

MINUTES – MEETING # 513

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 January 20, 2023 at 12:30 PM.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:15pm. The CO 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
- ix. Mr. Ashton Bodden, JP - Board Member
- x. Ms. Irma Arch, JP, - Board Member

Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border Control

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



4. MATTERS ARISING FROM PREVIOUS MINUTES

Nil.

5. NEW BUSINESS

Safety Report Update

- a) The P.D. advised that the safety manual for the Port was being updated. He pointed out that due to a recommendation from "Start With Safety", the Port is in the process of forming a Safety Committee. The Port Director explained that Port with the partnership of "Start With Safety", will be organizing safety training for the staff. The PD explained that he is looking at all aspects of safety and have revisited the staff handbook and safety policy will be revamped. Mrs. J Scott-Rankin expressed that a safety report would be beneficial for the Board to review at the monthly Board meetings. The P.D. agreed that a safety report will be provided at the Board meetings.

Lease Renewal Agreement Extensions

- b) The P.D. advised that there were ongoing discussions with the lawyers on the lease proposal. The Chairman mentioned that there were some areas of the lease (time period) that is being reconsidered. The P.D informed the members that the leases are still being reviewed and that the recommendations will be addressed. After discussions, **all members of the Board approve the continuation of lease process.**

Public Relations

- c) The P.D. informed the members that a Public Relations company had reached out to offer their assistance to manage the relationship between the media and the Port Authority. The members discussed and made the decision to move forward in using the Public Relations company to assist the Port. The Port Director shared a drafted response to various statements that was made regarding the Port Authority and requested that the Members review and approve the responses. After the review and recommendations put forward the **Deputy Chairman moved a motion for the approval of the drafted response and Mrs. C. Bolen seconded. The motion was passed.**

6. OTHER BUSINESS

Port Expansion project

- a) The Chairman informed the members that the Deputy Chairman, the Port Director, and himself met with Caucus and gave a presentation on the Port Authority which was previously approved by the Board. The members reviewed and discussed recommendations for the Port expansion project.




Vacation Pay

- b) The P.D. informed the members that he worked on the Vacation pay out for the end of the year. He explained that most staff members had applied for their vacation days, and that this significantly brought the projection of carry-over days down. He explained that the staff would receive the one-time payment and that they would be able to carry over up to five (5) days for the new year as per the Port's handbook section (2.14.2).

Importers Committee

- c) The Chairwoman updated the members that the committee continued to have meetings. She explained that the importers were happy to have their issues quickly resolved by the Port and looked forward to working with the committee in the new year.

There being no further business, the meeting concluded and was adjourned at 4:00pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: February 16 2023

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