



CAYMAN PORT

**BOARD OF DIRECTORS MEETING
Port Authority of the Cayman Islands
45A Harbour Drive
18th July 2019
Meeting No. 450**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 18th July 2019 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

1. Welcome and Call to Order

Acting Chairman, Mr. Arek Joseph, welcomed attendees and called the meeting to order at 2:45pm.

Meeting classified as an extraordinary meeting related to HR matters

2. Attendance and Apologies

Members Present

Mr. Arek Joseph – Acting Chairman
Ms. Rosa Harris – for Mr. Stran Bodden (Ministry of Tourism)
Mr. Richard Parchment
Mr. Ken Thompson
Mrs. Jacqueline Scott-Rankine
Mr. Ashton Bodden, JP
Mr. Willem Jacobs – Deputy Port Director – Operations

Apologies for Absence(s):

Mr. Stran Bodden (Ministry of Tourism)
Mr. Michael Nixon (Ministry of Finance)
Mr. Charles Clifford – (HM Customs)
Mr. Robert Foster
Mr. Joseph Woods – Acting Port Director

Invited Guest(s)

Ms. Liz Smith – PACI HR Manager



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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

Minutes from meeting 449 will be discussed at the regular monthly meeting 451 scheduled for July 25th, 2019.

5. Matters Arising from Previous Minutes

Nil

6. New Business

a) Review of HR Manager's report updated to current date.

HR Manager updated member on current progress of HR related matters. Updated progress from January 2019 to date. Outlined key future projects for 2019 and beyond. Critical items related to health and healthy options for workers and training programs scheduled for 2019.

b) Review of Employee Manual

Various points identified by Mr. Richard Parchment and these were agreed by the Board and revised in the manual.

The final version to be reviewed, in detail, by Board Members. to ensure compliance with Public Authorities & Labour Law.

Final approval by the Board deferred till completion of the above.

c) Management Team's recent Away Day and any Board implications

HR Manager updated board on Away Day.

- Employee Manual review was completed by Management Team
- Identified key risks to PACI to create BCP (Business Continuity Plan)
- Defined alternate key personnel for management and above related to business continuity
- Future away days for creation of BCP, SOP & Succession Planning
- Policies for third party threats



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- Travel policy for key management not to be on same aircraft

d) Recruitment of Port Director.

Recruitment being performed by PACI HR Department and Ministry.

Job Description (JD) and posting created.

POCS scored JD for a D pay band which PACI HR and Board find inadequate for the talent required for this position of Director.

Board requested HR Manager to request formal review with the CO at Ministry level related to the pay band for Port Director.

e) RFP: HR Organizational Review

HR Manager discussed the need for HR Review to be done by outside source.

Recommended that a RFP is prepared and posted on Bonfire.

The Board voted unanimously and approved the posting of RFP on Bonfire.

f) Staffing Schedule – Day & Night Shift Options

The report was tabled by Mr. Willem Jacobs.

The Chairman suggests that this matter should be addressed at a special meeting with the Board Member and HR Manager.

g) For Discussion

Organizational chart to be reviewed with input from HR Manager related to position title changes and other requirements per departments.

7. Any Other Business

a) Board Requests

- Formal Board request to APD to provide HR with
 - Deloitte Report
 - Safety Audit Report

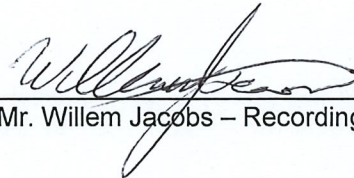


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The Acting Chairman adjourned the meeting at 5:00pm. The date of the next scheduled meeting is July 25th, 2019.



Mr. Arek Joseph – Acting Chairman



Mr. Willem Jacobs – Recording Secretary

