – Base Funding Increase (046-14FFC)
 - 5.4. Verbal update – Health Unit Insurance
- 6. CONFIDENTIAL**
- 7. OTHER BUSINESS**
 - 7.1. Appointments to the Finance and Facilities Committee for 2015 and beyond
 - 7.2. Proposed Meeting Dates 2015
 - 7.3. Next FFC Meeting –Thursday, December 4, 2014
- 8. ADJOURNMENT**



PUBLIC MINUTES
Finance and Facilities Committee
50 King Street, Room 3A
MIDDLESEX-LONDON BOARD OF HEALTH
2014 October 2 9:00 a.m.

COMMITTEE

MEMBERS PRESENT: Mr. David Bolton
Ms. Trish Fulton (Chair)
Mr. Marcel Meyer
Mr. Stephen Orser
Mr. Ian Peer

ABSENT: Mr. Stephen Orser

OTHERS PRESENT: Dr. Christopher Mackie, Medical Officer of Health and CEO
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the
Board of Health (Recorder)

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the October Finance and Facilities Committee (FFC) meeting.

1. DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflict of interest to be declared. None were declared.

2. APPROVAL OF AGENDA

It was moved by Mr. Peer, seconded by Mr. Bolton *that the [Agenda](#) for the October 2, 2014 FFC meeting be approved.*

Carried

3. APPROVAL OF MINUTES

It was moved by Mr. Peer, seconded by Mr. Meyer *that the [Public Minutes](#) from the September 4, 2014 Finance and Facilities Meeting be approved.*

Carried

4. BUSINESS ARISING FROM MINUTES

The following business arising from past minutes will be discussed with in this agenda:

- Insurance discussion
- Gifts and Honorariums policy
- List of annual Finance and Facilities Committee discussions

5. NEW BUSINESS

5.1 Health Unit Insurance - Policy Changes ([037-14FFC](#))

Mr. John Millson assisted Committee members with their understanding of this report. The Health Unit has given notice to the City of London that it will not renew the insurance coverage that the City currently administers and has requested that the City waive the Health Unit's self-insurance contribution for 2014. In 2015, the Health Unit would be with a new insurance provider and could create a self-insurance reserve fund to cover small claims.

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance & Facilities Committee recommend to the Board of Health that Health Unit Management investigate different insurance providers that can offer the type of insurance coverage as appended to Report No. 037-14FFC.*

Carried

5.2 Financial Controls ([038-14FFC](#))

Mr. John Millson assisted Committee members with their understanding of this report. Mr. Millson reported that the Health Unit is committed to continuous quality improvement especially in areas of automated financial control and exception reporting to flag potential errors.

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance & Facilities Committee receive Report No 038-14FFC re: Financial Controls for information.*

Carried

5.3 Gifts & Honorariums Policy Revisions ([039-14FFC](#))

Dr. Mackie assisted Committee members with their understanding of this report. Dr. Mackie explained that the policy revisions are based on information provided by other public health units and the City of London. Dr. Mackie highlighted that the policy requires that all staff members report all Gifts/Honorariums to their supervisor.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance & Facilities Committee make recommendation to the Board of Health to approve the Gifts and Honorariums Policy #4-055 as appended to Report No. 039-14FFC.*

Carried

5.4 Reserve Fund Policy – Memorandum of Agreement Update ([040-14FFC](#))

Dr. Mackie assisted Committee members with their understanding of this report. Discussion ensued about the advantages and disadvantages of reserve funds. Discussions will continue with the County of Middlesex.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance & Facilities Committee receive Report No 040-14FFC re: Reserve Fund Policy – Memorandum of Agreement Update for information.*

Carried

5.5 2015 Board of Health Budget – Financial Parameters ([041-14FFC](#))

Mr. Millson assisted Committee members with their understating of this report. Discussion ensued about sustainable options to meet cost requirements, understanding that provincial funding may not cover budgeted needs.

It was moved by Mr. Bolton, seconded by Mr. Peer *that Finance and Facilities Committee recommend to the Board of Health that Health Unit staff prepare preliminary 2015 budget models with 0% and 1% increases to provide comparison for discussion.*

Carried

5.6 Draft FFC Work Plan ([042-14FFC](#))

It was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance & Facilities Committee receive Report No. 042-14FFC re Draft FFC Work Plan for information.*

Carried

CONFIDENTIAL

At 10:40 a.m., it was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee move in camera to discuss an issue pertaining to labour relations or employee negotiations.*

Carried

At 11:15 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee rise to a public forum and report that discussion occurred about an issue pertaining to labour relations or employee negotiations.*

Carried

6. OTHER BUSINESS

Upcoming meeting –Thursday, November 6, 2014 at 9:00 a.m.

7. ADJOURNMENT

At 11:20 a.m., it was moved by Mr. Peer, seconded by Mr. Bolton *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 November 6

THIRD QUARTER FINANCIAL UPDATE

Recommendation

It is recommended that the Finance & Facilities Committee receive Report No. 044-14FFC re: “Third Quarter Financial Update” for information.

Key Points

- The 2014 approved budget includes an anticipated 2% (\$308,024) increase in Mandatory Programs funding from the Ministry of Health and Long-Term Care, which is not yet confirmed.
- Overall the Health Unit is expected to achieve a breakeven position by the end of the year.
- Impact of factors such as ONA negotiations and level of provincial funding remain uncertain and may affect the year-end projections.

Background

The 2014 operating budget was approved by the Board of Health on February 26th, 2014 ([Report No. 015-14](#)). The approved operating budget anticipates an additional 2% (\$308,024) increase in the Mandatory Programs funding from the Ministry of Health and Long-Term Care (MOHLTC), which is not yet confirmed.

Financial Review to September 30th

The 2014 Budget Variance Summary is attached as [Appendix A](#). The summary provides actual and budgeted expenditures for the first six months and provides management’s best estimates (see pages 3-9 for comments) to the end of the operating year.

The Senior Leadership Team met to review financial results for the nine months ending September 30th and to discuss year end projections. Overall the Health Unit is expected to meet its financial plans by year end. Overall, the organization is expected to achieve a breakeven position. Position gapping and spending restraint across the organization are projected to offset Board approved contributions to reserve funds of \$450,000, and one-time Program Budget Marginal Analysis (PBMA) proposals totaling \$235,163.

