

# OASIS

## Business Resource Committee

### Work Plan 2012 - 2013

It is with great pleasure that the Business Resource Committee submits this proposed work plan to the OASIS Board of Directors for approval.

This 2012-2013 work plan brings continuity to the projects started in 2011-2012, with additional emphasis on developing dialogue with the ministry on current key issues.

The work plan follows the major headings of the Terms of Reference and in each instance, details how the OASIS Business Resource Committee plans to address each item.

#### Primary Areas of Focus:

### **Agency Networking and Information Sharing**

#### **❖ *Recruit and develop a resource for financial policy options and policy development***

1. Contact Management – Project Lead – Flavian Pinto Ensure that any OBRC developments or share-worthy information is forwarded to OASIS for timely website updating.
2. Procurement Policy - The project lead will continue to research issues and concerns and develop policy options for agencies and begin a process of acquiring, reviewing, and posting Requests for Tenders, Requests for Quotations, and Requests for Proposals that are relevant to member agencies on the website.

#### **❖ *Develop a comprehensive report related to business issues which agencies face both internal and with external funders***

1. Anticipated changes in funding and funding models are going to force agencies to adapt to a competitive business environment.

#### **❖ *Act as a resource for agencies***

1. OASIS web-site utilization for OBRC
  - a. Post Terms of Reference
  - b. Post Financial Policy Options
  - c. Post communications to member agencies
  - d. Post approved forms and spreadsheets

❖ ***Develop Collective Strategies regarding management of cost pressures***

1. Continue to work with the Ministry to expand the Vendors of Record available to member agencies. The development of a Vendor of Record for wheelchair accessible vehicles was initiated in 2011-12 and is anticipated to be implemented in the 2012-13 year.
2. Ensure that Finance Policy Options are current and updates are forwarded to OASIS for timely website updating.

❖ ***Cooperate with finance sectors across the province for developmental services***

1. Use the larger finance sector meetings – renamed Developmental Services Finance Group (DSFG) - to present OBRC information, to request sub committee members, or to solicit data relevant to a current project. Larger finance sector meetings are scheduled for the day following the Business Resource Committee meetings. See schedule of dates below.

## **Ministry Networking and Information Sharing**

❖ **Continue to work with Ministry regarding interpretation of Ministry initiatives, policy, and/or directives**

1. Open a dialogue with the ministry with respect to interpreting and implementing pending Financial Input Standards.
2. Research accounting accrual issues which are inconsistent with other ministries. Once complete, and open a dialogue with MCSS to discuss these issues

❖ ***Provide background financial data and recommendations for advocacy to government and non-government groups, especially regarding fairness and equity (i.e. pay equity government policy, adherence, government guidelines)***

1. Revisit the benchmarking exercise completed several years ago. Many changes have taken place with the introduction of new MCSS Detail Codes in 2012. A project lead will be established and ease of data gathering should be facilitated by using the larger finance group meetings.

❖ ***Develop strategies and tools in cooperation with the government ministries and share same with member agencies***

1. Develop and communicate strategies for implementation of pending Ministry Financial Input Standards.

### **Committee Composition:**

### **Full Committee slate**

New members recruited who represent a particular MCSS region, province-wide viewpoint, and large agency viewpoint and up to 2 additional members may be appointed as needed to address specific issues and/or for succession planning to ensure consistency and continuity.

Recruitment has already begun to fill the vacancy in the North East, and the OBRC expect a full Committee by September 2012.

### **2012-2013 Business Resource Committee Members**

North	Rhonda Stone	Community Living Algoma
North East	Vacant	
Central East	Margaret Patrowicz	New Leaf
Central West & Provincial	Angelica McKay	Christian Horizons
Eastern	Zull Chaggan	Kerry's Place
Hamilton/Niagara	April Papineau	Community Living Haldimand
Toronto	Flavian Pinto	Community Living Toronto
South East	Darlene Ryan	Community Living Prince Edward
South West	Linda Karnas	Community Living Chatham-Kent

### **OASIS Board of Directors Representative**

Lu-Ann Cowell	Community Living Chatham-Kent
John Bedell	Woodstock & District Developmental Services

### **Frequency of Meetings:**

**Schedule as follows:**

1. June N/A
2. September 6th, 2012
3. December 6th, 2012
4. March 7th, 2013

### **Accountability:**

1. Meeting notes were posted to the OASIS website after Board approval
2. Annual Report for 2011-2012 has been submitted