



# Report

## CORPORATE SERVICES COMMITTEE

**Tuesday, May 8, 2018**

**5:00 p.m.**

**Board Room**

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

### **Q4 Financial Report- Angela**

The Q4 Financial Report and the Statement of Expenses was reviewed by the committee.

Motion for the Q4 report to go to the full board for approval.

### **Review of processes to manage agency's assets- Angela**

There is a schedule that is followed related to the agency's assets including the building, computers, and agency vehicles. We are ensuring regular maintenance. We replace 2-3 vehicles every year. There is a building assessment. We add capital expense to the Ministry infrastructure survey every year.

### **Spot checks on compliance of agency expense rules – Angela**

Angela presented a summary and has confirmed that all employee expenses that were reviewed including the senior management and Board Member expenses were in compliance with the Travel, Meal and Hospitality Directive of the Government of Ontario, Broader Public Sector Directives as well as the internal policy HR-57. The summary of the Senior Team expenses and Board Member Expenses will be posted on the Society's website as required by the Ministry.

### **Health & Safety Policy Review - Terry**

Two policies were brought to the committee for review. There were no changes made to HS-17 so this policy will no need to go to the full board for approval. Changes were made to HS-10 Infection Control and this will go to the full Board for approval.

### **Change to Staff Recognition Program**

Dawn presented a short summary of the new staff recognition program called APPLAUZ.

**Next Meeting June 20, 2018 –at 5:00 p.m.**