

Chatham-Kent Children's Services - Summary of April 1, 2016 to March 31, 2017 Perquisites/Hospitality

The term perquisites, or perks, refer to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

Title of staff requesting approval	Department	Description for a business-related requirement	Type/Description of Expense (eg. Meal, Hotel)	Who Preapproved	Date of Preapproval	Date of Approval
Manager to Executive Director	Production Staff	CPIN review meeting	Daytime event - Snacks and coffee to staff	Executive Director	4/5/2106	4/5/2016
Manager to Executive Director	Volunteer Coordinator	Annual Volunteer Appreciation Day	Pizza, Salad, and drinks provided for dinner to volunteers and staff	Executive Director	4/8/2016	4/11/2016
Executive Assistant to Executive Director	All Staff - CW	CPIN Go Live	Mugs, candies, and balloons for staff	Executive Director	4/15/2016	4/18/2016
Manager to Executive Director	All Staff - CW	CPIN Go Live	Lunch, water, and snacks for staff and CPIN Ministry staff	Executive Director	4/15/2016	4/18/2016
Manager to Executive Director	OEYC	OEYC Tour	Ministry of Education tour - entire day. Lunch provided to Ministry and staff	Executive Director	4/18/2016	4/18/2016
Manager to Executive Director	OEYC	Best Start Leadership Series Part 2	Catered breakfast and lunch provided to registrants, including staff	Executive Director	4/22/2016	4/22/2016
Manager to Executive Director	OEYC	London Region OEYC Network Meeting	Snacks for members and staff	Executive Director	5/26/2016	5/26/2016
Executive Assistant to Executive Director	Board	Annual General Meeting, Board of Directors and Foundation Board	Continental breakfast for Community partners, Board members, and staff	Executive Director	5/25/2016	5/25/2016
Executive Assistant to Executive Director	Numerous	Implementation of Signs of Safety (SOS)	Lunch; sandwiches and veggies, provided to participants, including agency staff	Executive Director	6/8/2016	6/8/2016
Executive Director to Board of Directors	Management	Union Negotiations	Lunch with management negotiating team	Board of Directors	5/4/2016	5/4/2016
Manager to Executive Director	Family Support	COPE Parenting Program	Drinks and snacks provided to participants, including agency staff	Executive Director	5/16/2016	5/18/2016
Manager to Executive Director	Mental Health	Trauma group for adolescent females	Drinks and snacks for group members and staff	Executive Director	9/12/2016	9/12/2016
Manager to Executive Director	Mental Health	Lead agency mental health discussion	Snack and beverage for attendees and staff	Executive Director	9/13/2016	9/13/2016
Manager to Executive Director	Foster Parent	Foster Parent recognition night	Catered hot meal provided to foster parents and staff	Executive Director	9/15/2016	9/16/2016
Director to Executive Director	Mental Health	CHEO visit - Lead Agency	Lunch provided to attendees and staff	Executive Director	9/14/2016	9/14/2016
Manager to Executive Director	Foster Parent	Supportive Foster Care Summer Camp	Lunch provided to attendees and staff	Executive Director	9/2/2016	9/2/2016
Manager to Executive Director	Mental Health	Evaluation of Intake presentation	Lunch provided to attendees and staff	Executive Director	9/22/2016	9/22/2016
Manager to Executive Director	YCJA	YCJA meeting	Coffee & muffins provided to attendees and staff	Executive Director	7/10/2016	7/10/2016

Manager to Executive Director	YCJA	YCJA meeting with judiciary	Lunch & Beverages provided to attendees and staff	Executive Director	7/10/2016	7/10/2016
Executive Assistant to Executive Director	Numerous	Valoris visited to look at our service model as they too are a multi service agency & are restructuring	Lunch provided to attendees and staff	Executive Director	10/20/2016	10/20/2016
Executive Director to Board of Directors	Agency Wide	Monthly Meeting	Lunch & Beverages provided to attendees and staff	Board of Directors	10/26/2016	10/26/2016
Executive Assistant to Executive Director	Protection Staff & some MH/Dev/Prev Staff	Mandatory signs of safety training	Coffee & snacks brought in for participants	Executive Director	10/24/2016	10/24/2016
Manager to Executive Director	OEYC	Best Start - Clarifying Quality of Practice workshop	Morning coffee & catered lunch provided to attendees and staff	Executive Director	10/5/2016	10/5/2016
Executive Assistant to Executive Director	Administration	Board Meeting Sept 2016 - June 2017 General/Finance & Property Committee, and Governance Committee	Light meal and non-alcoholic beverages to managers and senior management	Executive Director	11/3/2016	Sep-Jun 2016
Manager to Executive Director	OEYC	Best Start - Training/Education with partnering agencies - Movie Night! Expectations of Practice	Snack consisting of in-season apples and popcorn with ice water	Executive Director	10/5/2016	10/5/2016
Executive Assistant to Executive Director	Administration	All staff meeting and recognition event for staff/management	Coffee, juice, water & pastry trays for all staff	Executive Director	12/6/2016	12/6/2016
Manager to Executive Director	JJEC & JHC	Mark Whittrick, consultant from HCI provided training to the JSC & JJEC Committee members on the new evaluation tool	Sandwiches, wraps, salad, veggie tray, desserts & water	Executive Director	1/16/2017	1/16/2017
Executive Assistant to Executive Director	Protection Staff & some MH/Dev/Prev Staff	Signs of Safety Implementation Team	Lunch consisting of sandwich wraps, veggie tray and dessert tray for attendees	Executive Director	1/31/2017	1/31/2017
Executive Assistant to Executive Director	Administration	BOD By-Law committee to review/revise the Agency's By-Laws	Light meal/snacks and beverages (water, pop & coffee) for Board members & Staff	Executive Director	1/24/2017	1/24/2017
Executive Assistant to Executive Director	Protection Staff & some MH/Dev/Prev Staff	Signs of Safety Mapping Exercise	Lunch consisting of sandwich wraps, veggie tray and dessert tray for attendees	Executive Director	2/5/2017	2/5/2017

Executive Assistant to Executive Director	Protection Supervisors & CKCS Management	Sr staff arranged planning day/team building	Light lunch consisting of sandwiches, veggies & deserts for attendees	Executive Director	2/27/2017	2/27/2017
Executive Assistant to Executive Director	Protection Supervisors & Staff	Signs of Safety Training	Rental of Bradley Centre meeting room (as meeting rooms have been blocked off for carpet installation) + Coffee, Tea & assorted muffins (would not allow outside food/drinks)	Executive Director	2/24/2017	2/24/2017

Authorized Signature: _____



(Executive Director)