

MINUTES – MEETING # 514

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 February 16, 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 1:30pm. The Ashton Bodden 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. Ashton Bodden, JP - Board Member
- ix. Ms. Irma Arch, JP, - Board Member

Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border Control
Mr. Stran Bodden - Ministry of Tourism and Transport

Invited Guest:

The ADDFF – Mr. Donovan Hutchinson

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



CAYMAN PORT

Port Revitalization Review

- d) The Deputy Chairman advised members that on March 20th – 21st the Disney engineering team will be visiting Cayman to complete their assessment of Cayman's cruise port experience and review the overall guest flow experience. He further explained that the group selected one of the busiest days for the team to conduct their review. He informed the Chairman that there would be a PACI team which includes himself, the PD, the Cruise and Security manager and the Facility Manager on the site tour with Disney.

Port Vehicle Tracers and Decals

- e) The Deputy Chairman queried if all Port vehicles were outfitted with a location device and if all vehicles had the Port Authority decal displayed. The P.D. explained that to his knowledge all vehicles except two of the Port vehicles have the decal. He explained that there were new vehicles purchased and that he will work with the Fleet Manager to have them both outfitted.

Tariffs Increase

- f) The A/R Subcommittee Chairwoman advised that a proposal was drafted last year that was supposed to be reviewed and signed by the Port Director before going to the Cabinet office. The draft was still being reviewed by the Audit and Risk Committee as there are some additional amendments to be made. The Audit and Risk Committee Chairwoman explained that the Deputy Director of Finance and Facilities will present the completed document for the Board to review and approve, and to then be send on to the Cabinet office.

Staffing Issues

- g) The P.D. informed the members that he was meeting with the Taxi Dispatchers who expressed their concern about their time being deducted from them in 2010. A discussion ensued and the members recommended that the P.D. liaise with the Port lawyers for legal advice on the matter.

Hiring of a Project Manager

- h) The Chairman informed the members that Caucus had accepted the proposal for the cargo relocation project but would like an independent Consultant that would review the presentation and give an independent report. The Board acknowledged and offered their support to the P.D. who is to liaise with the CO to gather the relevant information discussed and to present an upcoming Board meeting to move forward with the hiring process of a Project Manager.

6. ANY OTHER BUSINESS

Financial Report

- a) The Acting Deputy Director of Finance and Faculties briefed the members on the Financials report for 2022. The ADDFF gave a detailed presentation of the report to the members. The Deputy Chairman requested that the ADDFF review dates for the Board's annual Financial Retreat.



The Minutes for Meeting #513, were reviewed and accepted by all Members. Mr. Richard Parchment moved that the minutes #513 be accepted and Mr. Ashton Bodden seconded the motion.

4. MATTERS ARISING FROM PREVIOUS MINUTES Nil.

5. NEW BUSINESS

Ritch and Connolly

- a) The Port Director introduced Mr. D. Collier of R/C, who presented research on the topic of PACI's position grading that had been completed at the request of the board. After reviewing the submission, The Deputy Chairman reminded the members that the CO in a previous meeting had advised that once the job descriptions were to be re-evaluated, the job descriptions could then be resubmitted to The Portfolio of the Civil Service, for regrading. The Audit and Risk Committee Chairwoman expressed her concerns regarding the salary bands. Mr. D Collier reviewed the Public Authority Act subsection two (2) and three (3) with the members. After discussion, the members acknowledged and approved the recommendation to engage PoCS and the Auditor General with the recommendation brought forward from the P.D. **The proposal was approved to move forward by all members.**

Lease Renewal update

- b) The P.D. discussed the tenant leases and advised that the lease renewals were completed and would be available for all tenants to sign on February 23, 2023, and P.D. has instructed the staff to notify the tenants of Royal Walter with that information. The Acting Deputy Director of Finance and Facilities was asked by the members about leases for the government tenants and was advised that it was also ready.

Monthly Security Reports

- c) The Audit and Risk Subcommittee Chairwoman enquired if a Safety committee was established for the Port. The Port Director informed the members there was a safety committee established and the committee had their first committee meeting on September 6th 2022. The P.D. provided the members with the monthly safety report and committee meeting minutes. The P.D. explained that Mr. R. Marshall is an invited guest to the meetings. The P.D. explained that he is satisfied with the new safety committee. The A/R Subcommittee Chairwoman enquired about the safety handbook and if there was a timeline set for the completion. The P.D. explained that the handbook is in progress. He informed the members that there were a few trainings sessions on the arising for the staff and that there was an RTG training scheduled in March. The A/R Chairwoman expressed that there should be a guidance, standard operating procedures for the safety committee. The Chairman expressed that he would like to see CPR/First Aid training and health and safety training for the staff. The P.D. briefed the members on the incident that happened at the cargo distribution center. The Deputy Chairman requested that there should be a new protocol for reporting major incidents that happens on port. The P.D. agreed that moving forward there will be a protocol set in place for reporting major incidents at the port.



There being no further business, the meeting concluded and was adjourned at 4:30pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: March 23, 2023

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