

MINUTES – MEETING # 511

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 November 29th, 2022 at 12:30 PM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:30pm. Mrs. C. Bolen opened the meeting with a word of prayer.

2. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mrs. Jackie Scott-Rankine - Board Member
- iv. Mrs. Carilee Bolen - Board Member
- v. Mr. Michael Nixon - Ministry of Finance (By Zoom)
- vi. Mr. Paul Hurlston - Port Director ("PD")
- vii. Mr. Matthew Adam - Board Member
- viii. Mr. Perry Powell on behalf of Mr. Stran Bodden - Ministry of Tourism and Transport

Apologies for Absence:

- ix. Mr. Ashton Bodden, JP - Board Member
- x. Mr. Charles Clifford - Cayman Islands Custom and Border Control
- xi. Ms. Irma Arch, JP, - Board Member

Invited Guest:

Mr. Donovan Hutchinson - Acting Deputy Director of Finance and Facilities ("ADDF")

3. 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.

4. REVIEW AND APPROVAL OF MINUTES

Nil.



CAYMAN PORT

5. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

NEW BUSINESS

Cruise and Port Revitalization Update

- a) The Deputy Chairman provided an update informing the members that he had reached out to the Disney Cruise Line and their engineers to schedule a meeting by zoom for December 14, 2022. The Deputy Chairman advised that he will provide an overview of the discussion with Disney at the next Board meeting.

Hog Sty Bay Day 2023

- b) The Chairman reminded the members that there was a request to use the RWCT for the Hog Sty Bay Day event on February 26, 2023. The Chairman reminded the members that item (b) was approved at the last meeting. The Chairman, requested the recording Secretary to send an email to the Constituency office notifying them of the Board's approval.

Lease Renewals Update

- c) The Audit and Risk Committee Chairwoman reminded the members that in the last meeting, a market assessment was provided by Lands and Survey and there were recommendations made for an increase to the lease rates. The Chairwoman explained that she had reached out to the DDFF for an update on the completion of the leases from PACI Lawyers as the renewal date was quickly approaching. The Chairwoman noted that there was an email sent by the PACI Lawyers and requested that the DDFF is to give an overview of the email. After discussing the renewal period of the rent, the increase and the CAM charges, **the proposal was approved by all members.**

Evergreen Staff Contracts

- d) The Port Director informed the members that he had instructed the Human Resources Manager to start on the revamping of employee contracts. The Port Director advised that the contracts are in progress but may not fully be completed until early next year. The Port Director explained that he has recommended that the Human Resources Manager start the hiring process for the HR unit as the department is understaffed. The Port Director informed the members that he will update them on the progress of the contracts and the HR staffing matters.




6. OTHER BUSINESS

- a) The Port Director presented to the members the revised organizational chart. The members reviewed the revised chart and approved the proposals. **Mr. M. Adam moved a motion for the approval of the revised organizational chart and Mr. R. Parchment seconded. The motion was passed.**
- b) The Port Director advised the members that two vehicles were now added to PACI fleet and there was a purchase made for a generator which was taken from the CAPEX budget.
- c) The Board considered a proposal to pay a motor vehicle allowance to the Port Director in lieu of the provision of a fully maintained motor vehicle that is included in the Port Director's contract of employment. After discussion a motion was moved by **Mrs. J. Scott-Rankine moved the motion for the approval of the car allowance for the Port Director Mrs. C. Bolen seconded. The motion was passed.**
- d) The Port Director gave a brief presentation on the issues of outstanding vacation and why many employees were unable to take vacation days. The Port Director requested that the Board consider a one time pay out for all outstanding vacation days allowing grace for a five (5) vacation day carry over. Mrs. J. Scott-Rankine recommended that employees should be advised that taking vacation is essential and should be taken going forward. Mr. R. Parchment recommended that by January 31st a vacation schedule should be in for all employees. The Port Director requested that the DDFF is to put forward the calculations and the cost and the Board will meet by Round Robin to decide.
- e) The Chairman gave an overview of the meeting that was held with the Governor and updated the members on the decisions made.

There being no further business, the meeting concluded and was adjourned at 3:37pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: December 29, 2022

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