

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
2010 PUBLIC HEALTH BUDGET - Final for Approved Operations

18-Feb-10

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LINE	DESCRIPTION	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 BUDGET	MOH	BOARD	QI	CORP SERV	HEALTH PROM'N	HEALTH PROT'N	FAMILY HEALTH	CLINICAL SERV	TOTAL 2010 BUDGET
1	SALARIES (Pg 3)	6,103,578	6,394,590	6,338,289	6,707,310	247,515	-	515,100	792,716	1,377,269	1,278,006	1,258,918	1,237,785	6,707,310
2	BENEFITS (Pg 4)	1,262,295	1,323,763	1,282,991	1,396,784	51,545	-	107,269	165,082	286,814	266,142	262,167	257,766	1,396,785
3	PROFL /PURCHASED SERVICES (Pg 5)	325,228	344,530	371,268	443,405	-	-	78,823	117,800	223,132	9,250	-	14,400	443,405
4	TRAVEL (Pg 6)	204,194	155,841	192,125	200,232	2,690	-	1,414	9,224	42,237	76,510	34,514	33,643	200,232
5	OCCUPANCY (Pg 7)	281,884	272,932	280,427	334,089				334,089					334,089
6	MATERIALS/SUPPLIES (Pg 8)	146,201	124,124	134,748	134,124	1,009	-	18,887	7,721	18,589	10,089	9,964	67,866	134,125
7	ADMINISTRATION (Pg 9)	346,522	411,530	397,441	431,739	4,691	35,022	14,385	313,867	13,592	26,038	11,670	12,475	431,739
8	Subtotal	8,669,902	9,027,310	8,997,290	9,647,684	307,450	35,022	735,878	1,740,499	1,961,633	1,666,034	1,577,234	1,623,935	9,647,685
9	ONE TIME/SPECIAL PROJECTS (Pg 10)	273,406	351,263	410,108	140,300	-	-		13,200		25,000	-	102,100	140,300
10	SUBTOTAL	8,943,307	9,378,573	9,407,398	9,787,984	307,450	35,022	735,878	1,753,699	1,961,633	1,691,034	1,577,234	1,726,035	9,787,986
11	OFFSET REVENUE (Pg 11)	(550,630)	(322,900)	(339,618)	(292,100)									
12	ALLOCATED COSTS-Land Control	(57,667)	(60,613)	(60,613)	(60,650)									
	-Healthy Babies	(58,609)	(60,431)	(60,431)	(63,062)									
	- Focus/IC/SDWS	(27,584)	(8,660)	(8,660)	(3,930)									
	-Language Express	(6,500)	(22,835)	(22,835)	(22,835)									
13	ANNUALIZED BUDGET	8,242,317	8,903,134	8,915,241	9,345,407	1.0497								
14	STAFF GAPPING	-	-	-	-									
15	NET BUDGET	8,242,317	8,903,134	8,915,241	9,345,407	100.00%								
16	PROVINCIAL GRANT (75%)	6,085,367	6,384,046	6,384,046	6,558,186	70.18%	1.027							
17	MUNICIPAL LEVY	2,041,440	2,531,780	2,531,780	2,697,733	28.87%	1.066							
18	MUNICIPAL PRIOR YEARS SURPLUS USE	115,515	-	-	89,488	0.96%								
19	BUDGET (SURPLUS)/DEFICIT	(4)	(12,692)	(585)	-									

COMMENTS:

Specific comments on lines 1 through 9 and line 11 are on their respective pages.

L12 Focus allocated costs have been eliminated in 2010, Land Control allocated costs have been revised to reflect 2010 expected activity levels

L15 2010 base budget increase for current approved operations is 4.97%

L16 Assumes 3% funding increase for all Mandatory Programs and reduction in VBD funding and cost sharing 2009 CINOT enhancement budget (\$97,632) funded at 100% in 2009

L17 2010 municipal levy as approved at January meeting

L18 Using this scenario, the municipal reserve will be exhausted by the end of 2010.

