



Report

CORPORATE SERVICES COMMITTEE

Tuesday, October 09, 2018

5:00 p.m.

Board Room

Chair:	Todd McNeil
Attendees:	Dawn Flegel, Angela Edlington, Terry Button, Steph Brown, Anne Marie Cosford, Mariah Amor, Lila Palychuk, Mark Williams, Christie Klassen, Jennifer Dam
Regrets:	
Minute Taker:	Nicole Hillier

Appointment of Committee Chair

Todd McNeil was appointed as the Corporate Services Committee Chair.

Review of Terms of Reference

The Terms of Reference were reviewed and no changes were recommended.

2018/19 Work Plan

The 2018/19 draft workplan was presented and reviewed by the Corporate Services Committee.

A motion will go to the Board recommending approval of the 18/19 Work plan.

Payroll Audit – Angela Edlington

Angela Edlington explained the reason for a payroll audit by the Ministry of Labour. It is a result of the past process of how we change a contract employee to a permanent full time employee. There were no concerns following the audit but a plan has been developed on how we can eliminate the audit by changing the way we recognize the change of employment.

Annual Rollup of Grievances – Terry Button

Terry Button, Director of Human Resources presented the annual rollup of grievances to the committee. This year there was a total of 10 grievances. Terry noted that the number of grievances has reduced from recent years. The summary is available to view [here](#).

CPIN Update – Dawn Flegel

Dawn Flegel explained what CPIN is to the new members of the committee and how it works with regards to accessibility to files and improvements in sharing information between Children's Aid Societies.

However the overall functionality of CPIN is poor and there was an issue this year related to lost files. More recently, the amount of time that CPIN is down and not able to be accessed is a serious concern impacting safety, service and staff. Our sector is advocating and working in partnership with the Ministry to try and identify the root causes of the issues and resolve them.



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Recommendations from Committee members included bringing the issue to MPP Bob Bailey's attention and adding to the Board meeting agenda for a discussion about overall strategy. The Board advocated strongly over the past year regarding CPIN and a teleconference was held with the Assistant Deputy Minister.

Q1 Financial Report - Angela Edlington

Angela reviewed the Q1 financial report and highlighted areas of significance including the Boarding Rate line. Dawn provided an explanation of how the Boarding Rate line is connected to service and the changes we continue to make in this area of our service.

A motion will go to the Board recommending approval of the Q1 financial report.

Statutory Remittances –Angela Edlington

Angela Edlington reviewed the confirmed statutory remittances for Q1. Approval by the Board for the Q1 statutory remittances will be included on the consent agenda in October.

In Camera Session

Committee members were provided with a summary of one issue in camera related to a statement of claim.

Next Meeting November 13, 2018 –at 4:00 p.m.