



BOARD OF HEALTH FINANCE COMMITTEE MEETING

Wednesday, February 22, 2023
1:30 p.m. – 3:00 p.m.

Virtual via ZOOM

Please note there will be a
Closed Session
at the beginning of the meeting

To ensure a quorum we ask that you please
RSVP (Regrets Only) to
clovell@hpeph.ca or 613-966-5500, Ext 231
and request your alternate attend in your place

Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

Our Vision

Healthy Communities,
Healthy People.

Our Mission

Together with our communities,
we help people become as
healthy as they can be.

Our Values Show We CARE



Collaboration



Advocacy



Respect



Excellence

Our Strategic Priorities



Community
Engagement



Staff
Engagement
and Culture



Population Health
Assessment and
Surveillance



Program
Standards



Health
Promotion



FINANCE COMMITTEE MEETING
A G E N D A

Wednesday, February 22, 2023
Virtual via ZOOM

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
 4. **ELECTION OF THE CHAIR OF FINANCE COMMITTEE**
 5. **APPROVAL OF THE AGENDA**
 6. **APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 6.1 Meeting Minutes dated October 26, 2022 Schedule 6.1
 7. **CLOSED SESSION**

THAT the Board of Health convene in closed session per Section 239 (2) of the Municipal Act for the purpose of:

(d) labour relations or employee negotiations.
 8. **MOTIONS ARISING FROM CLOSED SESSION**
 9. **BUSINESS ARISING FROM MINUTES**
 10. **NEW BUSINESS**
 - 10.1 2022 Fourth Quarter Revenues & Expenses Schedule 10.1
 - 10.2 Status of GIC Investments Schedule 10.2
 11. **DATE OF NEXT MEETING**

Wednesday, April 26, 2023 at 1:30 p.m.
 12. **ADJOURNMENT**



FINANCE COMMITTEE MEETING MINUTES

Wednesday, October 26, 2022 at 1:30 p.m.
Hastings Prince Edward Public Health
Virtual Via ZOOM

Present: Mr. Stewart Bailey, Councillor, County of Prince Edward
Mr. Terry Cassidy, Councillor, City of Quinte West
Dr. Craig Ervine, Provincial Appointee
Mr. Bill Sandison, Councillor, City of Belleville, Finance Chair
Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings,
Board Chair

Also Present: Dr. Ethan Toumishey, Medical Officer of Health and CEO
Mr. David Johnson, Director of Corporate Services
Ms. Amy Rankin, Finance Manager
Ms. Catherine Lovell, Executive Assistant

1. **CALL TO ORDER**

Meeting was called to order at 1:30 p.m. by Committee Chair Bill Sandison.

2. **ROLL CALL**

3. **DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF – None**

4. **APPROVAL OF THE AGENDA**

THAT the agenda for the Finance Committee held on October 26, 2022 be approved as circulated.

MOTION:

Moved by: Stewart

Seconded by: Craig

CARRIED

5. **APPROVAL OF MINUTES OF PREVIOUS MEETING – August 31, 2022**

THAT the minutes of meeting held on August 31, 2022 be approved as circulated.

MOTION:

Moved by: Terry

Seconded by: Stewart

CARRIED

6. **BUSINESS ARISING FROM MINUTES - None**

7. NEW BUSINESS**7.1 Third Quarter Revenues and Expenses**

THAT the Finance Committee receive the report as circulated and recommend taking it to the Board of Health (Board) for the November meeting as an information item.

MOTION:

Moved by: Stewart

Seconded by: Craig

CARRIED

- ♦ Councillor Sandison reviewed the briefing note. The main topic from this was the Ontario Seniors Dental Care Program, it has been very successful. The Ministry has committed to supporting the local program and has indicated additional funding will be prioritized as required to clear up the backlog of work and provide more dentures for clients. It was noted that due to eligibility criteria this program is currently serving a limited number of seniors. It would be good to see the province lower the income level and age eligibility requirements to include more people, but this would mean much more funding would be required.

7.2 2022 Financial Investments Update

THAT the Finance Committee receive the report as circulated and recommend taking it to the Board for the November meeting as an information item.

MOTION:

Moved by: Terry

Seconded by: Craig

CARRIED

- ♦ Councillor Sandison noted these investments allow us to take advantage of higher interest rates.