Included in the year-end estimates are the following items:

- Receipt of a \$75,000 one-time funding request being made to the MOHLTC for the anticipated Healthy Smiles Ontario program deficit. For more information please see Report No. 046-14FFC.

- \$29,663 payable to the City of London for the Health Unit's annual contribution to the Self Insurance Reserve Fund (SIRF). Exploration on how to avoid this cost has been resisted. See [Report No. 022-14FFC](#) for more information.
- \$85,000 in unpredicted legal costs, and
- \$15,000 for the installation of security cameras.

Table 1 below provides a list of potential re-investments should further surpluses occur in the third and fourth quarter.

Table 1 – Potential Re-Investments

Description	Amount
1) Enhanced access to community data	12,000
2) AON Hewitt – predictive modeling for wellness initiative	10,000
3) Crucial Conversations – training toolkits	14,000
4) HVAC upgrades (humidification)	40,000
Total Potential Re-Investments	\$ 76,000

Factors That May Impact Estimates

There are two major uncertainties that remain which may negatively impact these estimates. First, the MOHLTC has not yet approved its grant allocations for 2014. The 2014 operating budget includes a 2% (\$308,024) increase in the Mandatory Programs grant. Secondly, the Ontario Nurses Association (ONA) collective bargaining process has not been completed, therefore any unplanned financial impact will result in increased costs and may impact the break-even position.

Conclusion

Health Unit staff performed a financial analysis to the end of September and have provided estimates to the end of the year. Based on this analysis it is expected that the Health Unit will complete the year with a break-even position. However uncertainty remains with the outcome of collective bargaining with ONA and the level of provincial funding the Board will receive for 2014.

This report was prepared by Mr. John Millson, Director of Finance & Operations.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

APPENDIX A

As at September 30, 2014

	2014 YTD ACTUAL (NET)	2014 YTD BUDGET (NET)	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	2014 ANNUAL NET BUDGET	DECEMBER SURPLUS / (DEFICIT)
<i>Oral Health, Communicable Disease & Sexual Health Services</i>							
Office of the Associate Medical Officer of Health	\$ 412,799	\$ 456,066	\$ 43,267	9.5%	\$ 674,370	\$ 729,370	\$ 55,000
Vaccine Preventable Diseases	937,672	1,051,851	114,179	10.9%	1,275,192	1,380,192	105,000
Infectious Disease Control	1,032,332	1,040,103	7,771	0.7%	1,398,086	1,398,086	-
The Clinic & Sexual Health Promotion	1,336,146	1,529,884	193,738	12.7%	1,922,101	2,057,701	135,600
Oral Health	1,394,219	1,470,122	75,903	5.2%	1,858,949	1,996,949	138,000
<i>Total Oral Health, Comm. Disease & Sexual Health Services</i>	\$ 5,113,168	\$ 5,548,026	\$ 434,858	7.8%	\$ 7,128,698	\$ 7,562,298	\$ 433,600
<i>Environmental Health & Chronic Disease & Injury Prevention</i>							
Office of the Director	\$ 364,930	\$ 407,726	\$ 42,796	10.5%	\$ 529,824	\$ 549,449	\$ 19,625
Chronic Disease Prevention and Tobacco Control	977,690	996,889	19,199	1.9%	1,412,759	1,420,095	7,336
Food Safety	978,659	1,008,179	29,520	2.9%	1,334,423	1,354,723	20,300
Healthy Communities and Injury Prevention	822,417	870,142	47,725	5.5%	1,124,549	1,216,373	91,824
Health Hazard Prevention and Management/Vector Borne Disease	944,148	982,718	38,570	3.9%	1,202,739	1,235,164	32,425
Safe Water and Rabies Team	550,817	563,696	12,879	2.3%	766,086	776,986	10,900
Southwest Tobacco Control Area Network	215,757	212,163	(3,594)	-1.7%	285,800	285,800	-
<i>Total Environmental Health & Chronic Disease & Injury Prev</i>	\$ 4,854,418	\$ 5,041,513	\$ 187,095	3.7%	\$ 6,656,180	\$ 6,838,590	\$ 182,410
<i>Family Health Services</i>							
Office of the Director - Epidemiology & Program Evaluation	\$ 449,303	\$ 534,345	\$ 85,042	15.9%	\$ 706,465	\$ 774,765	\$ 68,300
Early Years Team	1,156,751	1,190,626	33,875	2.8%	1,599,724	1,601,224	1,500
Reproductive Health Team	991,412	1,028,017	36,605	3.6%	1,348,877	1,377,658	28,781
Best Beginnings Team	2,369,332	2,493,633	124,301	5.0%	3,324,191	3,384,191	60,000
Young Adult Team	823,073	839,396	16,323	1.9%	1,119,179	1,143,579	24,400
Child Health Team	1,080,409	1,092,884	12,475	1.1%	1,461,415	1,476,915	15,500
Screening Assessment and Intervention (SAI)	1,028,311	1,267,860	239,549	18.9%	2,535,719	2,535,719	-
<i>Total Family Health Services</i>	\$ 7,898,591	\$ 8,446,761	\$ 548,170	6.5%	\$ 12,095,570	\$ 12,294,051	\$ 198,481