Municipal surplus account was \$288,277 as of December 31, 2007 and \$179,259 as of December 31, 2008.

NOTE 2009 estimates are based on the 3rd quarterly report submitted to the Ministry in the fall and do not include the impact of H1N1

LEEDS, GRENVILLE AND LANARK
 2010 PUBLIC HEALTH BUDGET -
 - FINAL FOR APPROVED OPERATIONS
 FULL TIME EQUIVALENTS

LINE DESCRIPTION	2008	2009	2010	OFFICE OF	QUALITY	CORPORATE	HEALTH	HEALTH	FAMILY	CLINICAL	2010
	Budget	Budget	Budget	THE MOH	IMPROVEMENT	SERVICES	PROMOTION	PROTECTION	HEALTH	SERVICES	BUDGET
											FTE
1 MEDICAL OFFICER OF HEALTH	1.00	1.00	1.00	1.00							1.00
2 ADMINISTRATIVE ASSISTANTS	4.00	4.00	4.00	1.00		3.00					4.00
3 DIRECTORS	6.00	6.00	6.00		1.00	1.00	1.00	1.00	1.00	1.00	6.00
4 CLERICAL	24.15	24.15	24.15		2.00	4.00	4.00	3.50	5.00	5.65	24.15
5 EPIDEMIOLOGIST	1.00	1.00	1.00		1.00						1.00
6 JANITORS	2.20	2.20	2.80			2.80					2.80
7 CLERICAL RELIEF	0.84	0.50	0.50			0.50					0.50
8 COMMUNICATIONS CO-ORD.	1.00	1.00	1.00		1.00						1.00
9 PLANNING & EVAL'N CONSULTANT	1.00	1.00	1.00		1.00						1.00
10 IT SUPPORT	3.00	3.00	3.00			3.00					3.00
11 WEBMASTER	1.00	1.00	1.00		1.00						1.00
12 DENTAL CONSULTANT	0.14	0.14	0.14				0.14				0.14
13 PUBLIC HEALTH NURSES	32.25	32.25	32.25				10.50		12.25	9.50	32.25
14 REGISTERED NURSES	1.00	1.00	1.00							1.00	1.00
15 REGISTERED PRACTICAL NURSES	1.00	2.00	2.00							2.00	2.00
16 SENIOR PHI		0.00	2.00					2.00			2.00
17 PUBLIC HEALTH INSPECTORS	13.00	13.00	11.00					11.00			11.00
18 SR. DENTAL HYGIENIST	1.00	1.00	1.00				1.00				1.00
17 DENTAL HYGIENIST	1.00	1.00	1.00				1.00				1.00
18 DENTAL ASSISTANTS	1.66	1.66	1.66				1.66				1.66
19 NUTRITIONISTS	3.00	3.00	3.00				1.50		1.50		3.00
18 STUDENTS (PHI)	0.50	0.50	0.50					0.50			0.50
19 PRODUCTION ARTIST	0.70	0.70	0.70		0.70						0.70
20 HEALTH INFORMATION SPECIALIST	1.00	1.00	1.00		1.00						1.00
19 SCHOOL HEALTH COORDINATOR	1.00	1.00	1.00				1.00				1.00
20 MANAGERS	3.00	3.00	4.00			1.00		2.00		1.00	4.00
21 ON CALL PREMIUM	0.00	0.00	0.00								-
20 Injury Students	0.46	0.46	0.46				0.46				0.46
21 NURSE PRACTITIONER	1.00	0.00	0.00								-
22 TOTAL SALARIES AND WAGES	106.90	106.56	108.16	2.00	8.70	15.30	22.26	20.00	19.75	20.15	108.16
Percent Of Total				1.85	8.04	14.15	20.58	18.49	18.26	18.63	100.00

Comments:

- L6 Add 0.6 FTE Janitor for the new Smiths Falls office.
- L20 Add 1.0 manager FTE to Corporate Services as Administrative Manager, located in the Smiths Falls office, responsible for property management, Corporate Services liaison and manager of financial activities. This proposal will be key to the department's succession planning.

