

MINUTES OF THE 1st MEETING OF THE 2016 COUNCIL ON 9th MARCH 2016, CHAMBER CONFERENCE ROOM, GOVERNORS SQUARE, WEST BAY ROAD, GRAND CAYMAN, CAYMAN ISLANDS

ATTENDING:

- Mr. Paul Pearson, President and Chairman
- Mr. Kyle Broadhurst, President-Elect (PE)
- Mr. Paul Byles, Vice President (VP)
- Mr. Colin Reid, Secretary
- Mr. Wayne Cowan, Treasurer
- Mr. Barry Bodden, Immediate Past President (IPP)
- Mr. Gary Ruddy, Councilor, Councilor, 2nd Year
- Ms. Roz Griffiths, Councilor, 1st Year
- Mr. James O'Brien, Councilor, 1st Year
- Mr. Gregg Anderson, Councilor, 1st Year
- Mr. Wil Pineau, CCE, Chief Executive Officer

1. Welcome/Call to order/Confirmation of required five Councilors for quorum

President Pearson chaired the meeting, welcomed new Councilors and called proceedings to order at 3:02 p.m. He confirmed the required quorum of five councilors as mandated by the Chamber's Memorandum and Articles of Association. CEO Wil Pineau, CCE, recorded the minutes.

2. Apologies

- Mr. Christopher Kirkconnell, Councilor, 2nd Year
- Ms. Victoria Hew, Councilor, 1st Year

3. Review/Approval of draft minutes from the 22nd January 2016 Council meeting

Draft minutes for the meeting of the 22nd January meeting was circulated to the Council for review prior to the meeting. A motion to accept the draft minutes without amendment was moved by Treasurer Cowan, seconded by PE Broadhurst and accepted unanimously.

4. Chamber overview/Council Operations Manual Review/signing of forms

The Chairman asked the CEO to provide the Council with an overview of the Chamber's operations and Council Operations Manual. All Councilor members were presented with a three ringed binder that included the following reference documents: Council and Staff contact list, Chamber Calendar for 2016, Council Operations Manual, Memorandum and Articles of Association for the Chamber, Corporate Membership application, Associate membership application, 2015 Annual Report and Consent Agenda information sheet. The CEO delivered a 10-

minute presentation about the Chamber which is presented during the membership orientation and information sessions. Councilors were invited to ask questions and asked to sign page 3 (acceptance form) and page 15 (conflict of interests form) and return them to the CEO before the April meeting.

5. New Business

a. ***Motion to introduce Consent agenda format for Council meetings***

The Chairman proposed the introduction of a consent agenda format for future Council meetings. He explained that a consent agenda is a meeting practice which packages routine committee reports, Council meeting minutes and other non-controversial items not requiring discussion or independent action as one agenda item. This can save precious meeting time by allowing the Council to approve this 'package' of items together in one motion. Reports and information can be grouped together under a consent agenda only if all Council members agree. He explained that if only one Councilor selects a specific item for discussion, it must be removed and placed on the regular Council meeting agenda. Typical consent agenda items are routine and should not require any Council discussion. He mentioned that the following items are considered for grouping in consent agenda: Council and committee meeting minutes, committee and staff reports, updates or background reports provided for information only, correspondence requiring no action, final approval of proposals or reports that Councilors have been dealing with for some time and are familiar with the implications, routine contracts that fall within policies and guidelines and confirmation of documents or items that need no discussion but are required by the bylaws. The President or Chairperson decides what items will be placed into the consent portion of the agenda. He said an example of a Consent Agenda:

- a. Council meeting minutes
- b. Executive Committee meeting minutes
- c. Contracts for services
- d. Committee meeting minutes and reports
- e. CEO Report
- f. Finance Report
- g. Correspondence

As a single item on the agenda, the consent agenda is voted on with a single vote – to approve the consent agenda. The key to the consent agenda's effectiveness is that there is no discussion of that item. The motion sounds like this:

Council member 1: I move to approve the consent agenda.

Councilor member 2: I'll second that motion.

Chair: There is a motion and a second to approve the consent agenda. All in favour signify by saying "Aye".

The Council supported this change. IPP Bodden moved a motion to introduce the consent agenda for future Council meetings beginning in April. VP Broadhurst seconded the motion and was approved unanimously.

ACTION ITEM: Introduce Consent Agenda at the April Council meeting.