	2014 YTD ACTUAL (NET)	2014 YTD BUDGET (NET)	VARIANCE (OVER) / UNDER	% VARIANCE	DECEMBER FORECAST	2014 ANNUAL NET BUDGET	DECEMBER SURPLUS / (DEFICIT)
<i>Office of the Medical Officer of Health</i>							
Office of the Medical Officer of Health & Travel Clinic	\$ 373,340	\$ 357,906	\$ (15,434)	-4.3%	\$ 496,446	\$ 481,446	\$ (15,000)
Communications	217,660	246,536	28,876	11.7%	363,022	381,122	18,100
Emergency Preparedness	125,109	113,823	(11,286)	-9.9%	157,172	157,172	-
<i>Total Office of the Medical Officer of Health</i>	\$ 716,109	\$ 718,265	\$ 2,156	0.3%	\$ 1,016,640	\$ 1,019,740	\$ 3,100
<i>Finance & Operations</i>	\$ 533,062	\$ 519,088	\$ (13,974)	-2.7%	\$ 721,220	\$ 802,475	\$ 81,255
<i>Human Resources & Corporate Strategy</i>							
Human Resources & Labour Relations	\$ 581,099	\$ 620,986	\$ 39,887	6.4%	\$ 913,032	\$ 958,032	\$ 45,000
Privacy/Occupational Health & Safety	132,805	135,835	3,030	2.2%	201,189	201,189	-
Strategic Projects	90,428	99,237	8,809	8.9%	129,987	133,987	4,000
<i>Total Human Resources & Corporate Strategy</i>	\$ 804,332	\$ 856,058	\$ 51,726	6.0%	\$ 1,244,208	\$ 1,293,208	\$ 49,000
<i>Information Technology Services</i>	\$ 420,322	\$ 504,570	\$ 84,248	16.7%	\$ 1,016,040	\$ 1,111,040	\$ 95,000
<i>General Expenses & Revenues (rent, utilities and other)</i>	\$ 1,888,635	\$ 1,462,470	\$ (426,165)	-29.1%	\$ 2,950,949	\$ 1,908,103	\$ (1,042,846)
TOTAL BOARD OF HEALTH NET EXPENDITURES	\$ 21,424,305	\$ 22,240,693	\$ 816,388	3.7%	\$ 32,829,505	\$ 32,829,505	\$ -

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	December Forecast	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
Oral Health, Communicable Disease & Sexual Health Services								
<u>Office of the Associate Medical Officer of Health</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 357,275	\$ 377,259	\$ 19,984	5.30%	\$ 589,429	\$ 606,429	\$ 17,000	Variance due to reallocating resources to 100% Panorama project.
Other Program Costs	92,079	78,807	(13,272)	-16.84%	139,941	122,941	(17,000)	Contract Physician (\$13,000), Travel costs higher than expected (\$4,000)
Revenue	(36,555)	-	36,555	#DIV/0!	(55,000)	-	55,000	\$55,000 revenue associated with the AMOH position
	<u>\$ 412,799</u>	<u>\$ 456,066</u>	<u>\$ 43,267</u>	<u>9.49%</u>	<u>\$ 674,370</u>	<u>\$ 729,370</u>	<u>\$ 55,000</u>	
<u>Vaccine Preventable Diseases</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 1,038,051	\$ 1,034,400	(3,651)	-0.35%	\$ 1,390,869	\$ 1,390,869	\$ -	No significant variance anticipated by year end
Other Program Costs	94,012	70,228	(23,784)	-33.87%	163,748	123,748	(40,000)	Additional Shingles vaccine (Zostavax) required due to demand (offset by revenue)
Revenue	(194,391)	(52,777)	141,614	-268.33%	(279,425)	(134,425)	145,000	Unexpected demand for Zostavax and Tuberculin (partially due to changes in criteria for publicly-funded Tebersol)
	<u>\$ 937,672</u>	<u>\$ 1,051,851</u>	<u>\$ 114,179</u>	<u>10.86%</u>	<u>\$ 1,275,192</u>	<u>\$ 1,380,192</u>	<u>\$ 105,000</u>	
<u>Infectious Disease Control</u>								
<i>Expenditures</i>								
Personnel Costs	1,006,859	1,011,709	4,850	0.48%	\$ 1,360,895	\$ 1,360,895	\$ -	No significant variance anticipated by year end.
Other Program Costs	31,893	28,394	(3,499)	-12.32%	40,191	37,191	(3,000)	Additional professional development opportunities.
Revenue	(6,420)	-	6,420	#DIV/0!	(3,000)	-	3,000	Additional fall workshop revenue anticipated.
	<u>\$ 1,032,332</u>	<u>\$ 1,040,103</u>	<u>\$ 7,771</u>	<u>0.75%</u>	<u>\$ 1,398,086</u>	<u>\$ 1,398,086</u>	<u>\$ -</u>	
<u>The Clinic & Sexual Health Promotion</u>								
<i>Expenditures</i>								
Personnel Costs	1,156,276	1,171,639	15,363	1.31%	\$ 1,574,486	\$ 1,574,486	\$ -	Medical leave on the Sexual Health Promotion team being partially offset with casual PHN resources and a contract Program Evaluator. No significant variance anticipated by end of the year.
Other Program Costs	532,078	575,543	43,465	7.55%	754,163	771,763	17,600	One-time savings on the Needle Exchange contract (\$95,600), and fewer purchases of contraceptives required for 2014 (\$40,000) partially offset by expenditures for the Women & Homelessness conference \$118,000.
Revenue	(352,208)	(217,298)	134,910	-62.09%	(406,548)	(288,548)	118,000	Additional revenue from the Women & Homelessness conference
	<u>\$ 1,336,146</u>	<u>\$ 1,529,884</u>	<u>\$ 193,738</u>	<u>12.66%</u>	<u>\$ 1,922,101</u>	<u>\$ 2,057,701</u>	<u>\$ 135,600</u>	
<u>Oral Health</u>								
<i>Expenditures</i>								
Personnel Costs	964,330	997,465	33,135	3.32%	\$ 1,306,096	\$ 1,330,096	\$ 24,000	Savings due to retirement of a Dental Assistant and a Health Promoter position vacancy.
Other Program Costs	659,999	745,153	85,154	11.43%	984,180	1,030,180	46,000	Savings from lower than anticipate CINOT claims \$100,000 and \$16,000 in other expenditures such as materials & supplies, equipment due to revised procurement practices partially offset by higher payments to Dentists for HSO services (\$70,000).
Revenue	(230,110)	(272,496)	(42,386)	15.55%	(431,327)	(363,327)	68,000	Additional revenue anticipated from One-time business case for HSO claims \$70,000 and \$4,000 from the dental consultant contract, offset by (\$6,000) in Dental Treatment Clinic revenues.
	<u>\$ 1,394,219</u>	<u>\$ 1,470,122</u>	<u>\$ 75,903</u>	<u>5.16%</u>	<u>\$ 1,858,949</u>	<u>\$ 1,996,949</u>	<u>\$ 138,000</u>	
Total Oral Health, Comm. Disease & Sexual Health Services	\$ 5,113,168	\$ 5,548,026	\$ 434,858	7.84%	\$ 7,128,698	\$ 7,562,298	\$ 433,600	