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
BENEFITS

LINE	DESCRIPTION	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 BUDGET
1	OMERS (PENSION PLAN)	436,837	447,447	416,786	469,502
2	CANADA PENSION PLAN	205,822	212,076	210,999	224,118
3	EMPLOYMENT INSURANCE	88,412	89,713	90,132	94,708
4	GROUP LIFE INSURANCE	31,664	38,217	36,475	39,303
5	EMPLOYER HEALTH TAX	118,620	124,947	121,433	130,792
6	SEMI-PRIVATE HOSPITAL COVERAGE	12,211	11,626	8,233	4,276
7	WORKPLACE SAFETY & INSURANCE BOARD	54,551	59,948	59,116	63,233
8	DENTAL PLAN	62,835	70,033	62,679	69,640
9	EXTENDED HEALTH CARE PLAN	119,639	133,889	134,547	155,129
10	LONG TERM DISABILITY	111,403	126,274	122,946	136,074
11	HEART HEALTH IN-KIND	10,874		12,317	
12	EAP	9,427	9,593	7,327	10,008
13	Expected Savings due to HST				0
14	TOTAL BENEFITS	1,262,295	1,323,763	1,282,991	1,396,784
15	PERCENT OF SALARIES	20.68	20.70	20.24	20.82

COMMENTS:

- L1 OMERS pension premiums will increase from 6.3% (9.5% over YMPE) in 2009 to 6.4% (9.7% for earnings over YMPE) in 2010. YMPE was \$46,300 in 2009. The 2010 YMPE is \$47,200.
- L2 CPP contribution rate remains at 4.95%. Previous rates are as follows: 3.9% in 2000; 4.3% in 2001; 4.7% in 2002; 4.95% in 2003, YMPE is \$47,200 in 2010.
- L3 EI premium rates have been as follows: 2.4% in 2000; 2.25% in 2001; 2.20% in 2002; 2.10% in 2003; 1.98% in 2004, 1.95% in 2005, 1.87% in 2006, 1.8% in 2007, 1.73% in 2008 and 2009. The maximum insurable earnings are \$43,200 in 2009. The employer rate for 2010 is 1.169 times the employee premiums, down from 1.175 in 2009.
- L4 The monthly cost of life insurance (twice the annual salary) and AD&D coverage is 23.98 cents per \$1,000, plus PST.
- L5 Employer Health Tax (EHT) is assessed at 1.95% of total salaries.
- L6 The premium for semi private hospitalization coverage is \$2.70 single and \$7.98 family per month. This is paid 100% by the employer. Contract renewal is June 1st, 2010. A 5% increase has been budgeted for the renewal.
- L7 WSIB premium rates have fluctuated from \$1.87 in 1996, \$0.94 in 1997, \$1.41 in 1998, \$1.18 in 1999, \$0.87 in 2000, \$0.79 in 2001, \$0.82 in 2002, \$0.86 in 2003, \$0.85 in 2004, \$0.83 in 2005, \$0.91 in 2006 and \$0.94 per \$100 of earnings 2007 and 2008 and \$0.98 in 2009. Maximum assessable earnings in 2009 were \$74,600. The rates are unchanged for 2010 calculations. We do not budget for NEER rebates.
- L8 Monthly dental premiums are \$27.55 single and \$77.19 family and are paid in full by the Health Unit. Contract renewal is June 1st, 2010. An expected renewal increase of five percent has been budgeted.
- L9 Monthly extended health care premiums are \$95.54 single and \$237.41 family. Unionized staff pay one third of the premium. Contract renewal is June 1st, 2010. A 5% increase has been budgeted.
- L10 LTD premiums are \$3.09 plus PST per \$100 of insurable earnings for two thirds the monthly salary.
- L12 Employee assistance program (EAP) was implemented in January 2003. The 2010 annual cost per eligible employee is \$90.76.
- L13 There are potential savings (\$14,979) related to HST if indeed we receive a full refund. These are not budgeted for at this time due to the uncertainty.