7.3 2023 Budget Approval

THAT the Finance Committee receive the report as circulated and recommend approval of the 2023 Budget to the Board at the November meeting.

MOTION:

Moved by: Jo-Anne

Seconded by: Stewart

CARRIED

AND

THAT the Finance Committee recommend to the Board of Health strong advocacy to the Ministry of Health, Ministry of Education and local school boards for continued funding to continue with the school-focused nurses.

MOTION:

Moved by: Terry
Seconded by: Stewart
CARRIED

- ♦ Dr. Toumishey reviewed the briefing note highlighting some key items:
 - Cyber security - maintaining a very high level of security
 - Continued mitigation funding for the municipalities
 - School-focused nursing initiative has been extended to June 2023
 - Extra funds for the Ontario Seniors Dental Care Program
 - Clinical Director position will be filled
 - Asking for 1.5% increase from the municipalities
- ♦ There was discussion around the school-focused nursing initiative. Board members wanted it noted that strong advocacy should continue to keep nurses in schools. It was agreed that a motion be put forward.

8. **DATE OF NEXT MEETING**

Wednesday, February 22, 2023 at 1:30 p.m.

9. **ADJOURNMENT**

That the Finance Committee meeting be adjourned at 2:17 p.m.

MOTION:

Moved by: Stewart
Seconded by: Terry
CARRIED

Finance Chair

Finance Committee Briefing Note

To:	Hastings Prince Edward Board of Health - Finance Committee
Prepared by:	David Johnston, Director of Corporate Services
Reviewed by:	Dr. Ethan Toumishey, Medical Officer of Health and CEO
Date:	Wednesday, February 22, 2023
Subject:	2022 Fourth Quarter Revenues & Expenses
Nature of Board Engagement:	<input checked="" type="checkbox"/> For Information <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	Review fourth quarter revenues and expenses and recommend receipt to the Board of Health at the March 1 meeting of the whole.
Comments:	<p>The following notes are provided to assist in the review of the attached Summary of Revenues & Expenses for the period from January 1 to December 31, 2022.</p> <ul style="list-style-type: none"> ♦ Within the Accountability Agreement reporting, we have separated costs to provide information related to ongoing mandatory programs and the Ontario Seniors Dental Care Program (OSDCP). ♦ Overall, as of December 31, we are within budget for revenues. ♦ The OSDCP has a small variance as of December 31. There was some overspending to accommodate the significant need in our community. However, the Ministry of Health is committed to funding this important initiative and we fully anticipate additional funding will be available for this program. ♦ The variance in Ministry of Health annual and one-time grants relates to the flow of funds for the COVID-19 Vaccine program, versus actual expenses. This column includes funding for eight School-focused Nurses, the MOH Compensation grant, extraordinary costs associated with COVID-19 and funding for the Temporary Retention Initiative for Nurses. As of February 16, we are awaiting approval of the MOH Compensation grant. Allocations were made based on assumptions. ♦ The variance in Healthy Babies Healthy Children is a timing issue. This is an April to March fiscal year and revenues include the carry forward of funds from December 2021 in addition to 2022 funding. A portion of the funds will carry forward into 2023. ♦ The variance in Federal Grants is also a timing issue. This is an April to March fiscal year and revenues include the carry forward of funds from December 2021 in addition to 2022 funding. The decision was made to end the Canada Prenatal Nutrition Program in December 2022, resulting in a repayable of unspent funds of \$66,713. ♦ Staff departures, vacancies and recruitment challenges resulted in a 7% variance in Salaries and Wages as of December 31, plus associated savings in Staff Benefits.

	<ul style="list-style-type: none">♦ Travel Expenses are well under expectation. Staff redeployment to COVID-19 tasks, remote work and changes in our approach to service delivery for some programs are the rationale for this variance.♦ Office Expenses, Printing, Postage continue to remain low due to changes in program work (e.g. fewer mailings, promotional materials and handouts, etc.)♦ The increase to Professional & Purchased Services represent significant growth in OSDCP demand.
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HASTINGS PRINCE EDWARD PUBLIC HEALTH

