

OASIS
Business Resource Committee
Work Plan 2011 - 2012

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

Our last approved formal work plan was for 2010-2011.

This 2011-2012 work plan brings continuity to the projects started in 2010-2011, with additional emphasis on developing collective strategies regarding networking and information sharing.

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 business best practices, understanding, and policy development***

1. *Best Practices Manual – Project Lead – April Papineau*

Ensure that policies are relevant, current, and updates are forwarded to OASIS for timely website updating.

New policy updates to include Quality Assurance Measures.

2. *Contact Management – Project Lead – Flavian Pinto*

Ensure that any OBRC developments or share-worthy information is forwarded to OASIS for timely website updating.

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

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

1. OASIS web-site utilization for OBRC
 - a. Post Terms of Reference
 - b. Post best practices manual
 - 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.
2. Continue to work as a group to define other area of volume purchasing opportunities.
3. Start the 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.
4. Continue work initiated in 2010-2011 with respect to developing a health benefits consortium, where there would be cost savings available to member agencies.

❖ Provide a proactive means to develop discussion papers and recommendations on current topics

❖ ***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 in the “Frequency of Meetings” section following.

Ministry Networking and Information Sharing

- ❖ Develop an informed relationship with Ministry regarding interpretation of Ministry initiatives, policy, and/or directives

- ❖ ***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. New updates are needed, new data to be collected. Many changes have taken place over the last several years in the developmental sector. Project lead to 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. Continue to work with Canada Revenue Agency with respect to the HST and Registered Canadian Charities. Work was initiated in 2010-2011 – (see annual report) and was presented at the larger finance sector meeting in March 2011. This information will be presented again by the CRA at the OASIS Conference in May 2011.

Committee Composition:

Full Committee slate

New members recruited who represent a particular MCSS region, province-wide viewpoint, and large agency viewpoint.

There will be an anticipated vacancy with the retirement of Barb Feyko, representing Central East. Recruitment has already begun, and the OBRC expect a full Committee by end of June 2011.

2011-2012 Business Resource Committee Members

North

Rhonda Stone

Community Living Algoma

North East	Karen Carmichael	Community Living North Bay
Central East	Vacant	
Central West & Provincial	Kathy Wassink	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_

Frequency of Meetings:

Schedule as follows:

1. June 23rd, 2011
2. September 8th, 2011
3. December 1st, 2011
4. March 1st, 2012

Accountability:

1. Meeting notes were posted to the OASIS website after Board approval
2. Annual Report for 2010-2011 has been submitted