

## **MINUTES – MEETING # 505**

### **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 July 21<sup>st</sup>, 2022 at 1:30 PM.

#### **1. WELCOME AND CALL TO ORDER**

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:32pm. Mr. A. Bodden opened the meeting with a word of prayer.

#### **2. ATTENDANCE AND APOLOGIES**

##### **Members Present:**

- i. Mr. Richard Parchment – Deputy Chairman
- ii. Mr. Ashton Bodden, JP
- iii. Mrs. Jacqueline Scott-Rankine – Board Member
- iv. Mr. Matthew Adam – Board Member
- v. Mr. Charles Clifford – Cayman Islands Customs and Border Control
- vi. Mr. Cline Glidden – Chairman
- vii. Mr. Paul Hurlston – Port Director

##### **Apologies for Absence:**

- viii. Mr. Michael Nixon – Ministry of Finance
- ix. Ms. Irma Arch, JP – Board Member
- x. Mrs. Carilee Bolen – Board Member
- xi. Mr. Stran Bodden – Ministry of Tourism

##### **Invited Guest:**

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



## PACI BOARD OF DIRECTORS MEETING

### xiii. 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.

### xiv. REVIEW AND APPROVAL OF MINUTES

The Minutes for Meeting #502, #504 were reviewed and corrections were to be amended and sent to the Chairman for signatures.

### MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

### NEW BUSINESS

#### Importers Subcommittee Report

- a. Item b on the agenda, was deferred to the next Board meeting. The Chairman advised members that this sub-committee is fully functioning, as there were some concerns raised during the previous meeting from some of major importers regarding the delivery times of some refrigerator containers. The Port Director and the Acting Deputy Director of Operations was asked to address this matter.

#### Audit and Risk Report

- b. Ms. J. Scott – Rankine updated the Members that the Evergreen contracts following comments from the Port Attorneys were sent to the Port Director for his review. A discussion ensued on certain changes that should be including in the updated contract. The Chairman highlighted some of these concerns in particular the existing employment contracts renewal period(s) and confidentiality of Port Information. The Members discussed the renewal period, made recommendations, and requested the changes be finalized by the Port Director.
- c. **PR Consultants update**  
The Port Director said that the process is on track to engage a P.R. consultant for PACI. An update will be given at the next meeting.

Chairman Initials cl Recording Secretary Initials JS



**CAYMAN PORT**

P (345) 949-5820 ~ F (345) 949-5820 ~ E [info@caymanport.com](mailto:info@caymanport.com)  
45A Harbour Drive, P.O. Box 1358, Grand Cayman Ky1-1108, Cayman Islands  
THE ELITE PORT OF EXCELLENCE ~ [WWW.CAYMANPORT.COM](http://WWW.CAYMANPORT.COM)



## PACI BOARD OF DIRECTORS MEETING

### Medical Marijuana Policy

- d. The Chairman enquired of Mr. Clifford as to whether the CBC /and or the Portfolio of the Civil Service have a policy on the use of medical marijuana by staff. Mr. Clifford said that to his knowledge there is no specific policy but he understands the Portfolio of the Civil Service maybe developing such a policy. He undertook to verify this and will update the Board.

### Safety Audit Report

- e. The PD said that he would be meeting with Mr. Marshall from "Start with Safety "and give the Members an update in due course.

### RWT Leases Extensions

- f. The Chairman noted that the Finance Manager advised that the lease extensions process was on the way. The Members discussed the leasing period going forward from expiration in November 2022. The Board agreed that the leases going forward would be offered for a five-year (5) period. The PD will have the PACI Attorneys incorporate this into all new leases

### g. Safe Haven Facility

The Safe Haven boat operators had asked for the restrooms facilities to also be opened on those days that cruise ships are not in Port. The Board discussed the response from the Facility Manager regarding the operating cost to extend the operational hours for the Safe Haven facility. The PD suggested to the Members that he would work on a solution to resolve the issue.

**Members agreed to allow the PD to work with the operators to finding a solution.**

## 7. OTHER BUSINESS

### Final IAS Report

- a. The Chairman updated Members on the IAS report and a meeting that were held with them to clarifying and correct the findings contained in their Report. The Chairman pointed out that Members would be able to review a copy of the corrected final report at a later date. The Chairman apologized to the Members for any inconveniences the initial report may have caused and thanked them for their continued support as PACI Board Members. He also expressed his gratitude to the Acting Deputy of Internal Audit Service for diligently reviewing the Board's case and making the necessary changes.

Chairman Initials CL Recording Secretary Initials JS



**CAYMAN PORT**

P (345) 949-5820 ~ F (345) 949-5820 ~ E [info@caymanport.com](mailto:info@caymanport.com)  
45A Harbour Drive, P.O. Box 1358, Grand Cayman Ky1-1108, Cayman Islands  
THE ELITE PORT OF EXCELLENCE ~ [WWW.CAYMANPORT.COM](http://WWW.CAYMANPORT.COM)

## PACI BOARD OF DIRECTORS MEETING

### Remuneration

- b. The Chairman advised the Members that Cabinet had approved an increase in the remuneration stipend to Board Directors, under **section 13** of the Public Authorities Act. The effective date would be as of July 12<sup>th</sup>, 2022.

### Dock Side Workers

- c. A request from the Dock Side Workers group working at the Royal Walter Cruise Terminal to add a small tour booth was approved.
- d. **Interest for a Resturant at Spotts dock**  
A request from Jo' Fish Fry company to operate a temporary food stand at the Spotts Dock location, was Not Approved.

### Acting Allowances

- e. The Acting Deputy Director of Finance and Facilities (ADDF) explained the salary "night allowance bands" and sought approval. **The Members discussed the request and approved the night allowance for the position requested.**

There being no further business, the meeting concluded and was adjourned at 4:30pm on July 21<sup>st</sup>, 2022. The date of the next scheduled meeting is August 4<sup>th</sup> 2022.



Mr. Cline Glidden – Chairman

Date: August 4, 2022



Ms. Joanna Shaw – Recording Secretary

Date: August 4, 2022



CAYMAN PORT