

MINUTES – MEETING # 534

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, George Town, Cayman Islands on September 26th 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 1:33 PM. Mrs. C. Bolen 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
- v. Paul Hurlston – Port Director
- vi. Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports
- vii. Mr. Ashton Bodden, JP - Board Member (zoom)
- viii. Mr. Michael Nixon - Ministry of Finance

Apologies for Absence:

- Mr. Matthew Adam - Board Member
- Ms Irma Arch - Board Member
- Mr. Bruce Smith - Cayman Islands Custom and Border Control

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



MATTERS ARISING FROM PREVIOUS MINUTES

Update on Business cases for Cranes and Equipment Purchase Forklift

- a) The Port Director gave an update on the business case process submitted to the Public Procurement Committee (PPC) for the equipment. He explained that the Port received guidance and comments from the Public Procurement office. The Port Director pointed out that the Port had submitted documents for a single source purchase which was, in turn, not approved. The Port Director reported that the Port had then redone the business case and was happy to report that it had received the approval of the business case. The next stage is to work on the RFP's. The Port Director advised that the next step of the process, which is to go out to market for prices. A discussion ensued.

Cranes

The P.D. advised that the Central Procurement Office (CPO) gave guidance for the crane purchasing business case and explained that the Port has diligently worked on the documents submitted. Mr. M. Nixon informed the members of the standard procurement process.

The Chairman pointed out that the Port is complying with the rules of the process. Still, due to the critical nature of needing to purchase the equipment, he questioned whether there was another avenue for expediting the process and staying within the processing rules. The Deputy Chairman pointed out an issue with one of the machines. The Port Director gave a detailed explanation of the condition of the 4100 and explained that this particular equipment is 40 years old and was badly deteriorating. The Port Director explained that the boom lift was being repaired and that it was only the 250 that was up and running. A discussion ensued.

A motion was moved by Mrs. J. Scott Rankine for the Port Director to write a letter to the Central Procurement, Public Procurement Office and include the Minister of Tourism and Ports, Minister of Finance notifying them of the critical nature of the cranes and having the difficulty obtaining another one explaining that the Port is following the existing define process which does not allow for a single purchase of this much needed equipment, the Port is requesting special permission to be given that we conclude the procurement of obtaining a crane and Mr. R. Parchment second the motion. All members agreed.

NEW BUSINESS

Safety Report Update, Safety Manual et al

- a) This Items was differed until an upcoming meeting.

Update on Renovations at Cayman Brac Warehouse, Facilities Project

- b) This Items was differed until an upcoming meeting.

Update on the Recruitment Process, Revised Org Chart, Summer interns

- c) The Port Director advised the members of the two Deputy positions and their status. The Port Director explained that positions have been split and sent to PoCs for their reviews. He advised that he had received the update on the Deputy Administration evaluations but is still waiting for the Deputy Finance position shortly; once received, he will submit both posts to be advertised. The Port Director advised that the Deputy Director of Operations post has been filled. The Port Director gave an update on all other pending positions. A discussion ensued. The Chairman brought forward to the



members the matter of the new salary bands/scales issues facing the Port Director. The Port Director reassured the members that he was working on the solutions. The Port Director gave an update on the organizational chart. A discussion ensued.

The Deputy Chairman explained that the CIFEC advised him that the Port had opted out of the program; the Deputy Chairman enquired if the Port Director was aware. The Port Director advised that he was unaware and would look into the situation with the Human Resources Team. The Port Director advised that new intern process will start in November. **The Chairman requested that Mr. J. Francis is to update the CO. The Chairman thanked the Port Director and The Acting Deputy Director of Finance and Administration for filling in while the hiring process was ongoing. All members agreed.**

Audit and Risk Sub-Committee Meeting

- d) The Audit and Risk Sub-Committee Chairwoman reviewed with the Members, the minutes held on September 3rd 2024. The Audit and Risk Sub-Committee Chairwoman pointed out that she had written to the members and received approval via a Round Robin, requesting for approval to put funding into our Royal Bank account on a term deposit, five million dollars, (5,000.000) of the Port Capital and a further one hundred thousand dollars (100,000.00) monthly based on availability. **A motion was moved by Mr. R. Parchment one hundred thousand dollars (100,000.00) monthly based on availability and seconded by Mrs. C. Bolen. All members agreed.**

RTWC Lease

The Audit and Risk Sub-Committee Chairwoman advised that payments were made from tenants.


EV Update

The Audit and Risk Sub-Committee Chairwoman advised that the letter would be drafted by the Audit and Risk Sub-Committee secretary and forwarded to the Board to be reviewed and if approved the Chairman will sign and the documents will be sent to the Ministry.

ANY OTHER BUSINESS

- a) Nil.

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


Mr. Cline Glidden – Chairman


Ms. Joanna Shaw -Board Secretary

Date: 7.11.24

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