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
<i>Environmental Health & Chronic Disease & Injury Prevention</i>								
<u>Office of the Director</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 328,085	355,163	27,078	7.62%	\$ 461,507	\$ 477,507	\$ 16,000	0.75 Program Evaluator position approved as PBMA enhancement not filled until April 22, 2014 (\$10,710); Unfilled Mat Leave for Program Evaluator for two pay periods (\$5,250)
Other Program Costs				29.90%	68,317	71,942	3,625	Higher anticipated contract cost for RRFSS contract with York University (-\$1,375). Unanticipated underspending of Staff Education funds and associated Travel and Accommodations (\$5,000)
Revenue	36,845	52,563	15,718	#DIV/0!	-	-	-	
	\$ 364,930	\$ 407,726	\$ 42,796	10.50%	\$ 529,824	\$ 549,449	\$ 19,625	
<u>Chronic Disease Prevention and Tobacco Control</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 741,344	743,481	2,137	0.29%	\$ 988,732	\$ 1,006,068	\$ 17,336	0.5 FTE PHN for PBMA proposal for Smoking Cessation Enhancement was not filled until June 9th, 2014 (\$24,397); Casual PHN budget of (\$1,689) will not be utilized. Partially offset by SFO coordination costs not funded by the MOHLTC.
Other Program Costs	246,193	253,408	7,215	2.85%	424,027	414,027	(10,000)	Additional SFO prosecutions costs.
Revenue	(9,847)	-	9,847	#DIV/0!	-	-	-	
	\$ 977,690	\$ 996,889	\$ 19,199	1.93%	\$ 1,412,759	\$ 1,420,095	\$ 7,336	
<u>Food Safety</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 983,941	985,149	1,208	0.12%	\$ 1,319,610	\$ 1,324,410	\$ 4,800	PHI Maternity Leave at top of grid being replaced for 9.5 months by PHI at bottom of grid (\$11,600). Under budgeted for Overtime/Standby/On call \$5500 at Q2 so anticipate being (-\$6800) over budget at year end
Other Program Costs	36,655	55,088	18,433	33.46%	70,563	73,063	2,500	Fewer staff education opportunities/events attended than anticipated.
Revenue	(41,937)	(32,058)	9,879	-30.82%	(55,750)	(42,750)	13,000	Anticipate receiving more food handler training revenue than budgeted for.
	\$ 978,659	\$ 1,008,179	\$ 29,520	2.93%	\$ 1,334,423	\$ 1,354,723	\$ 20,300	
<u>Healthy Communities and Injury Prevention</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 761,006	787,391	26,385	3.35%	\$ 993,254	\$ 1,058,603	\$ 65,349	Vacant PHN position (resignation) from January 1 to February 10 (\$7,900); Vacant PHN position (maternity leave) from January 6 to January 17 (\$3,334) and June 30 to July 25 (\$6,668); Filled the maternity leave at lower salary for remainder of year (\$29,645); PHN retired June 30 and replaced at lower salary to year end = (\$16,302)
Other Program Costs				-65.91%	207,175	157,770	(49,405)	Additional health promotion activities (\$75,880) funded by other agencies offset by lower costs anticipated (-\$20,000) for the Car Seat & In-motion PBMA proposals. Unanticipated underspending in Staff Education and corresponding Travel and Accommodation (\$6,475)
Revenue	137,291	82,751	(54,540)	#DIV/0!	(75,880)	-	75,880	Received project grants from other agencies to offset health promotion activities.
	\$ 822,417	\$ 870,142	\$ 47,725	5.48%	\$ 1,124,549	\$ 1,216,373	\$ 91,824	

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
<u>Health Hazard Prevention and Management/Vector Borne Disease</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 696,562	702,619	6,057	0.86%	\$ 905,795	\$ 938,220	\$ 32,425	Field Technician seconded to Communications for 7 weeks (\$10,000); Program Assistant retired at top of salary grid and replaced at bottom of salary grid (\$2500); Under budgeted for Overtime/Standby/On (-\$4,000); Portion of Manager's Salary charged to VBD Program (\$23,925).
Other Program Costs	247,641	280,099	32,458	11.59%	296,944	296,944	-	No anticipated variance at December 31st
Revenue	(55)	-	55	#DIV/0!	-	-	-	
	\$ 944,148	\$ 982,718	\$ 38,570	3.92%	\$ 1,202,739	\$ 1,235,164	\$ 32,425	
<u>Safe Water and Rabies Team</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 539,582	549,263	9,681	1.76%	\$ 751,899	\$ 755,699	\$ 3,800	Program Assistant retired at top of salary grid and replaced at bottom of salary grid (\$2,500); PHI off on LTD for 4 pays and a bit (\$6,000); PHI student salary over budget \$2,250 ; Under budgeted for Overtime/Standby/On call \$1,850 at Q3 so anticipate being over budget at year end \$2,450
Other Program Costs	26,336	22,433	(3,903)	-17.40%	29,287	29,287	-	No anticipated variance at December 31st
Revenue	(15,101)	(8,000)	7,101	-88.76%	(15,100)	(8,000)	7,100	Additional funding for PHI Practicum from the MOHLTC
	\$ 550,817	\$ 563,696	\$ 12,879	2.28%	\$ 766,086	\$ 776,986	\$ 10,900	
<u>Southwest Tobacco Control Area Network</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 163,431	161,521	(1,910)	-1.18%	\$ 217,157	\$ 217,157	\$ -	No anticipated variance at December 31st
Other Program Costs	52,359	50,642	(1,717)	-3.39%	68,643	68,643	-	No anticipated variance at December 31st
Revenue	(33)	-	33	#DIV/0!	-	-	-	
	\$ 215,757	\$ 212,163	\$ (3,594)	-1.69%	\$ 285,800	\$ 285,800	\$ -	
Total Environmental Health & Chronic Disease & Injury Prev	\$ 4,854,418	\$ 5,041,513	\$ 187,095	3.71%	\$ 6,656,180	\$ 6,838,590	\$ 182,410	