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 PROFESSIONAL AND PURCHASED SERVICES

LINE	DESCRIPTION	2008	2009	2009	2010								TOTAL 2010	
		ACTUAL	BUDGET	ESTIMATE	BUDGET	MOH	BOARD	QI	CORP SERV	HEALTH PROM'N	HEALTH PROT'N	FAMILY HEALTH	CLINICAL SERV	BUDGET
1	LEGAL	26,339	15,000	16,997	15,000				15,000					15,000
2	AUDIT	6,472	8,000	8,908	8,000				8,000					8,000
3	COMPUTER/GIS	3,405	3,000	3,000	3,000				3,000					3,000
4	ACCREDITATION	1,304	4,670	3,025	4,670			4,670						4,670
5	PHYSICIANS	8,500	12,600	13,850	12,600								12,600	12,600
6	LAB/NURSING SERVICES	55	2,500	118	500								500	500
7	DOT		1,000	0	1,000								1,000	1,000
8	CINOT DENTISTS	110,517	125,000	150,994	125,000					125,000				125,000
9	CINOT service enhancement				97,632					97,632				97,632
10	ANIMAL TRAPPING	9,000	9,000	9,000	9,000						9,000			9,000
11	RRFSS/Data Analysis	37,812	49,830	51,191	45,153			45,153						45,153
12	Library Services	12,500	5,700	5,700	5,000			5,000						5,000
13	LAUNDRY	575	1,050	1,316	1,050					500	250		300	1,050
14	ADVERTISING - RECRUITMENT	3,171	4,000	4,233	2,500				2,500					2,500
15	ADVERTISING - PUBLIC EDUCATION	24,519	23,600	23,600	24,000			24,000						24,000
16	INSURANCE	72,939	72,000	70,168	72,000				72,000					72,000
17	BANK/PAYROLL CHARGES	8,122	7,580	9,168	17,300				17,300					17,300
18	TOTAL PROF'L/PURCHASED SERVICES	325,228	344,530	371,268	443,405	0	0	78,823	117,800	223,132	9,250	0	14,400	443,405

COMMENTS:

- L1 Legal budget is being maintained.
- L3 25% of the cost of maintenance of GIS data is paid by Public Health (WNV/Water) and the remainder is paid by Land Control.
- L5 Three physicians are retained to provide consultation with complex cases and to act as referring physician for referrals to specialists.
- L6 This budget line accommodates the lab fees for pregnancy tests etc..
- L7 This budget is to accommodate nursing services to administer TB drugs as required.
- L8 The CINOT budget has been maintained.
- L9 Fully funded enhancement to CINOT program introduced in 2009 to include up to 17 year olds will be cost shared in 2010.
- L10 Costs are maintained at \$750 per month.
- L11 Fee for 80 completed RRFSS surveys per month for 2010 plus share of coordination costs (\$5000).
- L12 Library services for 20 users and a maximum of 100 documents delivered.
- L13 Laundry costs relate to dry cleaning of dental towels, clinic lab coats and lab coats for PHI's.
- L14 Requirement for recruitment advertising is expected to drop. Our website is used for this purpose as well.
- L15 All advertising campaign funds will now be managed centrally by QI.
- L16 Received competitive quote in 2008.
- L17 Minimum payroll fees \$1000 per month as we transition to the new electronic system in 2010.

