



# CAYMAN PORT

**BOARD OF DIRECTORS MEETING**  
**Port Authority of the Cayman Islands**  
**45A Harbour Drive**  
**Meeting Hosted at Cannon Place on North Sound Road**  
**30<sup>th</sup> July 2020**  
**Meeting No. 464**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 30<sup>th</sup> July 2020 at Cannon Place, North Sound Road, Grand Cayman, Cayman Islands.

**1. Welcome and Call to Order**

Chairman, Kearney Gomez, welcomed attendees, gave his opening remarks and called the meeting to order at 1:06pm.

**2. Attendance and Apologies**

**Members Present:**

Mr. Kearney Gomez – Chairman  
Mr. Arek Joseph – Deputy Chairman  
Mr. Stran Bodden (Ministry of Tourism)  
Mr. Ashton Bodden, JP  
Mr. Ken Thompson  
Mr. Richard Parchment  
Mrs. Jacqueline Scott-Rankine  
Mr. Robert Foster  
Mr. Joseph Woods – APD

**Apologies for Absence(s):**

Mr. Michael Nixon – (Ministry of Finance)  
Mr. Charles Clifford – (CBC)

**Invited Attendees**

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 463 were reviewed. Mr. Arek Joseph moved that Minutes 463 be accepted and Mr. Robert Foster seconded. The minutes were accepted by the majority of the Members.

### 5. Matters Arising from Previous Minutes

#### a) Audit & Risk Committee

The Chairman submitted a motion to the Board that the Audit & Risk Committee be suspended indefinitely, and should it ever be needed, an independent committee would be convened to report to the Board with recommendations for the Board to consider. The intention would be to keep the Board out of operational matters and allow it to be the deciding body. Mr. Arek Joseph moved that the motion be accepted. Mr. Robert Foster seconded the motion and Mr. Ken Thompson and Mr. Ashton Bodden voted to suspend it. Mrs. Jacqueline Scott-Rankine and Mr. Richard Parchment voted no. Mrs. Scott-Rankine asked that it be minuted that she objected to the suspension of the Audit and Risk Committee.

#### b) Adoption of Government Salary Scales

The Chairman submitted a motion for the Adoption of the Government Salary Scales by PACI and the APD provided details on the basis of the transition. The APD advised that the salaries of current staff had been plotted on a spreadsheet correlating to the current government salary scales. This provided a picture of where the various categories, or classifications of PACI staff fell within the government scales. The next step was to consider the differences between the benefits offered by the civil service and those offered by PACI. Where the evaluation showed that there was room to make adjustments that would result in future cost savings when engaging new employees to those categories, or classifications of staff, the next band down was adopted so as not to create too great a disparity between current employees and new employees. Hence there were two bands for Supervisors, Managers, Deputy Directors and Director, differentiated by designating the higher one as "Senior." The conversation then shifted to the salary for the Port Director's position and the APD was excused from the meeting for that discussion to occur.

**Members unanimously decided to have the Portfolio of the Civil Service do a salary evaluation for the entire organization.**





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## c) Revised Organizational Chart

The APD presented a revised Organizational Chart and explained that the basic structure remained the same with enhancements to the Finance and HR Department and tweaks to Safety, IT & Operations.

**Mr. Arek Joseph moved to accept the revised Organizational Chart. Mr. Ashton Bodden seconded the motion. Mr. Ken Thompson and Mr. Robert Foster voted in favor of accepting it. Mrs. Jacqueline Scott- Rankine voted no, stating that the Organizational Review was to have included an Organizational Review and she would have liked for it to have wider consultation. Mr. Richard Parchment voted no, stating that he believed it should have had wider consultation. The APD advised that the two departments that had enhancements had both made their representations. HR enhancements were enshrined in the revised Organizational Chart, however, the "Capacity Plan" presented by the Acting Deputy Director of Finance was top heavy, cost prohibitive and unsustainable. If implemented, it would result in PACI once more finding itself right back to the position it was in two years earlier. The APD added that he had consulted with CPAs and what was presented was sustainable. The motion was carried 4 to 2.**

## 6. New Business

### a) Consideration to Renew Leases for RWT Tenants and to continue the Reduction of Rent until the Resumption of Cruise Operations

The APD requested for consideration to renew the leases of RWT Tenants until November 2021 and for an extension to the current reduction in rent that had been given to the tenants of RWT and the Port Administration Bldg to continue until either cruise operations resumed, or the Board decided otherwise.