b. *Update on Ready2Work@KY initiative*

The Chairman updated the Council on the meeting that took place with Ministry of Employment and National Workforce Development Agency (NWDA) representatives Dr. Tasha Ebanks-Garcia, Dianne Connolly and Tania Ebanks and Chamber representatives, President Pearson, PE Broadhurst, VP Byles, Secretary Reid and the CEO on March 3rd, which resulted from an earlier meeting with Ministers of Cabinet and Caucus members in February. Dr. Ebanks-Garcia provided a chronological overview of the actions that have been taken by the Ministry to address the unemployment issue beginning with a task force report that reviewed the operations of the NWDA (Stephanie Wight served as the Chamber's representative on this task force). The Ministry and NWDA went to work and implemented many of the recommendations. In December 2015, the Ministry conducted an audit and confirmed that 90% of the recommendations had been introduced which included staff additions and linking the NWDA database with the Immigration Department for the review and processing of work permit applications by the Board and staff. The next phase includes making the NWDA a clearinghouse for all jobs and introducing support services for persons in need of skills development. Dr. Ebanks-Garcia confirmed that the NWDA has an annual operational budget of \$1.5 million and employs 17 staff including four employment services officers. This budget does not include the Passport for Success (\$600,000) and the Superior Auto training programmes (\$300,000). The Chairman serves as the Chamber's representative on the Ready2Work@KY initiative which is currently under development. The Ministry has approved a budget of \$1.7 million for the initiative. The NWDA will identify Caymanians who meet the criteria and are suitable for placement. These individuals will be matched with employers based on their skills and the available job descriptions. Employers who accept the applicants for placement will receive a subsidy by the NWDA for the worker which will cover the salary. The programme will cover the participants' health insurance, pension contribution and child care funding and bus vouchers will also be available. Individuals who require workplace and soft skills will be allowed to attend training sessions two days per week. Dr. Ebanks-Garcia confirmed that 70 persons have been recommended to the programme to date. So far 60 companies have come forward to support the initiative and the NWDA has had 20 face to face meetings with employers. The Chairman admitted that the programme is still under development but he felt that it is a step in the right direction. Council members who attended the meeting with Ministry and NWDA representatives also supported the initiative and recommended that the Chamber supports it. The initiative also demonstrates action by the NWDA to address the unemployment issue from a people's perspective rather than purely based on speculative statistics. BE INFORMED sessions are being planned so that the membership

is able to sign up to the initiative if they wish. There was some concern expressed about assessing the success of the initiative and the Council agreed to monitor its progress.

ACTION ITEM: Confirm BE INFORMED sessions and express support for the initiative at these sessions.

c. ***Draft MOU with Ministry of Commerce and C.I. Small Business Association***

A draft Memorandum of Understanding (MOU) between the Ministry of Commerce, C.I. Small Business Association and the Chamber of Commerce was distributed to Council members prior to the meeting for review. The MOU outlines the terms of consultation between all parties and seeks to facilitate more collaboration on all matters relating to the small business sector. The CEO explained that the document had been under development since October 2015 and there had been several amendments before reaching this final draft. All Council members supported signing the MOU.

6. **CEO Report (23rd January – 3rd March 2016)**

The report was distributed to the Council for review prior to the meeting. The Chairman noted that membership renewals had improved compared to the similar period in 2015 mainly due to the distribution of printed and email invoices. The Strategic Planning and Plan of Action retreat took place on 19th and 20th February and the Chairman thanked the Council members and staff who were able to attend. The final report will be returned before the end of the month and will be tabled for final review and adoption at the April meeting. Three new committees: Marketing and Communications (MARCOM), Government Relations and Membership Development will be established. Terms of reference are being drafted and will be reviewed and approved by the Executive Committee. Secretary Reid (chair) and VP Byles agreed to serve on the MARCOM committee. The Council also agreed to place the Economic Growth Matters initiative under the supervision of the MARCOM committee and agreed that only an example of a script and not the entire script should be shared with potential sponsors.

7. **Invited Guests –Cayman Contractors Association**

The Chairman welcomed representatives from the Cayman Contractors Association Heber Arch, (President), Richard Purdom, (Secretary) and Stanley Hill (Board member) at 4:04 p.m. The purpose of the meeting was to establish a closer relationship with the association, to gain a better understanding of the issues that are affecting the construction sector and to determine ways to increase collaboration on matters of mutual interest. Mr. Arch focused most of the discussion on the Builders Law and the Regulations that was passed in 2014 and the challenges with putting in place the systems and staff to administer the law and the current work load facing the Planning Department and the performance of the Building Control Unit. He said the Builders Law and Regulations would require all contractors to be licensed and to be graded and placed into the appropriate category based on their experience and qualifications. Currently there are more than 600 licensed contractors of whom only 50 are members of the Cayman Contractors Association. Under the new law, contractors would have to prove that they possess the skills required to build homes and larger construction projects. Existing contractors would be grandfathered initially but would then be graded and placed into the appropriate category. Another

issue that is impacting the Planning Department and the Building Control Unit is the adoption of the new Building Code two years ago. Government has yet to introduce legislation to confirm that the Cayman Islands has adopted the law, but the Planning Department is now following the new code. Overall the representatives were concerned about the delays and bureaucracy and felt that this situation was now impacting the economy. He said it now takes six months to get Building Control to inspect a residential application. Council members asked several questions but expressed concern about the situation and recommended that a meeting is arranged with the Deputy Governor, the Director of Planning and the Minister. Everyone agreed to request a meeting and include both the Chamber and CCA representatives. The Chairman thanked the CCA representatives for attending. They left the meeting at 4:45 p.m.

ACTION ITEM: Draft a letter for review by the Chamber and CCA to request a joint meeting with the Deputy Governor, Director of Planning and Ministry officials.

8. Upcoming meetings:

- *Government Caucus, Monday, 21st March, 4 pm. Cabinet Conference Room, 5th floor, Government Administration Building*
- *Executive Committee, Wednesday, 6th April at 12:30 p.m. Governors Square, Chamber of Commerce*
- *Chamber Council: Wednesday, 13th April, Chamber conference room, Governors Square, 3:00 p.m.*

9. Adjournment

The meeting adjourned at 4:48 p.m.