MIDDLESEX-LONDON HEALTH UNIT

BUDGET VARIANCE SUMMARY

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
Family Health Services								
<u>Office of the Director & Pro. Evaluation</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 411,890	\$ 453,595	\$ 41,705	9.19%	\$ 560,011	\$ 609,911	\$ 49,900	Personnel - admin variance of \$19,900 by year end and EPI/PE variance of \$30,000 by year end due to PE vacancy and surplus created because of an approved medical leave
Other Program Costs	40,788	84,124	43,336	51.51%	149,828	168,228	18,400	Variance of \$18,400 from Administration by year end due to media campaigns not completed.
Revenue	(3,375)	(3,374)	1	-0.03%	(3,374)	(3,374)	-	
	\$ 449,303	\$ 534,345	\$ 85,042	15.92%	\$ 706,465	\$ 774,765	\$ 68,300	
<u>Early Years Team</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 1,109,732	\$ 1,114,877	\$ 5,145	0.46%	\$ 1,495,118	\$ 1,498,618	\$ 3,500	Personnel - infantline may be underspent due to decreased calls.
Other Program Costs	51,129	75,749	24,620	32.50%	104,606	102,606	(2,000)	Reprinting of the Red Flags promotional material due to higher than anticipated utilization.
Revenue	(4,110)	-	4,110	#DIV/0!	-	-	-	
	\$ 1,156,751	\$ 1,190,626	\$ 33,875	2.85%	\$ 1,599,724	\$ 1,601,224	\$ 1,500	
<u>Reproductive Health Team</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 943,734	\$ 964,277	\$ 20,543	2.13%	\$ 1,273,798	\$ 1,296,298	\$ 22,500	Variance of \$22,500 expected in personnel due to staff vacancies and wage differentials and paying part time PE Wage
Other Program Costs	55,084	71,239	16,155	22.68%	84,613	90,894	6,281	Variance expected of \$9,281 due to delay in BFI Assessment and HCP database, partially offset by (\$3,000) in programming costs for the Triple P Parenting program.
Revenue	(7,406)	(7,499)	(93)	1.24%	(9,534)	(9,534)	-	
	\$ 991,412	\$ 1,028,017	\$ 36,605	3.56%	\$ 1,348,877	\$ 1,377,658	\$ 28,781	
<u>Best Beginnings Team</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 2,206,382	\$ 2,288,568	\$ 82,186	3.59%	\$ 3,025,942	\$ 3,085,942	\$ 60,000	BBT-Expected variance of \$60,000 in personnel in BBT due to staff vacancies and medical leaves
Other Program Costs	166,880	206,995	40,115	19.38%	300,179	300,179	-	
Revenue	(3,930)	(1,930)	2,000	-103.63%	(1,930)	(1,930)	-	
	\$ 2,369,332	\$ 2,493,633	\$ 124,301	4.98%	\$ 3,324,191	\$ 3,384,191	\$ 60,000	
<u>Young Adult Team</u>								
<i>Expenditures</i>								
Personnel Costs	\$ 794,003	\$ 800,935	\$ 6,932	0.87%	\$ 1,057,369	\$ 1,076,769	\$ 19,400	Variance of 19,400 in staffing due to vacant positions and new staff being paid at a lower wage on the grid.
Other Program Costs	29,620	38,461	8,841	22.99%	61,810	66,810	5,000	Variance expected of 5,000 due to limited travel, staff education costs not incurred and accommodations and meals
Revenue	(550)	-	550	#DIV/0!	-	-	-	
	\$ 823,073	\$ 839,396	\$ 16,323	1.94%	\$ 1,119,179	\$ 1,143,579	\$ 24,400	

MIDDLESEX-LONDON HEALTH UNIT

BUDGET VARIANCE SUMMARY

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
<u>Child Health Team</u>								
Expenditures								
Personnel Costs	\$ 1,056,100	\$ 1,054,128	\$ (1,972)	-0.19%	\$ 1,404,680	\$ 1,417,180	\$ 12,500	Variance expected due to pending PHN resignation.
Other Program Costs	34,138	39,095	4,957	12.68%	57,074	60,074	3,000	\$3,000 variance expected in travel at the end of Q4 due to limited mileage travel during summer months, one position vacant, one on sick leave, and PHNs have laptops (less travel required)
Revenue	(9,829)	(339)		0.00%	(339)	(339)	-	
	<u>\$ 1,080,409</u>	<u>\$ 1,092,884</u>	<u>\$ 2,985</u>	<u>0.27%</u>	<u>\$ 1,461,415</u>	<u>\$ 1,476,915</u>	<u>\$ 15,500</u>	
<u>Screening Assessment and Intervention (SAI)</u>								
Expenditures								
Personnel Costs	\$ 997,257	\$ 1,185,548	\$ 188,291	15.88%	\$ 2,371,095	\$ 2,371,095	\$ -	Fiscal Year Budget. Agency invoices for Sept 2014 still being process. No year end variance anticipated.
Other Program Costs	65,170	100,165	34,995	34.94%	200,330	200,330	-	
Revenue	(34,116)	(17,853)	16,263	-91.09%	(35,706)	(35,706)	-	
	<u>\$ 1,028,311</u>	<u>\$ 1,267,860</u>	<u>\$ 239,549</u>	<u>18.89%</u>	<u>\$ 2,535,719</u>	<u>\$ 2,535,719</u>	<u>\$ -</u>	
Total Family Health Services	\$ 7,898,591	\$ 8,446,761	\$ 538,680	6.38%	\$ 12,095,570	\$ 12,294,051	\$ 198,481	

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
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Office of the Medical Officer of Health

