



CAYMAN PORT

**BOARD OF DIRECTORS MEETING
Port Authority of the Cayman Islands
45A Harbour Drive
22nd March 2018
Meeting No. 422**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 22nd March 2018 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

1. Welcome and Call to Order

Acting Chairman Arek Joseph welcomed attendees and called the meeting to order at 2:32 pm. The Members were informed that Mr. Errol Bush has been hospitalized and undergone a medical procedure and is currently recovering. Members wished the Chairman a speedy recovery.

2. Attendance and Apologies

Members Present

Mr. Arek Joseph, OBE – Acting Chairman
Mr. Ashton Bodden, JP
Mr. Robert Foster
Mrs. Jacqueline Scott-Rankine
Mr. Stran Bodden (Ministry of DAT&T)
Mr. Michael Nixon (Ministry of Finance)
Mr. Charles Clifford – (HM Customs)
Mr. Richard Parchment
Mr. Ken Thompson
Mr. Clement Reid – Port Director

Apologies for Absence(s):

Mr. Errol Bush, MBE

Other Attendees

Mr. Walling Whittaker – CHRO
Mr. James Parsons – CFO
Mr. Chris Krohn – IT Manager
Ms. Sandra Barnett – HR Manager
Mr. Donovan Hutchinson – Accountant

A handwritten signature in black ink, appearing to be 'A. J.', is located in the bottom right corner of the page.

3. Quorum

IT WAS RESOLVED that in accordance with Section 17 (1) (g) of the Public Authorities Law 2017, a quorum of the simple majority of the Members who are entitled to vote were present and that the business would proceed.

4. Review and Approval of Minutes

IT WAS NOTED that the Minutes of Meeting #421 held on 21 February 2018 would be deferred to 29 March 2018.

5. Matters Arising from Previous Minutes

None

6. New Business

a) Presentation on HRMIS

The CHRO delivered a PowerPoint presentation to Members on the need for a HRMIS. The key benefits are:

- i. Helps reduce risk for safety
- ii. Replaces time keeping equipment (ADI)
- iii. Provides better services to employees
- iv. Improves payroll processing

The Business Case for this procurement was approved by the Board last year. The procurement was advertised in the local media and attracted bids from 3 vendors. The PACI Internal Tender Committee reviewed and scored the tenders. It was recommended to enter into contract with HRPlus for CI\$96k.

b) Presentation on Great Plains Dynamics

The CFO delivered a PowerPoint presentation to Members on the need for a new Accounting System to replace the existing Traverse which is currently outdated and cannot produce the custom-made reports that the department required. Some of the benefits of a new GP Dynamics application are:

- I. Improves the timeliness of financial reporting
- II. Reduces the overtime for the Finance team
- III. Improves internal controls
- IV. Assist with procurement
- V. Includes a fixed asset module
- VI. Tracking of inventory

The CFO tabled a Business Case (BC) that for the procurement of MS Dynamics Accounting Software. The BC evaluated two estimates that were received from local vendors and recommends a contract award to Salt Technology Group for CI\$65,019.44.

The PD informed Members that the BC had not been approved by the Board and upon approval the procurement would have to follow the process outlined in the PFML, which requires a public tender.

The Audit and Risk Subcommittee has identified areas in the 2018 Budget that could be adjusted to reallocate funds to cover the procurement of the HRPlus and Accounting Software. The areas identified are: Seatrade, Promotion/Marketing Material, WISTA AGM and Official Entertainment. The savings are approximately CI\$190k.

Members also required that the CFO produce Standard Operating Procedure (SOPs) for the new accounting software. The CO reminded the Board that future budgets must reflect the cost of software upgrades and maintenance to these two new software applications. The life expectancy for these new systems is 5-7 years.

The Audit and Risk Subcommittee will be submitting their report to the Board on 29 March 2018 with their recommendations for the procurement of these systems.

c) Vincent Iandoli's Employment Contract

The Chief Officer updated Members on the meeting that took place between the Deputy Governor, Chief Officer and Charles Clifford.

It was agreed that the position of Senior Project Manager within PACI would be made redundant therefore triggering the 30-day termination clause in the employment contract. A draft termination letter has been drafted and reviewed by the Board. All were in agreement to proceed with the termination based on the redundancy of the position but the termination letter would have to be reviewed by Ritch and Conolly before it could be executed. The PD was instructed to issue instructions to Ritch and Conolly that reflects the Board's decision and underscore the urgency to have the matter resolved.

7. Other Business

a) FOI Request

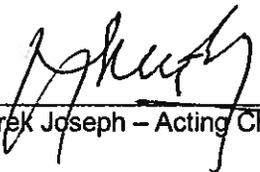
The PD recused himself from the meeting to allow Members to discuss an FOI request.

Members discussed the FOI request and a plan of action was agreed based on advice from Ritch & Conolly. The matter will now be turned over to the FOI Manager to action.

The PD rejoined the meeting.

8. Adjournment and Date of Next Meeting

The Acting Chairman adjourned the meeting at 3:52 pm. It was noted that the next meeting will be held on 29 March 2018.


Mr. Arak Joseph – Acting Chairman


Mr. Clement Reid – Recording Secretary