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 TRAVEL COSTS

LINE	DESCRIPTION	2008	2009	2009	2010			CGRP SERV	HEALTH PROM'N	HEALTH PROT'N	FAMILY HEALTH	CLINICAL SERV	TOTAL 2010 BUDGET
		ACTUAL	BUDGET	ESTIMATE	BUDGET	MOH	QI						
1	MILEAGE	199,492	152,041	189,249	196,432	2,190	1,314	8,324	41,737	76,010	33,714	33,143	196,432
2	PARKING	1,500	1,800	1,500	1,800			300	300	300	600	300	1,800
3	FOOD/MEETING COSTS	3,202	2,000	1,377	2,000	500	100	600	200	200	200	200	2,000
4	Expected Savings due to HST				-	-	-	-	-	-	-	-	-
5	TOTAL TRAVEL	204,194	155,841	192,125	200,232	2,690	1,414	9,224	42,237	76,510	34,514	33,643	200,232

COMMENTS:

- L1 Mileage has been allocated based on 7,000 kms for all MOH staff, 3,000 kms for QI, 19,000 kms for Corporate Services staff and an average 5,000 kms per professional staff FTE. Public Health Inspector travel has been budgeted based on an average of 12,000 kilometres driven per year per FTE. Rates have been applied in accordance with collective agreements, net of GST of 5% (100% rebatable). Reduction to the travel budget in 2009 was too optimistic.
- L3 These funds cover the cost of refreshments/coffee at meetings. Costs associated with SMC have been noted under MOH.
 \$500 under Corporate Services relates to annual workplace wellness initiatives. No activity was held in 2009 due to H1N1 response.
- L4 There are potential savings (\$7,275) related to HST if indeed we receive a full refund. These are not budgeted for at this time due to the uncertainty.

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 OCCUPANCY COSTS

LINE	DESCRIPTION	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 BUDGET	RENT/ MORTGAGE	GROUNDS MAINT.	EQUIP MAINT.	HOUSE KEEPING/ SUPPLIES	UTILITIES	WASTE DISPOSAL	TOTAL 2010 BUDGET	SQUARE FEET	COST PER SQ.FT
1	BROCKVILLE	102,789	95,000	105,561	105,500	-	8,500	23,000	13,000	55,000	6,000	105,500	26,874	\$ 7.50
2	SMITHS FALLS	109,948	114,363	109,116	158,091	112,591	4,000	5,000	6,000	27,500	3,000	158,091	8,065	\$ 19.60
3	ALMONTE	10,921	9,960	5,507	7,800	7,800						7,800		
4	KEMPTVILLE	23,634	23,968	24,160	25,741	25,441			300			25,741	2,000	\$ 12.87
5	PERTH CLINIC	9,645	7,033	9,038	8,003	4,500			2,063	1,440		8,003	600	\$ 13.34
6	GANANOQUE	24,047	21,707	26,145	28,055	28,055						28,055	2,072	\$ 13.54
7	PRESCOTT	900	900	900	900	900						900	100	\$ 9.00
8	TOTAL OCCUPANCY	281,884	272,932	280,427	334,089	179,286	12,500	28,000	21,363	83,940	9,000	334,089		

COMMENTS:

- L1 The Brockville mortgage was paid in full in January 2000. Costs of Brockville caretakers are included in salary/benefits, although these costs have been included in the calculation of square footage cost.
- L2 The lease in Smiths Falls expired November 30, 2009. We are continuing on a month to month basis but have budgeted for a 3% increase. Have budgeted operating costs for a new Smiths Falls facility.
- L3 Budget \$150 per week in Almonte for clinic space in the event that hospital space is no longer available free of charge.
- L4 The lease with Kemptville District Hospital expires September 30, 2010. The same rental rate is budgeted with a 3% increase to allow for potential future decisions.
- L5 Perth costs cover 600 square foot location at \$375 per month plus operating costs.
- L6 A five year lease is in place with United Counties ending June 30, 2011. Rent for 2072 square feet at \$12.46 per square foot. Joint costs are reconciled annually and the adjustment has been estimated at \$3,000, used a 3% increase to total costs.
- L7 One office is maintained in Prescott at a cost of \$75 per month next to space used for prenatal class, which is provided free by the Town.