Office of the Medical Officer of Health & Travel Clinic

Expenditures

Personnel Costs	\$ 399,185	\$ 372,301	\$ (26,884)	-7.22%	526,638	\$ 500,638	\$ (26,000)	Additional costs associated with a medical leave (\$15,000) and (\$11,000) due to delayed transition of Travel Clinic Administrative Assistant to the Sexual Health Promotion team (equal savings in Sexual Health Promotion).
Other Program Costs	21,981	29,759	7,778	26.14%	28,680	39,680	11,000	Fewer requirements in Materials & Supplies \$5,000, professional consulting \$2,000, Travel \$2,000, and \$2,000 on other expenditures.
Revenue	(47,826)	(44,154)	3,672	-8.32%	(58,872)	(58,872)	-	No anticipated variance.
	\$ 373,340	\$ 357,906	\$ (15,434)	-4.31%	\$ 496,446	\$ 481,446	\$ (15,000)	

Communications

Expenditures

Personnel Costs	\$ 195,184	\$ 214,557	\$ 19,373	9.03%	270,352	\$ 288,452	\$ 18,100	New communications position implemented part way through the operating year + parental leave for the month of September.
Other Program Costs	22,476	31,979	9,503	29.72%	92,670	92,670	-	No anticipated variance.
Revenue	-	-	-	#DIV/0!	-	-	-	
	\$ 217,660	\$ 246,536	\$ 28,876	11.71%	\$ 363,022	\$ 381,122	\$ 18,100	

Emergency Preparedness

Expenditures

Personnel Costs	\$ 113,604	\$ 108,836	\$ (4,768)	-4.38%	151,334	\$ 146,334	\$ (5,000)	Additional Administrative Assistant hours for CISM training
Other Program Costs	39,046	16,237	(22,809)	-140.48%	45,838	25,838	(20,000)	CISM training sessions costs offset by additional workshop revenue
Revenue	(27,541)	(11,250)	16,291	-144.81%	(40,000)	(15,000)	25,000	Additional CISM training opportunities held in the community.
	\$ 125,109	\$ 113,823	\$ (11,286)	-9.92%	\$ 157,172	\$ 157,172	\$ -	

Total Office of the Medical Officer of Health

\$ 716,109 \$ 718,265 \$ 2,156 0.2% \$ 1,016,640 \$ 1,019,740 \$ 3,100

Finance & Operations

Expenditures

Personnel Costs	\$ 527,942	\$ 510,463	\$ (17,479)	-3.42%	\$ 686,220	\$ 686,220	\$ -	PBMA dis-investment implemented later than anticipated, offset by resources from 100% programs.
Other Program Costs	5,171	8,625	3,454	40.05%	35,000	116,255	81,255	Space Needs Assessment costs lower than anticipated.
Revenue	(51)	-	51	#DIV/0!	-	-	-	

Total Finance & Operations

\$ 533,062 \$ 519,088 \$ (13,974) -2.69% \$ 721,220 \$ 802,475 \$ 81,255

Human Resources & Corporate Strategy

Human Resources & Labour Relations

Expenditures

Personnel Costs	\$ 548,950	\$ 590,681	\$ 41,731	7.06%	\$ 820,457	\$ 865,457	\$ 45,000	Personnel costs lower than budgeted due to vacancies throughout the year in HR coordinator role and student coordinator role.
Other Program Costs	32,149	30,305	(1,844)	-6.08%	\$ 92,575	92,575	-	

**MIDDLESEX-LONDON HEALTH UNIT
BUDGET VARIANCE SUMMARY**

As at September 30, 2014

	2014 YTD ACTUAL	2014 YTD BUDGET	VARIANCE (OVER) / UNDER	% VARIANCE	Forecast December	ANNUAL BUDGET	Anticipated Surplus/ (Deficit)	Comment / Explanation
Revenue	-	-	-	#DIV/0!	-	-	-	
	\$ 581,099	\$ 620,986	\$ 39,887	6.42%	\$ 913,032	\$ 958,032	\$ 45,000	
<u>Privacy/Occupational Health & Safety</u> Expenditures								
Personnel Costs	116,842	\$ 116,167	\$ (675)	-0.58%	156,821	\$ 156,821	-	No variance expected
Other Program Costs	15,963	19,668	3,705	18.84%	44,368	44,368	-	
Revenue	-	-	-	#DIV/0!	-	-	-	
	\$ 132,805	\$ 135,835	\$ 3,030	2.23%	\$ 201,189	\$ 201,189	\$ -	
<u>Strategic Projects</u> Expenditures								
Personnel Costs	83,203	\$ 91,676	8,473	9.24%	119,251	\$ 123,251	\$ 4,000	Surplus related to the departure of Ross Graham.
Other Program Costs	7,225	7,561	336	4.44%	10,736	10,736	-	
Revenue	-	-	-	#DIV/0!	-	-	-	
	\$ 90,428	\$ 99,237	\$ 8,809	8.88%	\$ 129,987	\$ 133,987	\$ 4,000	
Total Human Resources & Corporate Strategy	\$ 804,332	\$ 856,058	\$ 51,726	4.0%	\$ 1,244,208	\$ 1,293,208	\$ 49,000	
Information Technology Services								
Expenditures								
Personnel Costs	\$ 324,687	\$ 327,783	3,096	0.94%	\$ 679,702	\$ 683,702	\$ 4,000	\$4,000 related to standby-on-call premiums/over-time not required in 2014
Other Program Costs	95,635	176,787	81,152	45.90%	336,338	427,338	91,000	\$64,000 due to fewer hardware purchases. \$20,000 fewer purchased services primarily in consulting/programming fees, \$7,000 savings with lower professional development costs, travel and office supplies.
Revenue	-	-	-	#DIV/0!	-	-	-	
Total Information Technology Services	\$ 420,322	\$ 504,570	\$ 84,248	16.70%	\$ 1,016,040	\$ 1,111,040	\$ 95,000	
General Expenses & Revenues (rent, utilities and other)								
Expenditures								
Personnel Costs	\$ 216,950	\$ (445,020)	\$ (661,970)	148.75%	\$ 399,483	\$ (593,363)	(992,846)	Managed position gapping experienced throughout the organization and represented in variances in other programs. CUPE signing bonus was distributed centrally through this program. This is expected to be offset by positive variances in other programs.
Other Program Costs	1,361,456	1,589,490	228,034	14.35%	2,136,216	2,081,216	(55,000)	Savings realized in renegotiating service contracts (e.g. Photocopying, Rogers (data services), and reducing the number of fax lines required, offset by (\$85,000) in unpredicted legal costs and (\$15,000) for installation of security cameras.
Contributions to Reserve Funds	337,500	337,500	-	0.00%	450,000	450,000	-	Full contributions are planned by year end.
Revenue	(27,271)	(19,500)	7,771	-39.85%	(34,750)	(29,750)	5,000	Higher than expected bank interest and revenue from 4 practicums from the Masters of Public Health program (Western University).
Total General Expenses & Revenues	\$ 1,888,635	\$ 1,462,470	\$ (426,165)	-29.14%	\$ 2,950,949	\$ 1,908,103	\$ (1,042,846)	



