

## MINUTES – MEETING # 528

### 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 Seafarers Way, Grand Cayman, Cayman Islands on March 27<sup>th</sup> 2024 at 12:30 PM.

#### 1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:16 PM. Mr. J. Francis gave 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 (zoom)
- v. Ms Irma Arch - Board Member (zoom)
- vi. Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports (zoom)
- vii. Mr. Charles Clifford - Cayman Islands Custom and Border Control
- viii. Mr. Bruce Smith, Director Designate - Cayman Islands Custom and Border Control

##### Apologies for Absence:

Mr. Ashton Bodden, JP - Board Member

Mr. Matthew Adam - Board Member

##### Invited Guest:

Mr. Courtney Wisdom – Facility Manager

##### 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

Meeting Minutes #527 were reviewed, Mrs. C. Bolen moved the motion to accept the minutes and Mr. R. Parchment seconded. The motion was passed.



## MATTERS ARISING FROM PREVIOUS MINUTES

### Update on Tortuga Rental Space

- a) The Port Director reminded the Board Members that in a previous meeting, it was discussed that the Port Authority lease agreement with Tortuga at the Admin building had expired and did not have a renewal clause. He expressed that he is requesting the additional space to be repurposed for the use of the Port for offices. A discussion ensued. **Mrs. J. Scott-Rankine moved the motion for the Tortuga Company to receive adequate notice, which includes a three (3) month-to-month extension starting in April and ending in July 2024. Mr. R. Parchment seconded the motion. All members agreed.**

## NEW BUSINESS

### Update on the Rebuilding of Cayman Brac

- a) The Facilities Manager gave a presentation to the members with an update on the work completed at Cayman Brac Port. He explained that Port operations have been up and running since February 9th, 2024. The Facilities Manager explained that the port staff was completing the work and that two projects were underway at the Brac's location that went through the procurement process. The Facilities Manager advised that the Safety Committee was working on a NorWester policy. He explained that the committee would forward the policy to the Port Director for review once completed. The Members discussed that the collection of goods protocols needed to be implemented for severe weather events. The Chairman thanked the Facilities Manager and his team for their outstanding work.

### Cayman Brac Auction

The Deputy C.O. enquired as to why there were no auction at the Brac's location for goods that were unclaimed. The Port Director explained that an auction was never done but will review the possibilities of arranging auctions similar to Grand Cayman Port.

### Flag and Flag Pole

The Facilities Manager reported that the flag pole project was completed. The flagpole base was erected and the flag was received. The Chairman requested that the Deputy CO is to inform the Minister and to enquire when will be a great time to have a ceremony. **The Deputy CO is to advised of the Minister's decision at an upcoming meeting.**

- b) **Deloitte Job Descriptions – Presentations - Deferred**

### Update on Recruitment Process

- c) The Port Director gave a detailed update on the recruitment process. He explained that there are currently three critical positions being advertised. The Port Director shared that the candidates had now been initially shortlisted, and an interview committee was being put together, which consisted of a member from one of the accounting firms familiar with the Port, the Human Resources Manager, and the other operations staff. He shared that he was asked to have the CO for the Ministry of Ports on the committee, which he did not initially have a problem with. Mr. R. Parchment commented he had two points to raise regarding this notice. He explained that





previously, the Board was advised by the Auditor General's Office that Board Members were not to be placed on operational committees. Although the CO was a non-voting member, Mr. Parchment believed this could create an issue. Mr. Parchment pointed out that regardless of the impartiality of the CO, he thought that his presence on the committee would be viewed as the CO of the ministry and not as a regular committee member. A discussion ensued. The Port Director requested that all the pending positions be readvertised. **The motion was moved by Mrs. I. Arch and seconded by Mr. R. Parchment for the Port Director to move forward with advertising the positions. All members agreed.**

## Introduction of CBC Director (Designate)

- d) Mr. C. Clifford introduced Director Designate Mr. Bruce Smith. Mr. Clifford informed the Members that Mr. Smith will take over his role in July. He briefed the Members on Mr. Smith's role throughout CBC. The Chairman and Members welcomed Mr. Smith to the meeting.

## Transfer of Leases at RWCT

- e) The Port Director advised that there was a matter of tenants who currently have a lease with the Port and would like to know the protocol for selling their company and transferring their lease with the Port to new owners. A discussion ensued. Mrs. J Scott-Rankin advised that the Port Director is to seek legal advice and give an update at a future Board meeting.

## Audit and Risk Sub-Committee

- f) The Audit and Risk Sub-Committee Chairwoman gave the Members an overview of February's meeting minutes. The motion to approve the minutes was moved by Mr. R. Parchment and seconded by Mrs. C. Bolen.

## Equipment Purchasing Update

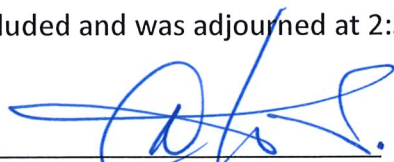
- g) The Port Director informed the Members that the Port has started the first stages of acquiring new equipment. He briefed the members on what equipment was being purchased and that the ADDFF was in the process of establishing business cases for the equipment that the Port was seeking to purchase. The Chairman reminded the Members that the Government was aware of the critical nature of the equipment. A discussion ensued. **All Members agreed that the Port Director and ADDFF move on with the acquiring of new equipment project for the Port.**

## ANY OTHER BUSINESS

- h) Nil.

There being no further business, the meeting concluded and was adjourned at 2:38pm.

  
Mr. Cline Glidden – Chairman

  
Ms. Joanna Shaw -Board Secretary

Date: 29.4.2024

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