



# Report

## CORPORATE SERVICES COMMITTEE

Monday, March 19, 2018

5:00 p.m.

Board Room

Chair:	Todd McNeil
Attendees:	Dawn Flegel, Terry Button, Angela Edlington, Lynda Donovan, Deb Pretty, Christie Klassen, Katie Colameco
Regrets:	Lynn Rosales
Minute Taker:	Nicole Hillier

### 18/19 Internal Draft Budget- Angela

Angela distributed and reviewed the 18/19 draft Internal budget. Discussion was held and it will be brought forward to the Board meeting and recommended for approval.

### Screening Memo of Understanding - Dawn

The Southwest Zone has just signed a memo of understanding with the 5 agencies that are on CPIN. Should there be a reduction in staffing for any reason, we have agreed to complete the screening requirements for each other. With CPIN, this can be done within our agencies.

### Shared Services Update -Dawn

Dawn shared an update on Shared Services.

In September 2018, the After Hours Call Service/ Screening will pilot. We did not volunteer for the pilot. The same month, the pilot for a regionalized OPR will launch. In April 2018, the procurement through Northern Supply Chain will begin.

### IT Protection - Angela

There have been two Children's Aid Societies impacted by Ransomware. We have recently had a penetration test completed. The testing was successful as they were not able to break the security wall. Further testing will be completed to ensure our IT is safe & protected.

### Proposed Computer Purchase - Angela

Due to CPIN we are behind in our refresh of computers. Laptops have already been purchased to replace older computers and allowing staff to be mobile on their job. To get ahead in replacing the old stations we are looking to replace additional units. The purchase will need to take place before the end of this fiscal period (March 31, 2018). A motion will be brought to the Board with a recommendation to proceed with the purchase.

### Proposed Migration of Office 365 & SharePoint – Angela

Angela reviewed a plan to update to Office 365 and eventually the use of SharePoint. A motion will be brought to the full Board with a recommendation for approval. The purchase can be made prior to the end of the fiscal year. It is a non-competitive procurement and above \$10,000 which is the



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reason it needs to go to the Board.

## **Policy Review – Terry**

The three Health & Safety policies included in the committee package were to be reviewed. There were no changes made. These need to be signed annually by the Board President and Executive Director. A motion will go to the Board for approval.

The HR policies were reviewed. Where revisions were made to the policies, a motion will go to the full board for approval.

## **In Camera Session**

There were 3 items reviewed in camera. The full Board will be briefed on them at the Board meeting.

**Next Meeting April 10, 2018 –at 5:00 p.m.**

**Doodle Poll will be conducted to reschedule the June meeting.**