LEEDS, GRENVILLE & LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 MATERIALS AND SUPPLIES

LINE	DESCRIPTION	2008	2009	2009	2010			CORP SERV	HEALTH PROM'N	HEALTH PROT'N	FAMILY HEALTH	CLINICAL SERV	TOTAL
		ACTUAL	BUDGET	ESTIMATE	BUDGET	MOH	QI						2010 BUDGET
1	PUBLIC HEALTH	65,368	57,565	72,834	54,565	1,009	4,387	7,721	11,230	10,089	9,964	10,166	54,566
2	CONTRACEPTIVES	37,819	35,700	37,796	35,700							35,700	35,700
3	VACCINE PREVENTABLE DISEASE				7,000							7,000	7,000
4	NEEDLE EXCHANGE	17,045	15,000	15,000	15,000							15,000	15,000
5	MENTORING	438	3,500	-	3,500		3,500						3,500
6	DENTAL	10,986	7,359	7,359	7,359				7,359				7,359
7	MARKETING	1,773	-	-	6,000		6,000						6,000
8	QUALITY IMPROVEMENT	12,773	5,000	1,759	5,000		5,000						5,000
9	Expected Savings due to HST												
100	TOTAL MATERIALS & SUPPLIES	146,201	124,124	134,748	134,124	1,009	18,887	7,721	18,589	10,089	9,964	67,866	134,125

COMMENTS:

L1

Public health program supply budget is allocated between departments based on FTE percentages and includes program supplies and resources, books, pamphlets and subscriptions. Books, pamphlets and subscriptions were previously reported separately. They have been combined with other supplies due to inconsistencies across departments on the use of the budget line.

L3

Vaccine preventable disease program supplies have up until now been funded from the Clinical Services department supplies budget. Like dental supplies, the cost of these supplies relates to the number of clients we serve not the number of staff we have employed. The mandated use of safety engineered syringes are expected to increase annual costs by \$4,000.

L4 Needle exchange program is budgeted separately.

L5 A mentoring supply budget was established in 2009. Previously outside grants supported this ongoing initiative. It is critical to re-establish this program in 2010.

L6 Dental services supplies are reported separately because they are related to the number of clients served not the number of staff delivering the program.

L7 Funds have been reinstated in 2010. They were allocated for Youth Risk Factor Surveillance in 2009 (one time cost).

L8 Changed from silver National Quality Institute (NQI) membership (\$10,000) in 2009 which entitled us to 2 free workshops per year and discounts on other QI program supplies and services, to a standard membership (\$1,000). Additional \$4,000 for Annual Moving Upstream Day and strategic planning communications materials is budgeted.

LEEDS, GRENVILLE & LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 ADMINISTRATION

