

# PACI BOARD OF DIRECTORS MEETING

## MINUTES – MEETING # 491

### 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 February 24<sup>th</sup> 2022 at 12:30PM.

#### 1. ATTENDANCE AND APOLOGIES

##### Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Ashton Bodden, JP – Board Member
- 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

##### Apologies:

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

Chairman Initials ch Recording Secretary Initials JS



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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 #490 were reviewed and minor amendments were made. There were no objections and the Minutes for #490 were accepted by all Board members.

### MATTERS ARISING FROM PREVIOUS MINUTES

- a. Nil.

## 4. NEW BUSINESS

- a) The Chairman advised the Board members that two senior staff members had tendered resignations. The Chairman further informed the Board members that there were concerns from the general public querying the functions of the Port with the loss of the two senior staff members.
- b) The APD addressed the matter regarding the two senior positions and informed the Board members that the Port operations was still functioning as normal. The APD gave a brief report on the plans to move forward informing the Board members that Mr. Dale Christian is assisting as an advisor.
- c) The Chairman thanked the APD for her efforts for a seamless transition and that he was satisfied with the information and her plans to move forward.
- d) The APD expressed to the Board that there was still some finalization regarding The Deputy Director of Operations resignation and that the Port Authority attorneys were handling the matter.
- e) The APD informed the Board members that there was an emergency need for a forklift and an airlift and discussed the details regarding the purchase with the Board members.
- f) Mrs. Jackie Scott-Rankine suggested that an assessment should be conducted before the vehicles are purchased as they should all be suitable for the needs of the Port.

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- g) The APD expressed that in her meetings it was brought to her attention by the staff that in the past there were prior issues with the purchasing of equipment. The APD explained that some of the equipment that were purchased for the Port had to be reconfigured. The APD explained that she met with the Fleet Department on February 23<sup>rd</sup>, 2022, and the employees were able to provide detailed explanation on the purchasing of vehicles and equipment needed for the Port.
- h) The Chairman added that a process should be followed regarding purchasing items over a set amount. The Chairman suggested that policy and procedures should be added to the operations manual. The Chairman gave The APD the directives to have the operation manual updated.
- i) The APD advised the Board members that there was an evaluation that was conducted by Mr. Dale Christian and in his findings, there were port trucks that were not being utilized.
- j) The APD pointed out that Mr. Dale Christian was well received by the shipping companies and the staff members at the Port. The APD outlined the various staff position changes that she was currently working on and asked the Board members for their support with these changes.
- k) Mrs. Jackie Scott-Rankine asked the APD for an update on the Human Resources Manager position.
- l) The APD updated the Board members on the status of the Human Resources Manager position which is currently being advertised for two consecutive weeks, all applications will then be reviewed and successful candidates will be shortlisted for interviews.
- m) The APD advised the Board members that there were a few interests from local establishment to use the Port facilities and sought the Board's view on them.
- n) The Chairman discussed with the members the various areas that were available to be utilized by the public. The Chairman pointed out that the areas unavailable to the public due was due to liability concerns. The Chairman suggested that there are other areas that could be leased to the public and that the Port Attorneys could look into contracts and liability waivers for these events.
- o) The Chairman also added that there is a possibility that cruise will be operational in March. The chairman explained that when cruise is back to normal operations most areas at port would be fully utilized.

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- p) Mrs. Jackie Scott-Rankine suggested the Safe Haven location be considered as another possible event spot as it has beautiful lawn area and the facilities to accommodate such events.
- q) The APD informed the Board members that there is a multifaceted approach in which she completed an audit with the assistance of the Safety and Security Officer and Mr. Dale Christian. The APD gave a detailed report on the Night Shift Audit.
- r) The APD informed the Board members of her plans to bring in instructors from overseas to train the employees on the Konecranes systems. The APD pointed out that there will also be a series of automotive training scheduled for the employees.
- s) Mrs. Jackie Scott-Rankine presented the Board members with the Audit and Risk Committee for January 12<sup>th</sup>, 2022. Mrs. Jackie Scott-Rankine spoke on the various items on the agenda. The full presentation will be given at the Cayman Brac March meeting.
- t) The Chairman informed the Board members that they will reconvene next Board meeting with the Audit and Risk Committee minutes review for February 8<sup>th</sup> 2022 at the next Board meeting. All Board members present agreed.

There being no further business to discuss the meeting was adjourned and the date for the next meeting was agreed for **March 11<sup>th</sup> 2022 the meeting adjourned at 4:40** in the Alexander Boardroom, 2001 Gerrard Smith Avenue, West End, Cayman Islands.



Mr. Cline Glidden – Chairman

Date: 18 MARCH 2022



Ms. Joanna Shaw – Recording Secretary

Date: MARCH 18 2022



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