



## Minutes Confidential BC Meeting

<b>Subtitle</b>	Weekly BC Meeting
<b>Date</b>	06/27/2024
<b>Time</b>	9:00 – 12:00
<b>Location</b>	Courtroom
<b>Chair</b>	Governor Johnson
<b>Attendees</b>	Shamara Nicholson and Bruce Zagers
<b>Absentees</b>	Eviton Heyliger, Nicole Johnson and Jonathan Johnson

### 1.0.0 Welcome

### 2.0.0 Minutes of last BC Meeting

*Attachment:*

BC Meeting Minutes 18.06.2024

BC Minutes 22.2024

BC Meeting Minutes 04.06.2024

BC Minutes 20.2024

BC Minutes 21.2024

*Decision:*

Approved.

### 3.0.0 Discussion papers

BC proposals to be discussed and decided upon jointly.

#### 3.0.1 Adobe Creative Cloud suite of software

For implementing campaigns and distributing messages to the public, it is needed to create engaging and high-quality posts, flyers, posters, videos, animations, and more to help promote these campaigns and events on Saba. With this BC proposal, we are requesting to purchase software to design attractive and effective messages and campaigns.

*Attachment:*

Dossier 504 cover.pdf

Adobe Software BC proposal



*Decision:*

Approved.

### 3.0.2 **2 vacancies CIO office**

Following the BC approval of 04/02/2024 on the BC proposal installing a 'CIO office for the Public Entity', 2 vacancies that were announced in the BC proposal have been formulated in coordination with concerned departments (HRM, ICT, Archive, Community Development & Culture, Legal Affairs, Public Order & Safety).

BC is asked to release the vacancies for further recruitment and selection.

*Attachment:*

Dossier 508 cover.pdf

BC Proposal 2 vacancies CIO office

Vacancy senior advisor and information manager def

Vacancy senior advisor cyber and information security def

*Decision:*

Approved.

### 3.0.3 **IC three-monthly progress update CIO office**

After BC installed a CIO office in March 2024, the CIO a.i. was advised by the Governor and Island Secretary to not only update BC on the progress with a three-monthly frequency, but the IC as well. A concise progress update was formulated as a Council Information Letter over the period March - May.

*Attachment:*

Dossier 499 cover.pdf

IC Information Letter three-monthly progress update CIO office

IC MAR-MAY Three-monthly progress update CIO office

*Decision:*

Approved.

### 3.0.4 **Income tax bill related to Mr. M. Prak**



As the expat arrangement was not requested for Mr. M. Prak by PES by the start of the contract 1st of June 2022 to the Belastingdienst Caribisch Nederland, the wage tax paid by PES (of USD 20,061) on the annual income of Mr. Prak is deemed taxable wage paid out to Mr. Prak. Therefore, PES would need to gross-up this amount and pay the additional tax on this amount. For ease we have included a table of the correction below. Additional wage (net) USD 20,061 Additional wage (grossed-up) USD 28,823 Additional tax to be paid by PES USD 8,762 The calculation of the correction is the grossing up of the wage tax as per the annual wage card of Mr. Prak. As indicated by Ernst & Young who assisted in this case, this amount will likely be levied by the BES Tax Authorities via the income tax assessment for 2022. Therefore, PES can wait until the assessment has been imposed on Mr. Prak to proceed with the payment of the assessment. On the 18th of June 2024 Mr. Prak sent in the actual correction of the taxoffice adding up to an amount of \$ 8.811,00 Note: Mr. Prak was hired by the former Island Secretary and together with the financial advisor they never submitted a request at the taxoffice. In oktober 2022 the former IS questioned HRM if this was done and this needed to be done. Although the IS that came after tried to mediate with the taxoffice to grant it retro-actively, the taxoffice refused to do this.

*Attachment:*

Dossier 510 cover.pdf

HRM – Income tax bill related to Mr. M. Prak – 190692024

IB 2022 M.Prak

*Decision:*

Approved.

### **3.0.5 Part time veterinary assistance**

As the island vet is currently off island, an interim vet is filling in to assist with the pet clinic and the main government veterinary tasks. Another candidate who was scheduled to take over in July unfortunately could not come to Saba because of visa constraints. The current interim vet is scheduled to leave on July 7th. A temporary solution is available via a veterinarian who lives part time on Saba, ms. Pam Hullinger. She lives half of the week on St Maarten and half of the week on Saba. She was asked to assist with executory veterinary work, mainly the inspections at the butcher station and any other assistance that is needed to keep the



butcher station operational, as well as some advisory tasks. Additionally, she also offered to take over the Monday vet clinic for the time being. This would ensure that the pet veterinary care on the island can continue as well. Attached is a draft assignment agreement for the government related work of ms. Hullinger. The contract is for around 10 hours per week and has a duration of 6 months, with the possibility of extension.

*Attachment:*

Dossier 511 cover.pdf

Vet Assignment Agreement (2)

June 2024 BC proposal contract veterinary assistance

*Decision:*

Approved.

### 3.0.6



#### **Summer job Charvella Wilson**

Each year, the PES provides summer jobs to students on island and those who are returning from their studies abroad. These summer jobs provide students with a unique opportunity to learn and further develop a variety of skills within the context of the island government. One of these students is Charvella Wilson. She is a first-year International Public Policy and Leadership student at De Haagse Hogeschool. This relatively new study program focusses on all aspects of policy advising, like advocacy, stakeholder analysis and consultations, grant proposal writing and data analysis and statistics. Charvella has reached out to the HRM department to see what opportunities there are for summer jobs at the PES. Her assignment would be to investigate the waste fee structure.

*Attachment:*

Dossier 512 cover.pdf

Advice from Finance

Advice from HRM

BC proposal. Summer Job Charvella Wilson – June 2024

Summer Job Charvella Wilson HR form\_Final

*Decision:*

Approved.



**4.0.0 Formalities**

**5.0.0 Incoming Pieces / Requests (on paper)**

**6.0.0 Announcements**

Announcements:

1. Acting Governor Nicholson
2. Commissioner Zagers
3. Commissioner Heyliger – Absent
4. Acting Island Secretary Johnson

**7.0.0 Signing**

**8.0.0 Closing**