LINE DESCRIPTION	2008	2009	2009	2010	CORP HEALTH HEALTH FAMILY CLINICAL								TOTAL 2010
	ACTUAL	BUDGET	ESTIMATE	BUDGET	MOH	BOARD	QI	SERV	PROM'N	PROT'N	HEALTH	SERV	BUDGET
1 OFFICE SUPPLIES	30,558	28,913	34,438	30,000				30,000					30,000
2 POSTAGE	15,704	16,000	20,509	16,000				16,000					16,000
3 COURIER	30,229	24,992	32,949	30,000				30,000					30,000
Office Expenses, Printing, Postage	76,491	69,905	87,896	76,000	-	-	-	76,000	-	-	-	-	76,000
4 TELEPHONES	51,879	85,537	81,392	85,537				85,537					85,537
5 TAS/CELL PHONES	21,801	19,770	23,744	22,000				22,000					22,000
6 INTERNET/WAN COSTS	12,285	26,561	23,310	25,324				25,324					25,324
Communications Costs	85,965	131,868	128,446	132,861	-	-	-	132,861	-	-	-	-	132,861
7 MAINTENANCE - EQUIPMENT	2,310	7,646	7,337	7,646				7,646					7,646
8 LEASE EQUIPMENT	16,052	16,500	13,883	16,500				16,500					16,500
Office Equipment	18,361	24,146	21,221	24,146	-	-	-	24,146	-	-	-	-	24,146
9 BOARD STIPENDS	12,134	10,947	15,460	15,010		15,010							15,010
10 BOARD EDUCATION	3,767	4,000	9,295	7,000		7,000							7,000
11 BOARD MILEAGE/REFRESHMENTS	4,159	4,400	6,271	5,512		5,512							5,512
Board Costs	20,060	19,347	31,026	27,522	-	27,522	-	-	-	-	-	-	27,522
12 STAFF TRAINING/RECOGNITION	74,548	66,855	30,066	71,080	2,500		10,850	9,150	12,630	12,500	11,375	12,075	71,080
13 MEMBERSHIPS	14,791	14,799	14,175	15,521	2,191	7,500	3,535	300	962	338	295	400	15,521
14 IT COSTS	56,306	84,610	84,611	84,610				71,410		13,200			84,610
15 TOTAL ADMINISTRATION	346,522	411,530	397,441	431,739	4,691	35,022	14,385	313,867	13,592	26,038	11,670	12,475	431,739

COMMENTS:

- L1 Includes routine office supplies and all photocopying costs. More in house printing is being done.
- L4 Long distance costs have stabilized. Brockville and Smiths Fall systems were be upgraded in 2009.
- L6 The total cost maintains the wide area network between Health Unit offices (WAN) and internet access from all Health Unit offices.
- L9 Inflationary increase has not been budgeted to Board stipend in 2010 , however membership has increased. 2009 costs reflect additional committee work. 167 Board member meeting attendances are budgeted for in 2010.
- L10 Board of Health reduced their educational allotment in 2009 but given the number of new members it is appropriate to reinstate it.
- L11 Expect 4,600 kilometers driven by Board members to attend all meetings. The cost of refreshments/coffee at meetings is about \$50 per regular meeting.
- L12 Annual "All Staff Day" has a cost of \$5,000 allocated to the QI department. \$2,000 has been budgeted for each Senior Management position, \$1,000 for a manager, \$500 per FTE for all other FTEs. Reduced attendances in 2009 due to H1N1 response, attendances related to OPHS were funded by the Ministry.
- L13 Known memberships have been allocated to the departments, PPPESO to QI, organization memberships are placed under MOH and aLPHa membership is charged to the Board.
- L14 Computer maintenance and upgrade budget line allows for replacement and maintenance of essential equipment without delay resulting from one time approval processes. A three year replacement plan has been adopted by the Health Unit. Hedgehog licencing costs are part of the Health Protection department operations.

LEEDS, GRENVILLE & LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 ONE TIME COSTS AND SPECIAL PROJECTS

LINE	DESCRIPTION	2008	2009	2009	2010
		ACTUAL	BUDGET	ESTIMATE	BUDGET
1	Leasehold Improvements	101,991	191,600	191,600	-
2	NEGOTIATIONS		15,000	799	1,200
3	HPV	8,144	3,000	219	3,000
4	FLU CAMPAIGN	60,351	60,000	22,339	60,000
5	MENINGOCOCCAL PROGRAM	51,352	39,100	10,943	39,100
6	Vector Borne Diseases	50,068	42,563	18,311	25,000
7	Building improvement and furniture from gapping			76,897	
8	HR and Timetracking Software			12,000	12,000
9	OTHER ONE TIME EXPENSES	1,500		77,000	
9	TOTAL ONE TIME & SPECIAL PROJECTS COSTS	273,406	351,263	410,108	140,300

COMMENTS:

