

MINUTES – MEETING # 502

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 June 2nd, 2022 at 12:30 PM.

1. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden – Chairman
- ii. Mr. Richard Parchment – Deputy Chairman
- iii. Mr. Ashton Bodden, JP (By zoom)
- iv. Mrs. Jacqueline Scott-Rankine – Board Member
- v. Mr. Matthew Adam – Board Member (By zoom)
- vi. Ms. Irma Arch, JP – Board Member
- vii. Stran Bodden – Ministry of Tourism
- viii. Mr. Dale Christian – APD
- ix. Mrs. Carilee Bolen – Board Member
- x. Mr. Michael Nixon – Ministry of Finance
- xi. Mr. Charles Clifford – Cayman Islands Customs and Border Control

Invited Guest:

- i. Mr. Rohan Marshall – Start With Safety



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 #498 were ratified and approved by round robin on May 23rd 2022.

MATTERS ARISING FROM PREVIOUS MINUTES

- a) Audit and Risk Subcommittee meeting report.
- b) Review of PACI allowance band.

NEW BUSINESS

- a) Members were all presented with copies the minutes of the meeting, for discussion. Ms. Jackie Scott-Rankine then gave the board a summary of the issues that were discussed in the Audit and Risk Sub-committee meeting.
- b) Board members discussed the revised, updated "Allowance bands" for PACI staff members. Discussion ensued, and The Chairman questioned the decision regarding the allocated cost for the itemized allowances, which was explained by Mr. Nixon and Mrs. Scott.
- c) The members reviewed the proposals, and Mr. Clifford explained the requirements for qualifying for an "Acting allowance". He further expressed that Government had made some adjustments, and employees can now be eligible to receive an "Acting allowance" if they acted in the role, for the day.
- d) The members approved the night call out allowance rate for the PACI Management team.
- e) The members reviewed PACI job descriptions and gave recommendations that the handbook be updated to reflect the approved changes of the allowance bands.
- f) The Chairman introduced to the members Mr. Rohan Marshall from 'Start With Safety' (SWS), who was a consultant assisting the Safety department with identifying safety issues and providing corrective measures.

Chairman Initials el

Recording Secretary Initials JS



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PACI BOARD OF DIRECTORS MEETING

- g) Mr. Marshall from "Start With Safety" gave a presentation to the members on the now completed safety report for PACI. The Board members queried about the certificates and training presented to them in various meetings before Ms. McField's tenure. Mr. Marshall explained that he completed a thorough investigation, and there were some areas of concern, such as training, that he thought needed immediate attention. Mr. Marshall informed the members that he had to move his investigation from an audit to an assessment.
- h) After the members reviewed and discussed the SWS assessment report, the members discussed the need to continue using "SWS" to assist with identifying and facilitating formal training for PACI staff.
- i) The Chairman thanked Mr. Marshall for his assistance with the safety assessment. The Chairman explained that as a part of this exercise, he is requesting the Secretary to the Board to liaise with Mr. Marshall once the Port Director is on Board and to schedule a meeting for them to discuss the assessment further, as the Port Director's input was essential in addressing the pending issues.
- j) The motion for the approval of the minutes which were conducted by round robin; minutes #498 were approved on May 23rd, 2022. The Queens Jubilee space was approved by the members on May 24th, 2022. The Port Director's letter of appointment was approved on May 25th 2022. The letter to Cabinet referenced bonus was approved on May 26th 2022. The lease agreement for Snappers Bar and Grill was approved on May 27th 2022.
- k) The members discussed and agreed that the board along with the APD and the incoming Port Director would work on the hiring of Public Relations personnel.
- l) Mr. Bodden agreed and pointed out to the members that most SAGC's have hired Public Relations personnel to manage and disseminate information.
- m) The members discussed the Internal Audit Services (IAS) report. The members moved that a letter of response was to be completed and addressed to IAS. The motion was moved by the Deputy Chairman and seconded by Mr. Matthew Adam. All members unanimously agreed.

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- n) Mrs. Jackie Scott-Rankine gave a basic layout of the CAPEX report, which led to the discussion of moving forward with the purchasing of vehicles for the Brac port.
- o) The Chairman brought forward the motion to approve purchasing the two vehicles for Cayman Brac port. The motion was moved and approved by all members.
- p) Mr. Adam updated the members on the NDA documents/staff contracts and explained that the Attorneys were currently reviewing the documents.
- q) Mrs. Arch gave a brief introduction to the Importers Sub-Committee and introduced the committee members.
- r) Mrs. Arch advised the Board members that she would like to be involved with the Audit and Risk Sub-Committee process as there is an expectancy for members to vote on agenda items.
- s) Mrs. Scott-Rankine explained the functions of the Audit and Risk Sub-committee. She explained that all members are reviewing the minutes of the last meeting to make the relevant adjustments and corrections before the full board votes to approve the decisions in the minutes.
- t) The members discussed the request from Snappers Bar and Grill for a reduced rate as was previously agreed for the other Royal Watler vendors. All members unanimously agreed to extend the reduction to Snappers Bar and Grill.

There being no further business to discuss the meeting was adjourned.



Mr. Cline Glidden – Chairman

Date: July 27 2022



Ms. Joanna Shaw – Recording Secretary

Date: July 27 2022



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