

## MINUTES – MEETING # 532

### AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the was held in the PACI Administration Building in the Boardroom, 113 Seafarers Way, Grand Cayman, Cayman Islands on July 26<sup>th</sup> 2024 at 12:30PM.

#### 1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:00 PM. Mr. Richard Parchment gave a word of prayer.

#### 2. ATTENDANCE AND APOLOGIES

##### Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mrs. Carilee Bolen - Board Member
- iv. Ms Irma Arch - Board Member (zoom)
- v. Mr. Perry Powell for Mr. Stran Bodden - Ministry of Tourism and Ports (zoom)
- vi. Mr. Matthew Adam - Board Member (zoom)
- vii. Mr. Ashton Bodden, JP - Board Member

##### Apologies for Absence:

Mr. Charles Clifford - Cayman Islands Custom and Border  
Mrs. Jackie Scott-Rankine - Board Member  
Mr. Michael Nixon - Ministry of Finance

##### Invited Guest:

Mrs. Isidora Eden - Human Resources Manager  
Mr. Christopher Krohn - Information and Technology Manager  
Mr. Courtney Wisdom – Facilities Manager  
Mr. Julius Jackey – Safety 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 #530 were reviewed, Mrs. C. Bolen moved the motion to accept the minutes and Mr. M. Ashton seconded. The motion was passed.

## MATTERS ARISING FROM PREVIOUS MINUTES

### Update on Cranes and Equipment Purchase

- a) The Port Director briefed the Members on his trip to meet with the two companies and their representatives with whom the Port is interested in purchasing the equipment: the top loader and the cranes. He explained that the Port had put forward a business case, which the procurement committee rejected. The Port Director pointed out that he scheduled a meeting with another company to give insight into what is required for the Port Authority to move forward. The Port Director said he does not see an issue with going to market for the forklifts. He reviewed the equipment he is seeking to purchase for the Port Authority with the members in detail. The Chairman explained that what was expressed to him was that whilst it was a good presentation, not including pricing comparisons from other companies, played a major part in the presentation not being approved.
- The Deputy Chairman explained that when the other business case is being completed, adding the cost of training and supplies should be included for comparative purposes. The Port Director explained that he is waiting for CBC's response to the proposal.
- The Chairman asked if the staff would be trained on these new machines being purchased. The Port Director explained that specific employees will be selected for training courses for the selected machines. He informed the Board that the representative from Leap Year is planning a trip to the Port Authority to meet and speak with the team. He pointed out that we are looking at (6) six to (8) eight months for completion for the cranes from the time of purchase.

## NEW BUSINESS

### Update on Recruitment Process

- a) The Human Resources Manager, Ms. I Eden, gave the Members a detailed presentation on the Organizational chart. She presented four different views of the organizational chart to the Board. She explained that the organizational chart was approved at the last Board Annual Retreat meeting, but a few adjustments needed to be made, and she was requesting the Board's approval on the adjustments. A discussion ensued.
- The Deputy Chairman pointed out that the post of a Public Relations officer is essential and should play a role in the revising of the organizational chart. The Port Director explained that the position is included in the new revisions. The Chairman explained that the proposal should consist of the need for three Deputy Directors.
- The Human Resources Manager noted that the three Deputy Director positions were added. She requested that approval be giving for Human Resources to move forward with the recruitment process. She explained that the only option that includes the three Deputy Director positions is option # 2 (two) and option # 4 (four) organizational chart. She pointed out that options # 4 (four) also offers an Assistant Port Director position.
- The Port Director gave a brief overview of why the (Assistant Port Director) position is would be beneficial for the Port succession planning. He explained that he would also like to add a dock supervisor and a fuel truck driver position which was included in # 4 organizational chart. The Large Importer Sub-Committee Chairwoman, Mrs. I. Arch, pointed out that if we look at succession





planning, the right direction to move forward would be to select option #4 (four) organizational chart as it provides for succession planning and the Assistant Port Director position. A discussion ensued.

**Mr. R. Parchment moved the motion to adopt option # 4 (four) of the proposed organizational chart for the Port Authority, and Ms. I. Arch seconded the motion. All Members agreed.**

The Chairman requested t an update on the recruitment process. A discussion ensued.

The Large Importer Sub-Committee Chairwoman, Mrs. I. Arch, pointed out that there is a concern that the current Port Director contract ending date is quickly approaching, and she is enquiring about what action the Board is planning on taking.

The Chairman explained that it was discussed in the Annual Board meeting that the Board would request a contract extension from the Port Director. After the discussion, **Ms. I. Arch moved the motion to extend the Port Director contract, and Mr. A. Bodden seconded the motion. All Members agreed.**

The Chairman thanked the Human Resources Manager for her detailed presentation.

