

MINUTES – MEETING # 538

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 January 30th 2025 at 12:30pm.

1. WELCOME AND CALL TO ORDER

The Chairman, Mr. Cline Glidden welcomed the attendees and called the meeting to order at 1:44 PM.

2. 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. PRAYER Mr. R Parchment gave a word of prayer.

4. ATTENDANCE AND APOLOGIES

Members Present:

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mr. Paul Hurlston – Port Director
- iv. Mrs. Jackie Scott-Rankine - Board Member
- v. Mrs. