

# PACI BOARD OF DIRECTORS MEETING

## MINUTES – MEETING # 492 AGENDA ITEMS

A meeting of the Board members of Directors for The Port Authority of the Cayman Islands, was held in the Alexander Board room, Gerrard Smith Avenue, West End Cayman Brac Cayman Islands on March 11<sup>th</sup>, 2022 at 10:00AM.

### 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, JP – Board Member (by Zoom)
- vii. Ms. Beth McField – APD (by Zoom)
- viii. Mrs. Carilee Bolen – Board Member
- ix. Mr. Charles Clifford – Cayman Islands Customs and Border Control
- x. Mr. Michael Nixon – Ministry of Finance
- i. Stran Bodden – Ministry of Tourism



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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 #491 were reviewed and minor amendments were made. There were no objections and the Minutes for #491 were accepted by all Board members.

### MATTERS ARISING FROM PREVIOUS MINUTES

- a. Nil.

## 4. NEW BUSINESS

- a) The Chairman called the meeting to order and thanked all members for their attendance. The Chairman informed the members that the meeting was to review the Port Authority's proposed budget for 2021- 22 and continue the port facility walkthrough for Cayman Brac and Little Cayman Port.
- b) Mrs. Scott- Rankine informed the members that the port fees proposal was submitted to the government in Cabinet in July 2021 by last Board members. She furthered explained that while the proposal was sent to Cabinet for their review and approval, there is currently no approval from the Government on the fee proposal. The Port fee letter sent to Cabinet last year made note that Port Fees have not been increased between the past 11 to 22 years. It was agreed that there were items in the proposal that could be considered for revision. It was advised that the current cruise fees will require the Board's full attention as so much has changed in cruise tourism since the advent of COVID. The Board Reviewed each line in the letter and recommended changes and requested that the APD ask the Acting Deputy Director of Finance to revise the letter to Cabinet with the agreed proposed changes.
- c) The Board Members agreed that the increase in fees were minimal now. But they would become very impactful over time to the Port Authority given the current financial climate. It was agreed that tariffs would give the port Authority an increased amount of revenue. One of the major items that needs to be increased is the cruise passenger fees.
- d) The motion to have the Port Fees letter revised was moved by Richard Parchment and seconded by Matthew Adam and it was approved unanimously by the Board.

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- e) The Board recommends that a review of other Ports should be conducted to compare their fees and operational costs. It was agreed that the APD should request the Acting Deputy Director of Finance team to carry out this research. The motion was unanimously approved by the Board Members.
- f) The APD provided an update on the current recruitment process and the Human Resources Manager position currently being advertised. The APD reported that three (3) of the applications received by the recruitment company for the Human Resources Manager position did not have management or the strategic level of experience required, and the other two applicants did not have the qualifications and the experience. The APD expressed that she would advise the recruitment company to do the advert for another week starting March 18<sup>th</sup>, 2022, and revisit the qualification required section, which was revised from ten (10) years to seven (7) years.
- g) Mr. Adams inquired if no one had applied that had the relevant qualifications for the Human Resources Manager's post.
- h) The Board agreed that the salary for Human Resources should be updated and sent to POCS for a salary revised grading.
- i) Mr. Parchment questioned the APD that in addition to the revised grading for the Human Resources Manager post, were there any other position that she was awaiting revised grading for.
- j) The APD informed the Board members that the Port was waiting on several job descriptions. The APD explained that the job descriptions were not sent all simultaneously to be reviewed by The Portfolio of the Civil Service. The APD advised that job descriptions were outstanding for Finance, IT Analyst, Human Resources Manager, and Operations.
- k) The CO Stran Bodden advised the Board members of the process and recommended that the APD be given instructions to speak to the Portfolio of the Civil Service for an expedited revised grading for the jobs posts that have been submitted.
- l) The Board agreed and unanimously approved the motion for the APD to proceed with this request.
- m) APD updated the Board members on the new shift change, three months trial schedule and that an internal advert was sent out to the night staff. The APD explained that the panel has now chosen their internal applicants and have identified twenty-one (21) temps twelve (12) of

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which is internal and would be acting to assist with the trial. This will be completed in the next two weeks.

- n) Mrs. Jackie Scott-Rankine requested that the APD send an email to explain the trial and a diagram as to the position that the employees currently hold and will be moved up to. She also quired if the positions were currently on the organizational chart.
- o) The APD informed the Board members that the positions that the employees are in fact moving into are on the organizational chart. The APD gave an example of the Pin men position which has vacancy and explained that she could legally fill the vacant position during the trial and if it is effective and works for the Port a specific job description would be created and presented to the Board members as soon as possible.
- p) The Chairman queried if these positions were budgeted.
- q) The APD informed the Board that budget for the positions has not been decided on at this point until everything was put into place and the acting amounts are calculated for the temporary employees and their salaries, then when the budget and numbers would be reviewed.
- r) The Chairman queried where would the funding come from to facilitate the trial for the three months.
- s) The APD pointed out that the Port have the funding saved in staff costing to complete the trail for the three (3) months and to move forward. The trial will also give accurate information of the hiring needs of the Port.
- t) Mr. Joseph Wood's gave a PowerPoint presentation and a detailed report on the suggested expansion of the Port facility. Mr. Woods gave details on the maintenance of the current facility and indicated that the Port Authority might have to relocate because of its growth. Mr. Woods briefed the Board members on the suggested areas on the Islands that could be considered as locations to relocate the Port Authority.
- u) Mr. Woods requested to address the Board to clarify two issues that was stated on minutes #489 regarding the missing minutes and that there was no Safety Operation Procedure Manual.
- v) The Chairman informed Mr. Wood that at the time it was noted that the minutes for #489 could not be found on the port website and was subsequently found and uploaded to the Port Authority website. The Chairman also confirmed that when the Deputy Director of Operation

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responded to a legal query, he informed the lawyers that the Safety Operational Manual was last updated in 2006. The minute only reflects what was recorded at the meeting.

- w) The Board thanked Mr. Woods for his presentation and his contributions to the Port Authority.
- x) The meeting was then suspended at 4:30 so that the Board members could take part in a thorough walk-through of the Cayman Brac Port Authority and the Manager of Cayman Brac.
- y) The Board resumed its meeting and Mrs. Scott-Rankine on behalf of the Audit and Risk Committee presented a proposed new Trade and Business License Policy and Procedure that will form part of the policies of the Port. The Policy was summarized with discussions ensued. The motion to accept the new Trade and Business policy and procedure for the Board was approved unanimously by the Board.
- z) Mrs. Scott-Rankine reminded the Board that there was a safety report conducted with 'Start with Safety', and the Board to-date had not received a report from the company to move forward with rectifying the identified issues.
- aa) The Chairman advised the Board members that he would speak with the APD and follow up on the status of the report from Start with Safety.

There being no further business to discuss the meeting was adjourned and the date for the next meeting was agreed for **March 12<sup>th</sup>, 2022 the meeting adjourned at 6:30pm** in the Alexander Board, 2001 Gerrard Smith Avenue, West End, Cayman Islands.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: 4/28/2022

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