

PACI BOARD OF DIRECTORS MEETING

MINUTES – MEETING # 498

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 April 21st 2022 at 12:30 PM.

1. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mrs. Jacqueline Scott-Rankine- Board Member
- iv. Mr. Matthew Adam – Board Member (by Zoom)
- v. Ms. Irma Arch – Board Member
- vi. Mr Ashton Bodden – Board Member
- vii. Stran Bodden – Ministry of Finance (By Zoom)
- viii. Mrs. Carilee Bolen – Member/Recording Secretary
- ix. Mr. Charles Clifford – Cayman Islands Customs and Border Control (by Zoom)
- x. Mr. Dale Christian – Acting Port Director (“APD”)

Apologies:

- xi. Michael Nixon- Ministry of Finance (By Zoom)

Invited Guest:

Mr. Donovan Hutchinson – Acting Deputy Director of Finance and Facilities (“ADDF”)



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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 Meetings #492, #494, #495 and #496 were reviewed and minor amendments are to be made.

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 expressed his gratitude to Mr. Dale Christian for taking on the position of Acting Port Director.

b). Mr. Richard Parchment requested an update of the candidates for the position of the Human Resource Manager. Mr. Donovan Hutchinson proceed to inform the Board, that applications had been received, however it was noted that the former APD had indicated that none of the applicants had met the qualifications criteria requested. Further to that it was noted that one of the applicants had received had received another job during period. It was noted the advert for the position will be sent out again.

c). The Board received from the APD a list of Port Authority training and seminars to be held in 2022 for the staff and interested Board members to attend.

d). Audit & Risk Sub Committee report was laid before the Board. The report notes that it had invited the head of Cruise and Security, Mr. Roylee Moore to discuss the ISPS codes with regards to the Port Facility Security Officers (PFSO) at the Port Authority. He advised the committee that currently, he is the only PFSO designate at the Port by the UK standards. ISPS code requires (2) person for the Port, so current the Port is in Breach. It was noted that there are six (6) other staff members with the PFSO certification, they lack the experience requirement and the registration process that needs to be done through the UK agency responsible. The Board unanimously agreed that this needs to be rectified as a matter of urgency and the APD was tasked with rectifying this matter.

Chairman Initials eh

Recording Secretary Initials CF



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e). The Acting Deputy Director of Finance and Facilities presented a revised updated "Allowance band" to be considered for the Board. Discussion ensued and the Board agreed that the matter should be brought to another meeting for further consideration.

f). The Acting Deputy Director of Finance and Facilities presented the 2021 Financial Statements to the Board. The Port Authority was given an Unqualified Opinion, by the OAG. The Board was pleased with the results and thanked the ADDFF and his team for the exemplary work done with limited staffing on the Finance team.


g) The Acting Deputy Director of Finance and Facilities advised the Board that the Budget for 2022-2023 was behind due to limited staffing. It was agreed by the Board that a special meeting will be held to go over the Budget once received.

h). The Chairman requested that a Vendor Sub-Committee be constituted and Mrs. Irma Arch was nominated to be the Chairperson for the Sub-Committee for which she agreed. Carilee Bolen was also selected to serve on the Committee. The motion was moved by Richard Parchment and seconded by Jacqueline Scott Rankine.



Mr. Cline Glidden – Chairman

Date: June 2 2022



Mrs. Carilee Bolen – on behalf of the Recording Secretary

Date: June 2 2022



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