



# CAYMAN PORT

**BOARD OF DIRECTORS MEETING  
Port Authority of the Cayman Islands  
45A Harbour Drive  
25<sup>th</sup> July 2019  
Meeting No. 451**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 25<sup>th</sup> 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 1:50pm.

**2. Attendance and Apologies**

**Members Present**

Mr. Arek Joseph – Acting Chairman  
Mr. Robert Foster  
Mr. Richard Parchment  
Mrs. Jacqueline Scott-Rankine  
Mr. Ashton Bodden, JP  
Mr. Stran Bodden (Ministry of Tourism)  
Mr. Willem Jacobs – Deputy Port Director – Operations (DDO)

**Apologies for Absence(s):**

Mr. Charles Clifford – (HM Customs)  
Mr. Michael Nixon (Ministry of Finance)  
Mr. Ken Thompson  
Mr. Joseph Woods – Acting Port Director

**Invited Guest(s)**

Nil





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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 was moved by Mr. Robert Foster and seconded by Mr. Richard Parchment. All members voted to approve minutes 449.

Minutes from meeting 450 was moved by Mr. Ashton Bodden and seconded by Mrs. Jacqueline Scott-Rankine. All members voted to approve minutes 450.

## 5. Matters Arising from Previous Minutes

- a) After discussions with the HR Manager, it was confirmed that she did not have the Deloitte Report and the Safety Audit Report, that had been requested be given to her by the Board. There was consensus agreement that a board member to email the reports to APD to forward same reports to the HR manager, on request from the board.
- b) An extraordinary meeting of the Board will be held on August 8, 2019, at 12:30pm to continue discussions on the Employee Manual and the Night Operational Schedule. This meeting will be numbered 452.

## 6. New Business

### a) Request for reconsideration of medical insurance for retired former Port Director.

The Board is -waiting on advice from the HR Department. The Board takes no objection to this request from the former Port Director, provided all laws, regulations and protocols are met.

### b) Safety Officer/Manager Report

The report by the safety /manager was reviewed by members, and there are some Items that need correction/clarification:

- a. Correct period date is stated
- b. Konecranes Certification to state "Konecranes has met it's delivery obligation"
- c. State where all emergency radios are located and if Brac is included. Are radios regularly tested?





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**The above items to be addressed for the next Board meeting.**

**c) Audit & Risk Committee Report(ARC)**

The ARC held a meeting on July 23, 2019, with the Office of the Auditor General. The OAG has concerns about staff morale. The OAG's office, plans to complete their annual report by end of August 2019 related to January 2018 – July 2019 audit & risk related matters.

**d) Konecranes on-site maintenance & service training proposal.**

The DDO presented a proposal from Konecranes for a three (3) day training exercise related to the RTG maintenance & service. Each day there will be a different class focusing on Basic Training, Advanced Electrical and Mechanical Systems.

The Board requested for the DDO to confirm if the attending mechanics will receive certification for each class attended/completed. This is confirmed that certifications for completion of training will be awarded.

**The Board is in favor and approves the training providing certifications will be awarded.**

**e) EasyBuy proposal**

The DDO tabled a proposal for twelve (12) month contract with EasyBuy, to assist the PACI with the new procurement law and to make PACI compliant in all areas within the procurement law. EasyBuy proposes to spend one (1) day per month on-site, at the PACI, to assist and train staff along with providing remote support for any future tenders, RFQ, sole sourcing, etc.

**The Board voted unanimously and approved the proposal.**

**f) Review revised Employee Manual**

Deferred to next board meeting.

**g) Night Operations Schedule review**

Deferred for HR Organizational Review

**7. Any Other Business**





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## a) Board Requests

Check for BCP insurance  
Check on conflict of interest for Board members and other staff for 2019

## b) Opinion regarding sick leave, for night workers

Deferred to next meeting

## c) Public Authorities Law

Deferred to next meeting

## d) CEO AAPA proposal for visit to PACI

The Board reviewed the HR proposal and voted to deny the request for 2019. The proposal can be reviewed at another time.

## e) RFP for PACI HR Organizational Review


The Board reviewed the RFP that was posted on Bonfire


## f) WISTA Conference

WISTA solicited PACI for sponsorship of the upcoming conference being held in Grand Cayman.

**Board voted unanimously and approved Gold Level sponsorship of US\$10,000.00**

The Acting Chairman adjourned the meeting at 4:05pm. The date of the next scheduled meeting is Aug 8<sup>th</sup>, 2019.

  
Mr. Arek Joseph – Acting Chairman

  
Mr. Willem Jacobs – Recording Secretary

