



Report

CORPORATE SERVICES COMMITTEE

Tuesday, May 14, 2019

5:00 p.m.

Board Room

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

Wellness Survey Results – Terry Button and Dawn Flegel

The committee reviewed the results of the Wellness Survey. Comparison from the data received in the previous year results show improvements in all areas. A plan for the year will be developed based on the results

The presentation on the survey results can be viewed [HERE](#).

Annual Roll Up of Exit Interviews – Terry Button

Terry provided an overview of the themes from the 6 exit interviews conducted last year (out of 11 departures from the agency). Top reason for leaving was accepting a new job. Terry also advised of the process he uses for the exit interviews.

Pay Equity Update – Terry Button

An overview has been provided to staff on the pay equity process and joint job evaluation process. Every department has been asked to complete a job questionnaire which will be used as part of the process. Further training for the managers and staff assigned to the joint job evaluation committee will be provided. We achieved pay equity and have documentation to support that; we are now in the maintenance phase.

2018/19 Audit Process – Angela Edlington

The auditors of PwC have started this year's audit. The standard [engagement letter](#) and [audit plan](#) was received and reviewed by the committee.

Q4 Financials – Angela Edlington

Angela reviewed the [Q4 Internal Statement of Operations - Financial Report](#). We will be accessing the Balanced Budget Fund to cover the deficit of (\$58,895.54). This report will be submitted to the Ministry and go to the full Board for approval.

A motion to approve the Q4 financial reports will go to the full Board.

In Camera Session

Two items were discussed in camera.

Next Meeting : June 11, 2019 at 5:00 pm