**Members unanimously approved the request.**

### b) Adding A/Port Director and A/Deputy Director of Finance to CYB Accounts at CNB

The APD requested that a resolution be passed authorizing himself and the Acting Deputy Director of Finance to be appointed as authorized signatories of the Authority's accounts at Cayman National Bank, and in that capacity be authorized to sign on all bank accounts of the Port Authority of the Cayman Islands at Cayman National Bank, and to sign any and all other documents required to be signed for and/or on behalf of the Authority with the Bank.

**Members unanimously approved the request.**

### c) Funding for Replacing Anodes on Underwater Perimeter Pilings for the Dock

The APD advised that a recent inspection of the anodes protecting the pilings for the dock found that all had been completely eroded away. A rough estimate indicated it would cost between [REDACTED] and [REDACTED] to replace them. It was critical that it be done asap and he was therefore requesting approval for the funding to do so, as this was not a previously approved item in the budget.

**Members unanimously approved the request to fund the replacement of the anodes.**





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## d) **Vacation Policy Amendment**

The APD advised the Board that with 160 staff to provide vacation to each year, allowing each staff member to break their vacation into as many multiple segments as they wished was making it near impossible for Managers to manage. He was therefore requesting the following amendment be made to the Vacation Policy in the Employee manual to allow for better management of Vacation Leave:

Staff will be permitted to take their yearly entitlement of vacation leave in one unbroken period, or break it into no more than 4 segments per year. However, staff may also apply for a day or two vacation to deal with unexpected emergencies, providing they still have untaken vacation leave. These cannot be forecasted and will be subject to their Manager's agreement and approval. Should they not have any vacation days, such applications will be treated as a Personal Day No Pay (PDN).

Changes to agreed vacation dates may be permitted by the Manager, providing there are no conflicts and the change can be accommodated.

Vacation leave request forms must be submitted at least two weeks prior to the scheduled vacation using the Absence Notification Form (ANF) duly signed by the applicant. Only when the form is approved by the Manager and a copy returned to the employee is the requested leave request formally approved and the employee approved to take the vacation.

A Manager cannot deny approval of previously scheduled vacation leave to any staff member, but may ask the staff member if he would be prepared to accept another date in circumstances where a shortage of staff would likely occur due to others being off due to illness.

**Members unanimously approved the request.**

## e) **Engagement of Private Heavy Equipment Operators As Temporary Employees On An As Needed Basis**

The APD sought approval to engage private heavy equipment operators as temporary employees in the event that full time employees were unavailable for work. This would provide PACI with an affordable and readily available source of labour when needed as a backup to its permanent staff. They would be engaged/contracted as temporary workers on an as needed basis. The positions being proposed to engage Private Operators for are:

- 1) Crane Operators – two
- 2) Truckers - four
- 3) Large Forklift Operators – four
- 4) Small Fork Operators – two
- 5) Labourers - four

**Members unanimously approved the request.**





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f) **APD Half Year Report**

The APD's 2020 half year report was submitted. There were no questions or comments.

g) **Safety Officer Report**

The Safety Manager's monthly report for June 2020 was submitted. There were no questions or comments.

7. **Other Business**

a) **APD Vacation**

The dates taken by APD as vacation in July were provided.

b) **Ratification of Warehouse Lease**

The APD requested that the renewal of the warehouse lease for PACI's off site storage be ratified, as it had expired at the end of June 2020 and the new lease had been signed by himself and the Chairman of the Board.

**Members unanimously approved the ratification.**

c) **Land Purchase**


The APD updated Members on the proposed offer available and options available with respect to it. He advised that acquiring it would put a strain on PACI's financial resources.

**Members acknowledged that it would strain PACI's financial resources, but believed that it was important for PACI to acquire. The APD was asked to see if terms could be negotiated to acquire it.**

d) **Hurricane Plan**

The Chairman asked if PACI had a hurricane plan and the APD confirmed that the organization had hurricane plans for both Grand Cayman and Cayman Brac and both were updated annually. The Chairman asked if there was a role for the Board in the plan and the APD advised there was none at this time, but would have it in the next update and in the meantime, would ensure the Board was kept involved through the Chairman and Deputy Chairman.

**There being no further business, the meeting concluded and was adjourned at 4:10pm on July 30, 2020. The date of the next scheduled meeting is August 27<sup>th</sup> 2020.**

  
Mr. Kearney Gomez – Chairman

  
Mr. Joseph Woods – Recording Secretary



