

PACI BOARD OF DIRECTORS MEETING

LOCATION: Zoom Meeting
DATE: September 30, 2021
TIME: 12:30PM

MINUTES – MEETING # 481

AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held via the Zoom online meeting forum, on Thursday September 30th, 2021.

1. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Stran Bodden – Ministry of Tourism
- iv. Mr. Michael Nixon – Ministry of Finance
- v. Mr. Charles Clifford – Cayman Islands Customs and Border Control
- vi. Mr. Ashton Bodden, JP
- vii. Mrs. Jacqueline Scott-Rankine
- viii. Mrs. Carilee Bolen
- ix. Mr. Matthew Adam
- x. Ms. Beth McField – APD/Recording Secretary

Apologies:

- i. Ms. Irma Arch, JP

2. QUORUM

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

Chairman Initials CL

Recording Secretary Initials RM



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P (345) 949-5820 ~ F (345) 949-5820 ~ E info@caymanport.com
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3. REVIEW AND APPROVAL OF MINUTES

The Minutes for Meeting 480 were reviewed and accepted by all Members. Ms. Jacqueline Scott-Rankine moved that the Minutes 480 be accepted, Mr. Matthew Adam seconded the motion. There were no objections.

4. MATTERS ARISING FROM PREVIOUS MINUTES

- a. Update to Bank amendments were approved by Round-Robin. There was a motion to ratify the banking signatory update, which was moved by Mr. Matthew Adam and seconded by Mrs. Jacqueline Scott-Rankine. With no further matters arising, the proceedings were moved to new business.

5. NEW BUSINESS

- a. The new Immigration Bills for work permit holder vaccine mandates and the effect on PACI was discussed. APD asked to confirm how many work permit holders in employment.
- b. APD informed the Board of her September 21, 2021 commencement of the monitoring of the Port of Los Angeles/Long Beach Hold up since September 21, 2021. The APD had subsequently sought counsel from the PACI Deputy Director of Operations and the immediate past Acting Director who both agreed that the hold up of 65 cargo ships would not affect the Cayman Islands. The Board will continue to monitor the situation and the APD was asked to contact the Chamber of Commerce for input and speak to Seaboard, Hydes, Tropical etc., to ascertain if their operations could be affected. It was stressed that PACI must be prepared to act quickly.
- c. It was suggested the critical need for PACI to review the overall impact of Covid-19 realities on PACI staffing. A suggestion was made to make representation to Government on the impact and end result of a full quarantine as the possible PACI crippling of services is a grave concern and full quarantine could have a great impact on the Country. The question was pondered if full closure was sustainable for such a critical authority. It was suggested that PACI moved to plan B protocol from now, with standby shifts as previously planned and to build lateral flow testing into the plan, once testing was approved.

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The APD was asked to review the Covid-19 emergency plan with regards to standby shifts. The APD spoke to reviewing staffing in conjunction with the standby shifts. There was then a motion to prepare a letter of position to the PACT Government by Mrs. Jacqueline Scott-Rankine, which was seconded by Mr. Matthew Adam.

- d. The December 31st ban on cruise ship berthing was discussed and it was stated:
- i. There is no need to create re-opening plans due to the extension, however preparation needs to take place.
 - ii. It was agreed for the need to inform the PACT Government of the need for lead time for PACI to remain ahead of re-opening dates and appropriately re-introduce and position for a seamless re-opening.
 - iii. The APD was asked to speak to Mr. Woods for an idea on plans that were formulated for the re-opening of cruise ship tourism.
 - iv. It was expressed that the objective of PACI should be to avoid all possible delays on the Port Authority's side.
 - v. It was suggested to seek guidance from the PACT Government on possible enhancements, remodeling etc., prior to the re-opening, with emphasis on improving the guest experience. This is because there are no immediate plans to re-build and upgrade the Port.
 - vi. The Chairman nominated Mr. Richard Parchment to be the key contact for enhancement discussions with the PACT Government, which was agreed by Mr. Parchment and he suggested incorporating the Chamber of Commerce for input purposes.
- e. The Chairman acknowledged CO Bodden's notification and request to notify the FCCA that the cruise ship ban will continue to December 31, 2021. The APD confirmed that the FCCA would be notified.

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- f. CO Bodden informed that Disney engineers were planned to hold discussions with the Board on improving the customer experience as it relates to operations, from an engineering perspective.
- g. There was a suggestion by the APD on the stacking of tenders at the cruise ship, which would allow for multiple tenders to be filled and allow simultaneous travel to the dock of multiple tenders, as opposed to one at a time. CO Bodden informed that tenders depend on the doors exiting each ship, however, the idea could be explored. CO Bodden also stressed his support of preparing in advance for the re-opening and the importance on acquiring Governments position on advance notice to PACI.
- h. The Chairman congratulated the APD on a role well done and thanked the APD for the recent staff meeting/social, which was deemed successful. The Chairman provided an overview for those Members not in attendance and commented on the all-staff meeting being a positive entry into change. The APD accepted the comments and thanked the Chairman and those who attended. The APD offered special thanks to the Chairman who stayed until 11PM until the last employees left and the deputy Chairman who arrived 2 hours early to assist with setting up and provide general support to the APD. Mr. Ashton apologized for not being able to attend.
- i. The APD gave a summary on observations and discussions with staff during the first week in office. The Chairman supported the comments by the APD and reiterated some of what was expressed to him by PACI employees at the All staff meeting and social. The Chairman emphasized the responsibility to look out for the best interest of the Ports, including the Cayman Brac location and most importantly the employees.
- j. The APD spoke to the critical need for audits in the areas of Safety/Welfare, Equipment and Vehicles, Human Resources, Operations/Scheduling. The APD informed of organizational concerns with regards to staffing, internal communication, leave and relations between upper management and staff. The members queried the costs of the audits to which the APD informed that each section would be audited based on the individual needs, subject matter experts would be contacted and financing discussed with the CFO.

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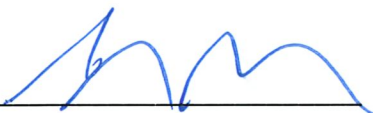
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The Chairman asserted that due to comments made by the staff during the staff meeting, it was critical for the concerns in these areas to be addressed, in particularly safety and certification to operate equipment/vehicles.

- k. The Deputy Chairman moved to hold meetings twice per month. This was due to the new APD and her monitoring of HR, safety and other issues. Also, the pending re-opening of cruise berthing and Covid-19 considerations. It was stated that waiting until the end of the month was too long, which was agreed by all.
- l. The Chairman asked for the APD to be excused for the members to discuss other matters. The Chairman subsequently instructed the APD to add to the Minutes: The Board approval of a bonus for the past APD, subject to legal advice and a night duty allowance for the existing APD was approved.

There being no further business to discuss the meeting was adjourned after 2:30PM (approximately) and the date for the next meeting was agreed for **September 21, 2021 at 12:30PM** in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands.



Mr. Cline Glidden – Chairman

Date: January 27, 2022



Ms. Beth McField – Recording Secretary

Date: January 27, 2022

NOTE:- Error was not corrected based on board corrections and now corrected. Both sets of Minutes to be posted. Section 5(i) now corrected.



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