

MINUTES – MEETING # 503

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 16th, 2022 at 1:30 PM.

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 (By zoom)
- VI. Ms. Irma Arch, JP – Board Member (By zoom)
- VII. Stran Bodden – Ministry of Tourism
- VIII. Mr. Dale Christian – APD
- IX. Mrs. Carilee Bolen – Board Member
- X. Mr. Michael Nixon – Ministry of Finance (By zoom)
- XI. Mr. Charles Clifford – Cayman Islands Customs and Border Control

Invited Guest

- I. Mr. Donovan Hutchinson – Acting Deputy Director of Finance and Facilities



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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

Nil.

MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

NEW BUSINESS

Port Authority Fuel Agreement

- a. Mr. S. Bodden explained that there was a request on the current fuel contract and PACI's procurement process. The APD gave a summary of the fuel agreement between PACI and SOL. The Acting Deputy Director of Finance and Facilities (ADDDFF) further explained the current fuel agreement with SOL and PACI purchasing fuel. After additional discussions, all members agreed that the APD and the ADDFF review the current fuel agreement and provide an update at the next board meeting. **The Chairman requested that the CO respond to the inquiry, explaining that the contract will be reviewed and the members will respond after the findings.**

ISA 260 Letters 2021 – Internal Audit Findings

- b. The Acting Deputy Director of Finance and Facilities (ADDDFF) presented the Auditor General Report. The ADDFF explained the International Standard and Auditing (ISAA) report to the members. He explained that the (ISSA 260) letter was sent to PACI, outlining the Auditors' and PACI's responsibilities. The ADDFF gave the Audit Report's findings which he acknowledged that PACI financials were doing well.

Budget Resolution

The Acting Deputy Director of Finance and Facilities (ADDDFF) presented an overview of the Budget Resolution to the members. The ADDFF explained the need for new hires for vacant positions and discussed the staffing cost for 2022 and 2023. The ADDFF then reviewed PACI's proposed



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recruitment needs and the organizational chart. **The motion was moved to approve the staffing cost for 2022/ 2023 by Mrs. J. Scott-Rankine and seconded by Mrs. Carilee Bolen.**

Update on NDA form

Mr. M. Adam advised the members that he had met with the Port Authority lawyers and that two contracts were drafted for senior-level and line staff. The Lawyers were also in the process of preparing the NDA form. He pointed out that there was a recommendation from the lawyers for an addendum to be added to staff contracts for confidentiality. The members agreed that the NDA and staff confidentiality project would be a task for the new Port Director. The Chairman thanked Mr. Adam for his work and update on this project.

Update on Staff Contracts

The members reviewed the revised contract and the recommendations made by PACI lawyers on PACI staff contracts.

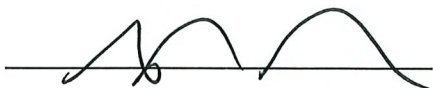
Subcommittee for Importers

Mrs. Irma advised that a meeting was scheduled with the Importers on June 17th, 2022. She advised that there were several members from the Large Importers on board. Mrs. Irma went over the agenda for the upcoming meeting with the members.

Any other Business

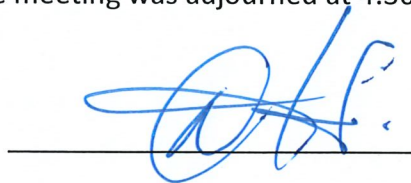
Members were reminded of the PACI Father's Day event, scheduled for June 17th, 2022, at 4:00 PM at the CDC compound.

There being no further business to discuss the meeting was adjourned at 4:30 pm.



Mr. Cline Glidden – Chairman

Date: September 16, 2022



Ms. Joanna Shaw – Recording Secretary

Date: September 16, 2022



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