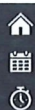


# PACI BOARD OF DIRECTORS MEETING



LOCATION: PACI Boardroom

DATE: December 2<sup>nd</sup>, 2021

TIME: 1:40 PM

## MINUTES – MEETING # 486

### AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands on December 2<sup>nd</sup> 2021 at 1:40PM.

#### 1. ATTENDANCE AND APOLOGIES

##### Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Ashton Bodden, JP
- iv. Mrs. Jacqueline Scott-Rankine
- v. Mr. Matthew Adam
- vi. Ms. Irma Arch – Board Member
- vii. Stran Bodden – Ministry of Finance
- viii. Ms. Beth McField – APD
- ix. Ms. Joanna Shaw – Recording Secretary

##### Zoom:

Mrs. Carilee Bolen

##### Apologies:

- i. Mr. Michael Nixon – Ministry of Finance
- ii. Mr. Charles Clifford – Cayman Islands Customs and Border Control

Chairman Initials 

Recording Secretary Initials 

P (345) 949-5820 ~ F (345) 949-5820 ~ E [info@caymanport.com](mailto:info@caymanport.com)  
45A Harbour Drive, P.O. Box 1358, Grand Cayman Ky1-1108, Cayman Islands  
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# PACI BOARD OF DIRECTORS MEETING

## 2. QUORUM

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

## 3. REVIEW AND APPROVAL OF MINUTES

The Minutes for Meeting #485 were reviewed and minor amendments were made Mr. Matthew Adam moved that Minutes #485 be accepted and Mr. Ashton Bodden seconded.

There were no objections and the Minutes for #485 were accepted by all Board Members.

## MATTERS ARISING FROM PREVIOUS MINUTES

- a. The Chairman brought forward the matter arising from Meeting Minutes #485, section Q, where Mr. Stan Bodden advised the Board members that bonuses and allowances would have to go through the process for cabinets approval.
- b. Mrs. Jackie Scott explained that an allowance did not have to go through Cabinet to her knowledge.
- c. The Chairman recommended that the Board seek legal advice for clarity on the subject.
- d. The Chairman asked the Board if they approved the motion; all members agreed.
- e. The APD expressed that PACI staff members have continued to do well. PACI tested negative in the day operational team for ten weeks, and the night operational team tested negative for four weeks consecutively.
- f. The Chairman expressed to the Board members that The APD conducted a Port Facility walk-through and explained that The APD has some concerns about the facilities areas. The Chairman suggested that the Board members schedule a walk-through for December 6, 2021.

Chairman Initials CB

Recording Secretary Initials JS



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# PACI BOARD OF DIRECTORS MEETING

## 4. NEW BUSINESS

- a. The Chairman expressed to the Board members that there is a letter and a petition that was handed to both the Deputy Chairman and himself from the Port Authority staff members commending The APD on her hard work and expressing the staff appreciation for having The APD on Board.
- b. The Chairman and the Board members collectively thanked The APD for a job well done on the work that is has been done on the staff handbook and reviving the staff morale.
- c. The APD informed the Board that on July 30, 2020, there was an amendment made to the vacation policy. The APD gave a brief overview of the policy and provided the vacation request form to the Board for review. The APD explained to the Board that the Law did not intend for vacation days for employees to be taken on a first-come, first-serve basis.
- d. The Deputy Chairman further explained that before the Board took on their new appointed positions, as Deputy and Chairman of the Board a staff member was upset and reported that he was being forced to take his vacation on a date that was assigned to him rather than his requested vacation date in which was denied by The Deputy Director of Operations.
- e. Mrs. Jackie Scott pointed out that employees' vacation requests were constantly being denied, which can become a liability for The Port Authority. Mrs. Scott further explained that The Deputy Director of Operations at the Port is continuously changing the leave request of the employees.
- f. The Deputy Chairman queried from The APD how long The Deputy Director of Operations been in office since she has started with the Port.
- g. The APD pointed out that The Deputy Director of Operations has been out of the office for almost seven weeks. The APD explained that various legal issues are pending that require The Deputy Director of Operations attention and to date they had not been addressed.
- h. The APD further explained that there was a Night Operations recruitment that was unsuccessful. The APD explained in detail the challenges of the previously used process.
- i. The Chairman informed the Board that there is a need for an Acting Deputy Director of Operations when the Deputy Director of Operations is on leave.