### **Update on Renovations at the Cayman Brac Renovations/ Facilities**

- b) The Facility Manager provided a comprehensive update on the significant progress made by his team at the Cayman Brac facility, reassuring the Board Members about the ongoing work. He explained that the warehouse had been enclosed, and the wall project was completed. He pointed out that the warehouse has been renovated and looks very good and is significantly improved. He pointed out that the Port cameras are operational, the fences are installed, and the mechanic area is back up and running. The Facilities Manager pointed out to the Members that one of the three cisterns had failed. He pointed out that the south cistern in the warehouse had collapsed and needed immediate attention, which his team is currently working on as a project. He provided pictures of the south cistern and the work being completed. The Facility Manager explained that this cistern would be condemned after the repairs were completed. The Facilities Manager pointed out that the Facilities and Cayman Brac teams are still working on outstanding items.

The Deputy Chairman enquired if the Facility Manager had started the inquiries about the upgrade of the light poles in front of the vacant Port property. The Facilities Manager explained that he reached out to someone in government but had not heard back from the representative. He explained that he is still working on getting the information required and will give an update at an upcoming meeting. The Facilities Manager pointed out that the guardhouse needs expansion and repairs at the Port, another project he wants to move forward with. A discussion ensued. **The Members agreed that the Facilities Manager should start getting information and costing for the Board to review and approve.**

The Port Director pointed out that the property is an excellent site for relocating the current Administration building and using then entire warehouse for cargo. All Members agreed.

The Deputy Chairman tasked the Facilities Manager to get some quotes and present them to the Members for review and approval.

The Chairman enquired if there was an update on the flag pole. The Port Director explained that the Port would have to contact an outside contractor for the pole project as the requirement for the specification of the pole, which is about 120 feet in height, is something better for a company specializing in this area to deal with. He explained that they are working to resolve the issue and may have to subcontract the work to be completed. **All members agreed. An update on the flag pole will be given at a future board meeting to keep the issue in the Board's focus.**





## Update on Safety Report

- c) The Port Director gave an overview of the CPR/First training that the staff have attended. He explained that the Human Resources have ensured that the staff were getting their training after a year and half and the team in the Brac will be scheduled for next. There are about 140 employees who are being trained or retrained he would like to thank them for putting the training together. The Port Director explained that he did not have a report readily available and will send an update to the Members. The Deputy Chairman expressed that when the opportunities arise for these training process in the future, it would good to extend it to the Members, as it is beneficial to also be in compliant. **All Members agree.**

## Update for IT Department

- d) The IT Manager gave a detailed report on the projects that he and his team were working on in general day-to-day activities. He pointed out that the major project is the replacement radio system training, which is being worked on now. He hopes to roll out the radios to the employees starting next week. He explained that he is working on the replacement for the core and backup infrastructure; the business case was sent out and approved, and he is currently working on the RFP, but he explained that he would continue the process when he returns to the office. He gave a detailed overview of the system and explained that the system is well-aged and the Port needs a more extensive system. He explained that there was a delay for equipment and parts due to COVID and the supply and demand chain.

The Deputy Chairman enquired about the asset plan that was approved by the board. The IT Manager gave a detailed explanation and informed the Members that most items are getting replaced as needed. He explained about the IT business continuity plan. He explained that it is the same plan that the Port has, which the IT Department follows the Port regulation.

The Chairman enquired if there was an IT Technical committee. The IT Manager explained that there is no such committee at the Port. He explained the protocol for how the IT decisions were made.

The Deputy Chairman enquired if the Port Authority was updated with prevention from cyber security attacks and a cloud strike. The IT Manager explained that the Port could be more protected than the Port currently is, but the Port has installed preventive measures; he gave full details about the preventative measures that the Port takes to avoid the issue. The IT Manager explained that there are plans for a company to conduct a penetration test that will try to break through the Port firewall systems, and from there, a report will be given on the Port's weak areas and the preventive measures. A discussion ensued.

Mr. Perry explained that an IT business continuity plan would greatly benefit the Port. He explained the end of the process to the Members.

The Deputy Chairman expressed his concerns about one person's enormous amount of FOI's. The IT Manager explained that in his training, the Ombudsman ruled that the flood of requests, like what the Port was experiencing, is seen as vexatious. He explained that he sent the rulings of the Ombudsman to the individual requesting the frequent FOI's.

The Port Director expressed a request from a staff member who was requesting to work from overseas. A discussion ensued.

The Deputy Chairman advised the Port Director to have the Human Resource Department conduct research to see if this has been done by other government entities and what policies and procedures were set in place; it is the decision of the Port Director and IT Manager to make the final



decision. All Members agreed. The Chairman thanked the IT manager for his time.


## ANY OTHER BUSINESS

- a) The Chairman briefed the members on the pilot's recent situation in Cayman. A discussion ensued. The Chairman expressed that while it is not a Port Authority affair, a team from the government and the Port Director are working to assist with finding a resolution to the issue. An update will be given at an upcoming meeting.

## Cruise Enhancement Committee

- b) The Deputy Chairman advised the Members that he had connected with the committee. He gave a detailed overview of the meeting and what was discussed. He explained that they are now in a group, with everyone being added to an email. The Chairman expressed that all input or suggestions are welcome.

There being no further business, the meeting concluded and was adjourned at 5:00pm.

  
Mr. Cline Glidden – Chairman

  
Ms. Joanna Shaw -Board Secretary

Date: August 29<sup>th</sup> 2024

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