

STAFF MEETING MINUTES


IN ATTENDANCE: Gita Gutierrez (GG), Information Commissioner (IC); Tikitta Suhartono (TS), Office Manager (OM); Answer Styannes (AS), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); LaKai Dill (LD), Investigation Officer (IO) | **ABSENT:** None

DATE: 1 July 2020
TIME: 9:30am – 12:15pm
TAKEN BY: All

TOPIC	ISSUE & DECISION	ACTION REQUIRED	
		BY	DETAILS
1. Welcome	Team building exercise.		
2. Staff Meeting Minutes	<ol style="list-style-type: none"> Meeting minutes for June 2020 were adopted and approved. The IC will review the approved minutes for posting on the ICO website. The team suggested possible placements for the webpage. The following minutes will be approved in August 2020, unless able to do by email in advance of the next staff meeting: <ol style="list-style-type: none"> April 2020 May 2020 July 2020 	<p>TS</p> <p>SB</p>	<p>Circulate approved (final) version to staff.</p> <p>Finalize webpage for meeting minutes and publish.</p>
3. Review Team	<ol style="list-style-type: none"> Review statistics as of 30 June 2020 were as follows: <ul style="list-style-type: none"> Total applications: 137 Pending investigations: 32 Pending validation: 0 Closed – decided: 64 Closed – resolved: 15 Closed – invalid: 19 Closed – abandoned: 7 <p>In June 2020, the ICO:</p> <ul style="list-style-type: none"> received 2 new applications issued 1 decisions resolved 0 cases closed 0 cases because it was invalid, and closed 0 cases because it was abandoned. 	<p>TS</p> <p>SB</p>	<p>Finish processing payment to CAS this week.</p> <p>Upload review stats to website.</p>

	<ol style="list-style-type: none"> 2. None of the IC's decisions are under judicial review, because judicial review matter no. 429/2019 with the BHB has been discontinued. BHB has complied with Decision 24/2019. 3. The Review Team issued 1 of the 5 decisions targeted to be completed in June. For July, 6 decisions are targeted to be issued. 4. [REDACTED] 5. [REDACTED] 6. The IC approved CAS's estimate for the new work required to complete the Workpro configuration for the review case type. It will be started once CAS receives the ICO's payment. The Review Team's next step will be to test the site after the requested changes are made. 		
<p>4. Finance/Administration</p>	<ol style="list-style-type: none"> 1. The daily cleaning schedule for the office has resumed with a separate cleaner assigned to team A and team B, respectively. The schedule is in place until the end of July and will be assessed again at that time. All areas of the office, inclusive of the boardroom, photocopier area and high-touch areas are serviced; with the exception of the unutilized mediation room and the OPC office. 2. There are various furniture items in the main boardroom. Unutilized chairs will be placed in the back of the room, while used chairs should remain around the table to indicate that they should be cleaned/sanitized. 3. Staff should clear their desk of dishes, which should be placed in the kitchen sink. Cleaners are responsible for loading the dishwasher with the dishes to be washed; ICO staff will unload the dishwasher the following day. 4. The secure room will be cleaned once a week, which requires a staff member to witness the servicing. 5. TS will continue to date-stamp and log mail in the logbook. For staff receiving mail in the absence of the OM, the date can be written on the parcel and placed in the OM's overhead cabinet to be logged. Deliveries for the review team can be forwarded directly to AS or LD. 6. OPC mail/deliveries are to be placed in the box labelled 'OPC Deliveries', with the box placed in the secure room at the end of the day. ICO will not open or log OPC mail/deliveries; however, as a courtesy, can alert OPC via email. 7. ICO staff are reminded also that callers for the OPC should be given the OPC's number. 	<p>TS</p> <p>TS</p> <p>All staff</p> <p>All staff</p>	<p>Inquire with PC about servicing the OPC area.</p> <p>Order Lysol spray.</p> <p>Confirm which day the cleaning will take place.</p> <p>Resume logging mail in the logbook.</p>

	<p>8. TS will locate the panic button and have 2-Tech test the device to ensure that it is working properly.</p> <p>9. TS and GG are to review office phone system and available features, so that staff may start to fully utilise the system. TS will also schedule another tutorial session with Oxygen for all staff to attend.</p>	<p>TS</p> <p>TS</p>	<p>Locate panic button; have it tested.</p> <p>Circulate electronic Telephone Manual to staff. Arrange Oxygen tutorial on telephony.</p>
5. Human Resources	<p>1. As of today, Bermuda is in Phase 4. The IC explained the process for taking temperatures and maintaining a healthy perimeter at the glass entrance. Officers must not enter the office unless their temperatures are normal. Deliveries should be made at the glass doors, except for heavy items. The IC instructed that masks were to be worn in the office but could be removed if officers were in their own office or maintaining a social distance of much more than 6ft.</p> <p>NOTE: The IC sent a correction by email that masks must continue to be worn but temperature checks are no longer necessary. Also, due to external traffic, the healthy perimeter would be at our office door, not the glass door, and officers should where masks in the 'public' areas of the office.</p> <p>2. The IC also asked officers to inform her if they had any concerns about ending the 'bubble' teams. If no concerns were raised with the IC, for Phase 4, officers were still required to come into the physical office during their assigned days, but would also have the option of coming into the office on other days if they needed to. This will be an option, not a requirement.</p> <p>3. Officers were updated that the GOB and BPSU appear to have agreed to a pay reduction that would be offset by the suspension of some payroll liabilities. The OM was asked to send any updated to staff when they are received.</p>		
6. Compliance	No updates.		
7. Team/Culture Building	No updates.		
8. Outreach/Education	<p>1. SB noted the following ICO publications to be posted to the website:</p> <ul style="list-style-type: none"> a. April/May Monthly Roundup b. Press release BHB/JR c. Press release Decision 04/2020 <p>2. SB has commenced "Social Media Advertising" course on Coursera (online).</p> <p>3. We have commenced producing the June 2020 Monthly Roundup.</p> <p>4. SB shared the Facebook metrics for June (paid reach: 3678, engaged users: 1325, post engagements: 132).</p> <p>5. Website:</p> <ul style="list-style-type: none"> a. Metrics for June (sessions: 661, average duration: 0:33, new users: 483, total users: 528) 		

	<ul style="list-style-type: none"> b. Metrics for May (sessions: 178, average duration: 2:34, new users: 85, total users: 105) c. SB will update staff listings and bios (if available). The team discussed whether to post staff photos. 		
9. IC Update	No updates.		
10. A.O.B.	1. Next staff meeting will be on 5 August 2020.		
CONFIDENTIAL & SECRET = NOT FOR PUBLIC DISCLOSURE			
Review Team	1. 		

APPROVAL: The ICO adopted and approved the 1 July 2020 staff meeting minutes at the 5 August 2020 staff meeting.