# PACI BOARD OF DIRECTORS MEETING

- j. Mr. Adam pointed out that if The APD is on leave, there will be a need to have an Acting Port Director, which would leave an opening for Acting Deputy Director of Operations.
- k. The APD explained that there are a few Port staff that she can identify that could act in the role. The APD acknowledges that The Deputy Director of Operations is a competent individual and she is requesting his full support.
- l. Mrs. Jackie Scott informed the Board that there was twenty-three PACI staff members were to be paid out for their vacation days. Mrs. Scott explained that Audit and Internal Audit decided that the employees should be paid out for their vacation days.
- m. The Chairman advised that the Board needed to determine if they are going in accordance with the law.
- n. The APD explained that there is a limit in vacation days in which Government employees can take over. The APD further expressed that Port employee's benefits were being taken away using the new Handbook. The APD gave a detailed breakdown of the Bereavement and Compassionate leave issues.
- o. Mrs. Jackie Scott agreed with The APD that both leave entitlement was an issue for the Port employees.
- p. The Chairman asked the Board for a motion to make the necessary change to the Bereavement and Compassionate leave.
- q. The Deputy chairman moved that the motion be confirmed, and Mrs. Irma Arch seconded the motion.
- r. The Chairman advised that The Paternity leave should be reviewed as well.
- s. The Chairman informed the Board that the reintroduction of the cruise liners is to ensure that the Cayman Islands is ready for December 28<sup>th</sup>, 2021. The Chairman explained that The APD and The Cruise Operation Manager confirmed that the Port is prepared.
- t. The Chairman added that Mr. Stran Bodden will be working with The Department of Tourism to ensure that the guest will feel and experience the Cayman culture. It is a test to see how the Island can handle cruise tourism in a safe manner.





# PACI BOARD OF DIRECTORS MEETING

- u. The Chairman advised that the Minister is expecting the sub-committee to assist with the reopening process and provide a recommendation.
- v. The Chairman discussed the fee agreement and the potential increase to the cruise liners. The Chairman gave examples that were discussed in the Cruise reopening committee. The Chairman expressed that the reintroduction of cruise has caused some concerns as the ships will have to use their tenders for December 28, 2021. The Chairman explained that the Land and Sea boats are not insured due to being out of commission for two (2) years.
- w. Mr. Ashton Bodden pointed out that he was uncertain that the cruise liners have enough experience to use their tenders coming into the sound. Mr. Ashton Bodden gave the Board a brief example of why he was concerned.
- x. Mr. Stran Bodden advised that he was in a meeting with the cruise liner and was informed that the cruise was doing well. Mr. Stran Bodden expressed that the cruise line was approved by the Cabinet for sixteen hundred passengers. The cruise liner is now looking at seventeen hundred passengers, and the new passenger amount will need approval from cabinet.
- y. The APD informed the Board that there are two (2) 2,900 square feet rental units available at Royal Watler.
- z. The APD expressed that she would like to provide the Port staff a one-time bonus of CI\$3,000.00 as it has been a while that the employees received any form of compensation for their continuous hard work as the Port did not close its door though the pandemic.
- aa. Mrs. Jackie Scott agreed that the staff deserved a bonus, but due to the current climate of the uncertainty of the pandemic, CI\$1,000.00 was a more reasonable amount to be sent to the cabinet for approval.

The Chairman agreed with Mrs. Jackie Scott and the other Board members as there will be an increase of salary scheduled in January 2022.

Chairman Initials CB Recording Secretary Initials JWS



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# PACI BOARD OF DIRECTORS MEETING

There being no further business to discuss the meeting was adjourned and the date for the next meeting was agreed for **December 21, 2021 the meeting adjourned at 4:48PM** 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. Joanna Shaw – Recording Secretary

Date: January 27, 2022



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