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 November 6

HEALTHY SMILES ONTARIO – ONE-TIME FUNDING REQUEST

Recommendation

It is recommended that the Finance & Facilities Committee recommend to the Board of Health to submit a one-time funding request to the Ministry for \$75,000 to cover the expected additional costs for the Healthy Smiles Ontario as appended to Report No. 045-14FFC.

Key Points

- The Healthy Smiles Ontario program is a 100% funded program which provides preventative dental care to children of low-income families.
- Quarterly variance reports estimate a program deficit of \$75,000 for 2014 due to increased participation and increased income eligibility.
- The Ministry of Health and Long-Term Care is recommending that the Board of Health submit a one-time funding request (Appendix A) rather than deferral of any further services until 2015.

Background

The Healthy Smiles Ontario (HSO) program is a 100% Ministry of Health & Long-Term Care (MOHLTC) program which provides preventative dental care to children of low-income families. The program began in 2010 with an approved budget of \$871,028. In 2013, the MOHLTC reduced its funding by 10% or \$87,104 and committed to review funding allocations across the province should the need arise. In 2013 the HSO program in Middlesex-London did run a small deficit of \$2,268 which the Health Unit is hoping to recover through the Ministry's settlement process. Since the program's inception in 2010, the number of clients accessing preventative care continues to increase year over year.

2014 HSO Program Changes

In 2014, the MOHLTC increased the income eligibility for the HSO program which meant more clients are eligible to access preventative dental care. The MOHLTC didn't increase health unit funding for this change in eligibility but rather requested health unit's to report funding pressures through quarterly variance reporting.

One-time Funding Business Case

During the variance reporting to the Province, the Health Unit has continually projected a 2014 year end deficit. We anticipate that an additional \$75,000 will be required by year end for the Healthy Smiles Ontario program as a result of increased client participation in the program and increased eligibility criteria. The MOHLTC has requested the Board of Health to submit a one-time funding request for the additional funding. Attached as [Appendix A](#) is the completed one-time funding request. As with funding requests after the initial Program Based Grant request, MOHLTC approval will not be obtained until mid-February 2015 at

the latest. However, a conference call was made with Ministry staff to go over the Health Unit's situation and funding request.

An alternative option would be to advise HSO participants and local dentists that no further claims will be approved and that dental appointments would have to be deferred until 2015. During the conference call with the MOHLTC this option was discussed and as a result the ministry recommended to submit the one-time funding request for additional funding for 2014.

Conclusion

As a result of increased client participation and increased income eligibility, the HSO program is currently tracking a program deficit of approximately \$75,000. The MOHLTC is recommending the Board of Health submit a one-time funding request to defray these costs. Therefore it is recommended to continue to accept and approve claims from dentist for the remainder of the year and submit the attached one-time funding request.

This report was prepared by Mr. John Millson, Director of Finance & Operations.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

2014 One-Time Funding Request over \$10,000 Business Case

Health unit Name: Middlesex-London Health Unit	Address: 50 King Street
Project Title: Healthy Smiles Ontario (HSO)	Location: London
Contact Name / Position Title: Chimere Okoronkwo / Program Manager, Oral Health	Telephone Number: (519) 663-5713 ext. 2232

Category of Request:

Office Equipment
 Information Technology
 Program Costs
 New Purpose Built Vaccine Refrigerators
 Smoke-Free Ontario Enforcement Tablet Upgrade
 Smoke-Free Ontario Expanded Smoking Cessation Programming
 Extraordinary Staffing costs
 Other

Project Description (including programs to be included / involved).

The Healthy Smiles Ontario (HSO) program is a 100% funded ministry program with the goal of providing dental care to children of low-income families. Due to two main reasons, increased client utilization of the program and increased eligibility criteria which resulted in more families being eligible, there has been an increased financial pressure on the program to meet the same level of service delivery for the enrolled families. This one-time funding request is to enable the Board of Health (BOH) offset the anticipated deficit it would incur as a result of implementing the HSO program. In addition the program budget was reduced by \$87,104 or 10% in late 2013 and did run a deficit in that year.

Why is this project necessary? What is the impact of the project on service delivery and programming by the board of health? Describe the risk associated with not receiving any or all of funding (attach supporting documentation / report as appropriate).

As noted above this request is necessary as a financial pressure has been placed on the BOH as a result of implementing the expanding HSO program, the funding reduction experienced in 2013, and continued increased client demand for services. In order to meet the financial needs of the HSO program the BOH has been pulling resources from other program areas to offset the cost placed on it by the HSO program. In the event that the request is partially/not granted, the BOH may need to reevaluate the level of service delivery in 2015.

How is this project consistent with Ministry and/or Government priorities? Please see criteria for one-time requests on pages 26 to 29.

This project is 100% funded Ministry program with the goal of providing dental care for low-income families therefore this financial pressure puts achieving this goal difficult for this fiscal year.

Please describe how the project fits the long and short term goals of your board of health (i.e. strategic plan, operating plan etc.).

The Board of Health's goal is to continue to meet the needs of clients enrolled in the HSO program and to fulfil its obligations under the Public Health Accountability Agreement. However the financial pressure could result in a decision to reduce/stop further enrollment into the program until the next fiscal year.

Related projects	Date submitted	How related
N/A		

Indicate any implications this project will have on other organizations or services within your district / region and identify persons you have consulted in support of this request.

