| STAFF MEETING MINUTES | |
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| **IN ATTENDANCE:** Gita Gutierrez (GG), Information Commissioner (IC); Answer Styannes (AS), Investigation Officer (IO); LaKai Dill (LD), Investigation Officer (IO); Sheena Bassett (SB), Project Officer (PO); Tikitta Suhartono (TS), Office Manager (OM) | **DATE:** Wednesday, 24 August 2022<br>**TIME:** 9:30am – 11:45am<br>**TAKEN BY:** All |

| TOPIC | ISSUE & DECISION | ACTION REQUIRED |
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| **1. Welcome** | The team reflected on the importance of taking a break. | None |
| **2. Staff Meeting Minutes** | 1. The team will approve the June and July draft minutes by email tomorrow. They will be redacted by our Information Officer before being posted on the website. | • Staff to approve Jun-Jul minutes on 25 Aug<br>• Staff to draft Aug minutes<br>• AS to redact approved minutes<br>• SB to upload redacted minutes |
| **3. Review Team** | 1. Review statistics as of 31 July 2022 were as follows:<br>▪ Total applications: 238<br>▪ Pending investigations: 64<br>▪ Pending validation: 1<br>▪ Closed – decided: 115<br>▪ Closed – resolved: 25<br>▪ Closed – invalid: 26<br>▪ Closed – abandoned: 7<br>In July 2022, the ICO:<br>▪ received 2 new applications<br>▪ issued 0 decisions<br>▪ resolved 2 cases<br>▪ closed 0 cases because it was invalid, and<br>▪ closed 0 cases because it was abandoned.<br>2. Our Workpro site is currently being upgraded to the latest software available. | None |
| **4. Finance/Administration** | 1. Effective 1 August 2022, GEHI dental rates increased by 5.50% and will be reflected on this month's payroll.<br>2. 1 August – 1 September 2022 is also the open enrolment period for any change requests to policy holders' dental coverage. Change requests submitted during this period will be exempt from BF&M's approval process. | • TS to send updated dental coverage booklet<br>• TS to ask BAS to adjust timing of A/C |

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| | 3. Staff who wish to make changes to their dental policy should complete the change request form and submit to TS by 2 September, so that it can be reflected on the September monthly payroll.<br>4. TS will send out the monthly reminder for August/September, now that all staff have returned from leave.<br>5. BAS Serco FM are transferring the current cleaner to a new location and have introduced the new cleaner, who will service the 4th floor once the transfer is complete. During the transition period, the transferring cleaner will service the main office area, while the new cleaner services the restrooms.<br>6. Issues with A/C have been addressed, although the timing for some of the units needs to be adjusted. | • Complete dental change form and submit to TS by 2 September if you would like to make changes to your policy. |
| **5. Human Resources** | 1. Note upcoming leave dates for August and early September in the shared calendar<br>2. A reminder to discuss any adjustments to work schedules that are requested for the Fall schedule.<br>3. A staff appreciation will take place on 25 August with Fuelled. PrivCom are invited. | • |
| **6. Compliance** | 1. Annual Return process will begin next month. | None |
| **7. Team/Culture Building** | 1. The summer staff event will take place on 26 August. | • TS to alert PrivCom about 26 Aug ooo |
| **8. Outreach/Education** | 1. Website launch – New website went live on 15 July. Feedback received from the public has been positive. Small glitches identified but SJD has done a great job in addressing the issues and correcting them. In SB's absence while on leave, TS has completed any necessary uploads to the new site through the new backend.<br>2. RTKW – Preparations continue. Media booking with GG are scheduled. Team invited to sign-up for their booth spot (either at Nelly Walk or at the Cathedral). Nomination forms for IC's award will be forwarded this week. GG lead the discussion for how the PATI requester recognition.<br>3. August Monthly Roundup – Draft content for MR is due to GG by 7 September<br>4. Public Awareness stats – Run, distribute and update website accordingly (for stats as of 31 July). | • GG to circulate description for requester recognition.<br>• AS to send SB notes on pending decision by 26 Aug<br>• LD/KT to send SB notes on closed reviews by 2 Sep<br>• SB to calendar GG's media bookings into ICO calendar<br>• SB prepare July 2022 stats |
| **9. IC Update** | 1. The IC invited anyone to join her virtual initial meeting with UNESCO on 26 August, to begin discussions on supporting capacity building for Caribbean Information Commissioners. | • Staff to join UNESCO virtual meeting on 26 Aug if wish |
| **10. A.O.B.** | None | None |

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| **Human Resources** | 1. [redacted] | |
| **Review Team** | 2. [redacted]<br>3. [redacted] | None |

**APPROVAL:** The ICO adopted and approved the 24 August 2022 staff meeting minutes via email on 27 September 2022.