



Utility Regulation and Competition Office

Board Meeting Minutes

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Utility Regulation and Competition Office

Board Meeting Minutes - General Meeting #06 of 2023

Minutes

Meeting Details

Team Name:	Board of Directors
Meeting Date:	13 July 2023
Time:	9.50am – 4.23pm
Venue:	OfReg Conference Room
Attendees:	Samuel Jackson (Chair) Frank Balderamos (Deputy Chair) Joanne Conolly (Board Secretary) Bonnie Anglin, Director Natasha Bodden, Director Stacy-Ann Kelly, Director Gavin Baxendale, Director Peter Gough, Interim Chief Executive Officer Christen Suckoo, Chief Operating Officer - by invitation Louis Boucher, Deputy Executive Director E&U, for item 9.1 Sonji Myles, Executive Director ICT, for item 9.3 Melissa Powery, Financial Controller, for item 7 Daniel Lee, CAPE, for item 5 Tower Marketing – Lynne Byles and Darryl Greer, for item 4
Zoom Attendees:	Mike Gibbs, Director Wrendon Timothy, Director
Apologies/excused:	Osbert Francis, Director Colin Berryman, Director
Minute Taker:	Joanne Conolly

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Agenda Details

AGENDA OVERVIEW
1. Rudy Ebanks
2. Welcome/Agenda Approval/Chair's Remarks
3. Declarations of Interest
4. Minutes of Previous Meetings
5. Tower Marketing Presentation
6. ICEO Report
7. Draft Budget
8. Administration Report
9. Sector Matters
10. Board Matters
11. AOB/Adjournment

Meeting Minutes

1. Rudy Ebanks

- ICEO confirmed two cards in circulation: one from OfReg staff, another from the Board. Available for signature today.
- Ideas for In Memoria: photos of past/present Chairmen of the Board in reception area/commemorative plaque.

2. Chair's Remarks

- Chair spoke to attendance via Zoom. To be used only in an emergency. Physical attendance expected for all Directors at meetings.
- [REDACTED] Redacted under PAA (2020 Revision) S19(5)(a)
- Agenda approved as presented.

3. Declarations of Interest

- [REDACTED] Redacted under PAA (2020 Revision) S19(5)(a)

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4. Minutes of Previous Meetings

4.1 Approval of Minutes

- Minutes of General Meeting #03 of 2023, held on 13 April and 20 April 2023. **Motion to approve moved by Director Bodden; Seconded by Director Anglin. No objections; motion carried.**
- Minutes of General Meeting #04 of 2023, held on 25 May 2023. **Motion to approve moved by Director Bodden; Seconded by Director Anglin. No objections; motion carried.**
- Minutes of Special Meeting #03 of 2023, held on 06 July 2023. **Motion to approve moved by Deputy Chair; Seconded by Director Baxendale. No objections; motion carried.**

4.2 Matters Arising from the Minutes

It was noted that item 3 from the Special Board Meeting held 06 July 2023, was deferred to this meeting.

5. Tower Presentation

- Representatives from Tower Media attended and presented on the strategy for OfReg's media programme.
- ICEO informed the Board that there is training for up to 15 people, on media relations, if any of the new Board members would like to attend.

6. ICEO Report

- ICEO read through the report, which is contained in the Board Folder.
- Chair commented he had spoken to the Minister who appeared not to have seen the proposed legislative changes. Redacted under FOI Act (2021 Revision) S23(1)
- Chair confirmed he will attend Ministry meetings.
- OfReg has been asked to take part in cyber-crime regional workshop. Director Kelly gave [REDACTED] contact details for information as he was previously working in Jamaica's cyber-crime unit.
- Brief background on Primitive Greens was provided to the new Members.
- Re-structuring review being carried out on staff. Strengths and weaknesses of senior management team had been completed, and the remaining staff members were taking part next Friday.
- Invitation has been extended for a site visit by the Board, to CUC.

7. Draft Budget

- FC provided a brief overview of the information contained within the Board folder.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

7 Redacted under PAA (2020 Revision) S19(4)

8. Admin report

- COO presented highlights of his report contained in DB.
- Annual Report preamble will be done by Deputy Chair.

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9.1.1 Redacted under PAA (2020 Revision) S19(4)

9. Sector matters

9.1 E&U

9.1.1 -

[Redacted content]

[Redacted content]

[Redacted content]

[Redacted content] 9.1.2 Redacted under PAA (2020 Revision) S19(5)(b)

[Redacted content]

[Redacted content] 9.1.3 Redacted under PAA (2020 Revision) S19(5)(b)

9.1.4 [Redacted content]

9.1.4 Redacted under PAA (2020 Revision) S19(5)(b)

9.1.5 No monthly dashboard provided.

9.2 Fuels

9.2.1 Redacted under PAA (2020 Revision) S19(5)(b)

9.2.1 - [Redacted content] - *Deferred*

9.2.2 Monthly dashboard - *Deferred*

9.2.3 Delegation Chief Fuels Inspector - *Deferred*

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9.3 ICT

9.3.1, 2 & 3 Redacted under PAA (2020 Revision) S19(4)

9.3.1 -

[Redacted]

9.3.2

[Redacted]

9.3.3

[Redacted]

9.3.4 Compass Radio Transfer - *deferred*

9.3.5 No monthly dashboard provided.

10. Board Matters

10.1 Allocation of members to committees

- Risk & Audit Committee only one which is legally required. Director Timothy, Director Gibbs and Director Osbert nominated for membership. Director Bodden to step down from R&A Committee.
- Other committee memberships to be finalised by round robin.

10.2 Governance - *deferred*

10.3 BAIL – *deferred*

11. AOB/Adjournment

- There being no other business, the meeting was brought to a close at 4.23pm.

Signed  Dated: _____
Samuel Jackson, Chairman

Signed  Dated: _____
Joanne Conolly, Board Secretary