

Title: **Corporate Services Update**

To: Board of Health

From: Matthew Vrooman, Director, Corporate Services

Date: 2024-09-18

Approved by: Dr. Natalie Bocking, Medical Officer of Health & CEO

In Camera?  Yes  No

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## People & Culture

### Crucial Conversations for Mastering Dialogue Rollout Update

5 Facilitators credentialed with Vendor for program delivery

3 Courses have been Completed

- All management and 47 employees trained

77 remaining employees scheduled to complete training in the fall.

### Workplace Respect Policy and Code of Conduct

The Workplace Respect Policy replaces both the workplace violence and workplace harassment policies and will provide clear guidance and clarity on how the organization will respond. This policy is fundamentally about protecting our employees.

- Policy has been introduced to Management
- A training session "Responding to Workplace Concerns" will be held with Management
- The Policy will be introduced to employees on October 9<sup>th</sup> at an all-staff meeting
- Dedicated team meetings will be held with each team to respond to questions or concerns

The Code of Conduct is a board policy and will be circulated for Board review and approval by email at a later date.

## Cornerstone Implementation

Cornerstone is a digital talent management technology platform designed to help manage our organizations more effectively.

Performance Module: A soft launch for management is underway. The initial focus is familiarity with the platform with a focus on Goal Management (Cascaded from Strat Plan) and Individual Development Plans.

Learning Management System: Implementation Kick-Off completed on September 12, 2024.

By automating many tracking, registration, and reporting tasks related to the completion of legislated and organizationally mandated learning requirements, we will be better managing our risks while creating efficiency in our approach.

## **Finance Operations: Purchasing**

Partnering with Amazon Business Services to support our decentralized approach to purchasing supplies, we have reduced costs and eliminated a substantial amount of manual work.

We are deploying Corporate Credit Cards, aligned with role-based signing authority, to better enable timely purchases and take advantage of the accompanying digital solution for the coding and assignment of expenses.

## **Baker Tilly KDN LLP 2023 Attestation Report**

Baker Tilly KDN LLP has audited the 2023 Annual Reconciliation Report for:

- 1) 2023 base funding approved for the period of January 1, 2023, to December 31, 2023;
- 2) 2022 one-time funding approved to March 31, 2023;
- 3) 2023 one-time funding approved to December 21, 2023;
- 4) 2023 one-time funding (including 2022-23 Carry Over one-time funding) approved to March 31, 2024;

In their opinion, they have been prepared in accordance with the financial reporting provisions of the Transfer Payment Agreements between the Board of Health and the Ministry of Health.

## Summary of August 2024 Finances

Enclosed are the unaudited operating statements reflecting the result of operation for the period ending August 31, 2024.

The results from current operations show that revenue received was approximately \$283,674 less than the than the expected revenue for the eight months ended August 31, 2024. Expenditures for the equivalent period were \$77,963 more than the amount budgeted.

### Variance Analysis

- The combined Salary and benefits lines indicate that the amount from the extra pay period process in July has not fully flowed through yet, however this will be corrected as we get closer to the end of the fiscal year.
- Year to date expenditures is on par or trending lower than the budgeted amounts with the exceptions being computer support, professional development, and equipment which are trending above the budgeted amounts; \$20,825, \$72,614, and \$40,936, respectively.
- Professional development expenditures are significantly higher due to the timing of payment for workplace training. Typically, budgeted amounts are spread evenly as monthly expenditures while actual costs are posted as they are incurred. The significant increase in PD expenses month over month is the result of the reallocation of expenses from merger related to PD to accurately reflect the nature of the expense – it remains eligible for coverage through the merger support fund.
- We should see significant decrease in equipment charges beginning with our September or October operating statements.
- Total expenditures year to date is currently sitting at 67.33% of the budgeted amounts for the first eight months of the fiscal year. Year to date we have received 65.70% of the expected revenue for the same period.

### **Recommendation to the Board of Health:**

THAT the Board of Health receive this briefing note as well as the unaudited operating statements as of August 2024 for information.