It could impact on the BOH ability to meet the OPHS requirement with respect to Oral Health.

Costs

Item	Cost	Description
Purchased Services	75,000.00	This is the cost of claims made by participating community dental offices.
Estimated Total Cost	\$75,000.00	

How much of your costs pertain to program areas that are not eligible for funding by the Ministry of Health and Long Term Care through the PBG process (e.g., Healthy Babies Healthy Children, etc.)?

None.

Total share requested from MOHLTC	Total municipal	Non-shareable costs
\$75,000	\$	\$75,000

Project will impact operating costs <input type="checkbox"/> no <input type="checkbox"/> yes (if yes, provide detail below) No – this item is a direct cost and no other operating costs will be impacted.		
Additional FTEs No	Number	Cost (including benefits) \$
Accommodations No	Cost \$	Increase %
Other operating costs Yes	Cost \$	Increase %

Indicate how additional operating costs resulting from this project will be managed.

N/A

Will funds be spent by December 31, 2014?

Yes, as the costs are currently being incurred due to the increase in payments to community dental offices as a result of increased activity within the program. BOH has not reduced services to clients requiring HSO services.

Board of Health Approvals

Signature – Business Administrator	Print Name: John Millson	Date November 6, 2014
Signature – Medical Officer of Health / Chief Executive Officer	Print Name: Dr. Christopher Mackie	Date
Signature – Chair of the Board of Health	Print Name: Mr. Marcel Meyer	Date



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 046-14FFC

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 November 6

PRESCHOOL SPEECH AND LANGUAGE PROGRAM – BASE FUNDING INCREASE

Recommendation

It is recommended that the Finance & Facilities Committee make recommendation to the Board of Health to approve the \$177,342 additional 100% funding from the Ministry of Children and Youth Services to reduce assessment and treatment waitlists for children in the Preschool Speech and Language program.

Key Points

- In October the Ministry of Children and Youth Services announced additional funding of \$177,342 to address both assessment and treatment waitlists.
- As of the end of June 2014, the Middlesex-London Health Unit had 184 children waiting for an assessment, and a further 120 children waiting for treatment.
- The additional funding would provide services to 250-300 additional children.

Background

The Board of Health budget was approved on February 26th, 2014 which included \$1,482,315 for the delivery of the 100% Ministry of Children and Youth Services funded Preschool Speech and Language (PSL) program.

Additional Funding

In October 2014, the Honourable Tracy MacCharles, Minister of Children and Youth Services, announced an increase investment in Ontario's Preschool Speech and Language program in the amount of \$6.9 million over two years to reduce assessment and treatment waitlists. The administrative letter announcing the increased funding is attached as [Appendix A](#). As the lead agency for the PSL program in the Thames Valley region, the Middlesex-London Health Unit has been allocated an increase of \$177,342 to \$1,659,657 to reduce waitlists and wait times. A template report is due to the Ministry of Children and Youth Services (MCYS) by November 10th, 2014 indicating our plan to spend the increased funding by March 31, 2015.

PSL programs have not received a base funding increase in over 8 years. Due to funding pressures, the Board of Health approved a reduction of 0.2 FTE for Speech Language Pathologists in the 2014/15 budget. At the end of June 2014 there were 184 children waiting for an initial assessment and 120 children waiting for intervention services.

With this additional funding, we plan on working with our current contracted service provider agencies to hire both Speech Language Pathologists and Communication Disorder Assistants. With this funding it is anticipated we will be able to provide services to 250-300 more children.

This report was prepared by Mrs. Debbie Shugar, Manager, Screening, Assessment and Intervention, and Mr. John Millson, Director of Finance & Operations.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

Ministry of Children and
Youth Services

Child and Youth
Development Branch

Strategic Policy and Planning
Division

3rd Floor
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à l'enfance et à la jeunesse

Direction du développement des enfants et
des jeunes

Division des politiques et de la planification
stratégiques

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101, rue Bloor Ouest
Toronto ON M5S 2Z7



October 10, 2014

Dr. Christopher Mackie
Medical Officer of Health
Middlesex-London Health Unit
Thames Valley Preschool Speech and Language Program
50 King Street
London ON N6A 5L7

Dear Dr. Mackie:

Further to the recent letter from the Honourable Tracy MacCharles, Minister of Children and Youth Services, regarding increases to Preschool Speech and Language (PSL) program base funding in support of the Special Needs Strategy, I am writing to provide further information on the accountability and administrative requirements for the increased funding.

I am pleased to inform you that in 2014-15, Middlesex-London Health Unit has been allocated an increase of \$177,342 in base funding to reduce assessment and treatment waitlists in the PSL program, bringing your total base funding to \$1,659,657.

Please complete the attached template to indicate your plan to spend your allocation by March 31, 2015.

Kindly return your completed template to Tiziana Scrocco, Senior Financial Analyst with the ministry at Tiziana.Scrocco@Ontario.ca by November 10, 2014.

Ministry staff will then review your plan and confirm your 2014-15 allocation.

Thank you for your ongoing commitment to maximizing the communication potential of Ontario's children and their families through the Preschool Speech and Language program.

Sincerely,

Esther Levy
Director, Child and Youth Development Branch
Attachments

- c Ms. Debbie Shugar, PSL Coordinator
- Stacey Weber, Manager, Child and Youth Development Branch
- Tiziana Scrocco, Senior Financial Analyst, Child and Youth Development Branch
- Trisha Strong, Program Consultant, Child and Youth Development Branch

**Ministry of Children and Youth Services
Child and Youth Development Branch
Preschool Speech and Language (PSL) Program**

**PSL Lead Agency: Middlesex-London Health Unit
PSL Program: Thames Valley Preschool Speech and Language Program**

2014-15 Allocated Increase Amount: \$177,342

Will you be able to spend the total amount of 2014-15 allocated funds by March 31, 2015?

Yes

No

Please indicate your plan to spend your increased funding (in full or partially). Include details such as the type of staff you intend to hire (e.g. fee for service, contract, etc.), recruitment plan, timelines for staff recruitment and anticipated expenditures.

Please indicate approximately how many children and their families will be served according to the plan outlined above.