- L2** The CUPE Collective Agreement expires March 31, 2010. Budget includes expenses related to Board members attendance and lunch for participants.
- L4** The costs of the FLU campaign are offset by revenue on page 11. (revenue neutral)
- L5** The costs of the meningitis campaign are offset by revenue on page 11. (revenue neutral)
- L6** The budget costs of staffing for WNV are included here with revenue reflected on page 11. Mosquito testing was only done every 2 weeks in 2009.
- L8** Enhancements to our HR/Payroll/Time tracking web based system will be implemented in 2010. Staff will complete timesheets online and submit them electronically to their director. Approved documents will be forwarded to HR electronically. The system will eliminate the need to enter data, sort/file documents and provide management with accurate decision making tools.

LEEDS, GRENVILLE & LANARK DISTRICT HEALTH UNIT
 2010 PUBLIC HEALTH BUDGET - FINAL FOR APPROVED OPERATIONS
 OFFSET REVENUE

LINE DESCRIPTION	2008 ACTUAL	2009 BUDGET	2009 ESTIMATE	2010 BUDGET
1 RENT	79,152	20,800	175	1,000
2 INTEREST	1,540	5,000	823	1,000
3 PRENATAL CLASSES	8,255	10,000	6,520	10,000
4 MINISTRY OF HEALTH - STC	9,363	8,000	13,118	12,000
5 FLU/MENINGOCOAL/HPV REVENUE	72,928	107,100	41,088	102,100
6 VACCINE	54,884	20,000	35,866	20,000
7 REVENUE FOR STAFF TIME	133,621	75,000	71,687	75,000
8 FOOD HANDLERS W/S	5,568	6,000	4,766	6,000
9 PILLS/CONTRACEPTIVES	37,547	35,000	33,669	35,000
10 ONTARIO WORKS ADMIN FEE	15,488	16,000	28,476	25,000
11 NURSING GRADUATE GUARANTEE GRANT	59,429	-	103,262	-
12 RESERVE FUNDS TRANSFERRED TO OPERATING	18,816	-	-	-
13 MISCELLANEOUS (incl CINOT GWA)	54,039	20,000	169	5,000
13 TOTAL OFFSET REVENUE	550,630	322,900	339,618	292,100

COMMENTS:

- L1 Our capacity to rent space has been reduced
- L2 Projected interest earned reflects recent rates and reduced bank balance.
- L3 Prenatal registrations are anticipated to be relatively stable. Classes were cancelled in the last quarter of 2009 due to H1N1 response. More fees are being waived due to client financial status.
- L4 Revenue for Special Treatment Clinic is a function of the number of clients and the procedures that are chargeable.
- L5 Flu shots are reimbursed at \$5 per shot and meningococcal and HPV shots are reimbursed at \$8.50 per shot by the Ministry. Costs are reflected on page 10 although could be incorporated through the budget as they are on the Ministry format. 2009 revenue is short because the health unit seasonal flu campaign was only for those over 65 years of age.
- L6 Vaccine revenue is the net difference between fees charged to clients and the cost of vaccine and supplies. Expired vaccine refunded in 2009.
- L7 Purchase of staff time is utilized in some partnerships and in providing non-mandated services. It includes revenue for time spent on VBD and SDWS programs.
- L9 Resale price of contraceptive pills has been capped by the drug company at a level 30% below that charged prior to 2004.
- L10 Agreements are ongoing with Lanark Social Services and Leeds, Grenville Social Services to administer Ontario Works dependants and adult dental claims in exchange for a 8% administrative fee (increased from 5% as of February 1, 2009).
- L11 This revenue is related to the hire of nursing graduates into supernumerary positions. The initiative pays for six months of the nurse's salary and benefits, and the agency pays for six weeks. If the incumbent transitions into a position at the agency before the end of the six months, the agency can retain any unused funds for reinvestment purposes (mentoring, staff development, etc).