

PACI BOARD OF DIRECTORS MEETING

MINUTES – MEETING # 489

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 January 27th 2022 at 1:30PM.

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 – Board Member
- v. Mr. Matthew Adam – Board Member
- vi. Ms. Irma Arch – Board Member
- vii. Stran Bodden – Ministry of Tourism
- viii. Ms. Beth McField – APD
- ix. Mrs. Carilee Bolen – Board Member
- x. Mr. Michael Nixon – Ministry of Finance
- xi. Mr. Gary Wong (attended Meeting for Mr. Charles Clifford) - Cayman Islands Customs and Border Control

Apologies:

- i. Mr. Charles Clifford – Cayman Islands Customs and Border Control

Chairman Initials

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Recording Secretary Initials

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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 #486, #487, # 488 were reviewed and minor amendments were made. There were no objections and the Minutes for #486, #487, #488 were accepted by all Board members.

MATTERS ARISING FROM PREVIOUS MINUTES

- a) The Chairman informed the Board members that he wanted to review item (a) from minutes #488. He explained to the Board members that apparently, there was an ongoing review regarding the relocation of the Port.
- b) The Chairman explained to the Board members that he had asked the former Acting Port Director what progress was made before his resignation in September regarding the project. The former Acting Port Director did not provide a report and explained that there was none. The Chairman explained to the Board members that, to his surprise, there was a detailed report in which The Chief Officer Mr. Stran Bodden was able to provide from the former Acting Port Director.
- c) The Chairman advised that the research should be reviewed and options investigated for the Board to provide recommendations to the Minister.

4. NEW BUSINESS

- a) The APD informed the Board members that there was an FOI on the Board Meeting minutes. The APD further explained to the Board that there were queries on why the minutes took long to be uploaded on the PACI website. The APD pointed out she was the past Secretary to the Board but has since hired Ms. Shaw as Secretary to the Board. The APD explained that the new Secretary to the Board was going through the process of training.
- b) The Chairman explained that the Board is aware that the minutes have been delayed in being posted to the website. However, there is a process for the Board minutes to go through, and the minutes will be posted accordingly.

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- c) Mr. Richard Parchment pointed out that the Board members are more concerned that minutes #451 cannot be found on PACI's system as these meeting minutes held important information.
- d) The APD informed the Board members that redactions were made when the IT Department manager reviewed the minutes. The redactions are completed before the minutes are posted on the PACI website.
- e) The Chairman expressed that he would like to pass a motion that if any redactions are to be completed to the meeting minutes before they were posted to the website, it would be the Board's responsibility to conduct the amendments. The Chairman stated that he does not have any issues with reviews being completed, and if there are any Data Protection issues, the minutes should be sent back to the Board, and the members can make the adjustments.
- f) The APD explained to the Board members that she did speak with the Manager of the IT department and he explained that the redactions were done because of the Data Protection Act. The IT Manager explained that the redaction completed was of any personal or critical information within the minutes before it was published.
- g) A motion was passed that if any redactions were to be made, the Board members would be notified of all amendments of the minutes. The Chairman asked the Board if they approved the motion; all members agreed.
- h) The APD informed the members she had a discussion with Mr. Joseph Woods about her safety and security concerns. The APD expressed that to further address her concerns she asked her Executive Special Projects Assistant to set meetings with all the truckers, employees and outside agencies.
- i) The APD reported that she dealt with the pin issues, and she is happy that the employees are now complying.
- j) The APD explained that she had a meeting with the Safety Officer, the safety consulting company (Start with Safety), and a former Safety manager of the Port. In discussion, to her surprise, the former Safety manager could produce a report that she was asking for, which the Safety Department could not locate. The APD expressed that she found this issue concerning.
- k) The APD explained to the Board members that she was happy in the direction safety at the port was going. She will continue developing Mr. Ebanks (Safety Officer) to achieve PACI safety goals.

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- l) The Chairman voiced that he was happy with the update the APD on the progress of PACI safety.
- m) Mrs. Jackie Scott-Rankine commented that the safety procedure manual had not been updated since 2006, which is very concerning.
- n) The Chairman agreed with Ms. Jackie-Scott and pointed out that the Board was shocked to discover no updated safety policy or safety report. He pointed out that to his knowledge, the last report completed was sixteen (16) years and that it was not being followed.
- o) The APD agreed with the Chairman that she was informed that no new policies were ever rolled out.
- p) The APD informed the Board members that she instructed the contractor (Start With Safety) that should his inspection find anything life-threatening, he was to notify her immediately.
- q) Mrs. Jackie Scott-Rankine reiterated that the Board has dealt with these issues before with the former Acting Port Director and that there was no policy in place. Mrs. Jackie Scott-Rankine explained that a directive was issued in the past to rectify the issue.
- r) The APD agreed and informed the Board members that she would implement an RTG checklist and retrain the Port trucker drivers.
- s) The Chairman stated that he was comfortable with the APD direction to resolve the issue.
- t) The Chairman informed the Board members that the Acting Deputy of Finance would give a presentation which was section (e) of items on the agenda.
- u) The Deputy Director of Finance gave a presentation to the Board members on approval of the Ownership Agreement 2022 and 2023.
- v) The Chairman queried the Board members if they were comfortable with The Acting Deputy of Finance report or needed additional meetings to address the report.
- w) All Board members agreed that they were comfortable with The Acting Deputy of Finance report and that The Chairman could move on to the next item on the agenda.

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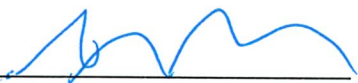


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- x) The Chairman addressed the lease renewals and the status. The Chairman expressed to the Board members that he conducted a detailed review of the lease and is looking to the Board members' assistance in finding a module that can accommodate the cruise rental in the future and work for both PACI and the owner.
- y) The Chairman instructed the Audit and Risk sub-committee members to review the module sent to the Board members to give some insights.
- z) The APD expressed her concerns regarding the lack of communication of not being formally advised of various changes regarding PACI even when other Government entities were.
- aa) The Chairman and the Board agreed with the APD that lines of communications should be opened to PACI and the Board members for a smooth transitioning for the reopening of PACI.

There being no further business to discuss the meeting was adjourned and the date for the next meeting was agreed for **January 27th the meeting adjourned at 4:13** in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands.



Mr. Cline Glidden – Chairman

Date: 28/2/2022



Ms. Joanna Shaw – Recording Secretary

Date: 28/2/2022



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