



Report

CORPORATE SERVICES COMMITTEE

Tuesday, January 8, 2019

5:00 p.m.

Board Room

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

Northern Supply Chain – Procurement – Angela Edlington

Angela provided an overview of the services offered through Northern Supply Chain (NSC) as part of the overall shared services provincial project. We've had positive experiences using NSC for procurement - cleaning services, laptops, cell phone service, and smoke detectors. NSC does all the legwork to get the best pricing for services and products. Future potential cost savings is with insurance. Overall the use of their services has been beneficial - saves us time, provides procurement expertise and has saved us money with the first few purchases we've done with them.

2019/20 Budget

Process & Long term financial analysis

Angela presented the summary of the budgeting process. The document outlines the steps taken to develop the budget every year. We will budget 2% less revenue this year – as we have in previous years. We develop an internal budget based on current information and a set of assumptions. Once we know the Ministry allocation, we re-visit the internal budget and make any necessary amendments. The current political environment creates more unknowns this year regarding our funding and anticipated sector changes.

Staffing Allocations

The staffing allocation document is a tool that we use to determine our staffing levels based on projected volumes in the various service areas and helps set the budget for salaries and benefits.

Initial Input from Committee members on budget priorities

- Reductions in the salary line are the last thing to consider – look to other budget lines first.
- Revenue options – we are looking for other options to generate revenue.
- Grants – it would cost money to hire someone to do the research and write them.

IT Planning & Security

IT develops priorities and a plan every year – this is built into the budget. We normally replace 25 electronic devices each year. This year we may purchase less in order to reduce spending. For Security we've hired an outside firm to test our security levels and complete a penetration test. We have a variety of security mechanisms in place as well as cyber security.

Next Meeting : February 12, 2019 at 5:00 pm