Summary of Revenues & Expenses for the period January 1 - December 31, 2022

For Finance Committee Review February 22, 2023

	Ministry of Health Accountability Agreement			Other Grants and Contracts			Totals and Budget Analysis			
	Mandatory Programs	100% Seniors Dental Program	TOTAL Ministry of Health Programs	Ministry of Health Annual and one time Grants	HBHC (April-March)	Federal Grants (April-March)	YEAR TO DATE TOTAL	ANNUAL BUDGET	YTD Budget Variance	YTD Actuals as % of budget (12/12 = 100%)
REVENUES										
Ministry of Health Mandatory and 100% Programs	9,276,492	1,117,978	10,394,470				10,394,470	10,136,000	(258,470)	103%
Ministry of Health Annual and one time grants			0	2,125,192			2,125,192	2,143,400	18,208	99%
Ministry of Health Mitigation Funding	1,120,000		1,120,000				1,120,000	1,120,000	0	100%
Municipal Levies	3,491,385		3,491,385				3,491,385	3,491,385	0	100%
Ministry of Children, Community & Social Services			0		1,136,135		1,136,135	1,160,543	24,408	98%
Federal Grants			0			185,676	185,676	128,988	(56,688)	144%
Expenditure Recoveries	143,354	3,620	146,974				146,974	138,700	(8,274)	106%
Transfer from Reserves			0				0	300,000	300,000	0%
Total Revenues	14,031,231	1,121,598	15,152,829	2,125,192	1,136,135	185,676	18,599,833	18,619,016	19,183	100%
EXPENSES										
Salaries and Wages	8,590,528	286,636	8,877,164	1,322,494	821,754	90,437	11,111,849	11,895,016	783,167	93%
Staff Benefits	2,270,325	77,392	2,347,717	313,426	216,354	11,339	2,888,836	3,210,000	321,164	90%
Staff Training	154,542	121	154,663		585		155,248	159,000	3,752	98%
Travel Expenses	97,338		97,338	4,088	13,202	854	115,481	178,000	62,519	65%
Building Occupancy	986,575	32,282	1,018,857		67,500		1,086,357	1,041,000	(45,357)	104%
Office Expenses, Printing, Postage	27,866		27,866	29,000	1,580		58,446	75,000	16,554	78%
Materials, Supplies	342,191	65,615	407,806		4,399	4,818	417,022	442,000	24,978	94%
Professional & Purchased Services	266,255	654,535	920,790		2,200		922,990	771,000	(151,990)	120%
Communications Costs	115,320	3,500	118,820		10,750		129,570	139,000	9,430	93%
Information Technology	248,331	27,840	276,171		24,950		301,121	374,000	72,879	81%
Capital Expenditures	304,608		304,608				304,608	335,000	30,392	91%
Transfer to Capital/Operating Reserves	627,352		627,352				627,352	0	(627,352)	
Total Expenses	14,031,231	1,147,922	15,179,153	1,669,008	1,163,273	107,447	18,118,880	18,619,016	500,136	97%
VARIANCE	(0)	(26,324)	(26,324)	456,184	(27,138)	78,230	480,952	0	480,952	

Finance Committee Briefing Note

To:	Hastings Prince Edward Board of Health - Finance Committee
Prepared by:	Amy Rankin, Finance Manager
Reviewed by:	David Johnston, Director of Corporate Services
Date:	Wednesday, February 22, 2023
Subject:	Status of GIC Investments
Nature of Board Engagement	<input checked="" type="checkbox"/> For Information <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	No action required.
Background:	<p>In June of 2022, the Health Unit invested \$2,307,481 of the Capital Reserve into a 1-year Guaranteed Investment Certificate (GIC) at a return rate of 4.25%. In addition, \$1,783,536 of the Operating Reserve was invested into a 1-year flexible GIC at a rate of 2.7%. While the flexible GIC has a lower rate of return, it allowed us the opportunity to liquidate the flexible GIC after 30 days if required for operations or, to reinvest and take advantage of higher interest rates.</p> <p>In September of 2022 as interest rates increased, the Operating Reserve GIC was redeemed and reinvested into a flexible GIC. The combined principal and interest of \$1,796,202 was reinvested into a 1-year flexible variable rate GIC. Again, this approach enabled us to quickly take advantage of rising interest rates. From September 26 to December 31, we saw rates from 4.2% to 5.2%.</p> <p>At December 31, interest earned on the two GIC investments is estimated to be a total of \$73,845.</p>