

MINUTES – MEETING # 516

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 April 20th 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 Deputy Chairman 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. Paul Hurlston - Port Director ("PD")
- vi. Mr. Matthew Adam - Board Member
- vii. Mr. Ashton Bodden, JP - Board Member
- viii. Ms. Irma Arch, JP, - Board Member
- ix. Mr. Stran Bodden – Ministry of Tourism, Transport and Ports

Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border Control

Mr. Michael Nixon – Ministry of Finance

QUORUM

IT WAS RESOLVED that in accordance with Section 17(1)(g) of the Public Authorities Act (2020 Revision), a quorum of the Members who are entitled to vote, were present and business could proceed.

3. REVIEW AND APPROVAL OF MINUTES

Minutes - 515 was reviewed and minor amendments were made. The minutes were approved on a motion moved by Richard Parchment and Seconded by Matthew Adams. All members voted in favor.



Cruise Revitalization Update

- a) It was noted that Disney Engineering Team had completed their review of the PACI cruise facilities as of its requested revitalization proposal. The Disney team will arrange a meeting to lay out their findings and offer some simple suggestions for cruise passengers enhancements. The Deputy Chairman requested that the Board Secretary send out the meeting date and the link to the relevant attendees for the upcoming session. A discussion ensued on a feasible meeting date with Disney to addressing their findings and recommendations. The Chairman requested that CO Bodden extend the invitation to the Minister for the meeting.

Evergreen Contracts Renewal

- b) It was reported by the Port Director that the “Evergreen contracts” have been 100% completed and 80% have been now been signed by PACI’s staff.

4. NEW BUSINESS

Letter to Cabinet on Port Fee

- a) The Chairman discussed the Port fee proposal that was presented by the Audit and Risk Sub-Committee addressed to the Ministry. A summary of the overall Port Fees Schedule was tabled along with the approved CAPEX report to the Board. Areas within the Port Fee Schedule to be considered for Fee increases were identified by the Port Management and was vetted by the Audit and Risk Sub-Committee. Each fee increase proposal were discussed by the Board with some minor changes suggested, the Board then unanimously approved the Fee increase proposal. It was further discussed that the increase fee proposal amount would benefit much of the infrastructure / security and equipment upgrades identified in the approved CAPEX report for the continued Port Operations. **The Members approved the Proposed Fee increase and the Port Director was instructed to have the letter revised with the approved changes.**

Staff Working Hours

- b) The Chairman noted that members had received the legal advice from Ritch and Connolly law Firm addressing the Staff extra working hours sent by email from the Board Secretary. Having reviewed the legal advice tabled, and given then the circumstance which notes that in 2019 the former Acting Port Director had given instructions to increase staff working hours by an extra ½ hour per day, following the COLA, that was awarded to all civil servants. It was further noted that during the former Acting Port Director, Ms. McField’s tenure, the staff protested about the extra ½ hour required to work each day, which was well documented in her report to the Board and that they were not adequately being compensated for the additional time worked. The legal advice notes the potential liability for the Port Authority.

The Board agreed unanimously and instructed the Port Director to draft a letter of the findings, which will be submitted to the Ministry.

The P.D. advised that he would assess the hours for all departments and advised the members. **All members agreed that the P.D. would conduct an assessment and provided the findings.**



Audit and Risk Sub-Committee Report

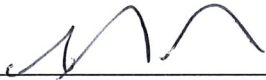
- c) The Chairman thanked the Audit and Risk Sub-Committee for their assistance in working on the numerous projects and their completion. The members reviewed the report. The members agreed to set the Board Annual Budget retreat for May 19th, 2023, to review the CAPEX report. **All members agreed to defer the report discussion until the upcoming Board Annual Budget retreat.**

5. ANY OTHER BUSINESS

Little Cayman Inspection

- a) The Deputy Chairman suggested since Mr. Ashton Bodden lives in Cayman Brac, and the board had previously visited the Little Cayman Port site, the board authorize Mr. Bodden to visit the site and conduct an inspection and present his Port findings at the upcoming Board Annual Budget retreat.

There being no further business, the meeting concluded and was adjourned at 4:10pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: 9 July 2023

Date: July 9th 2023

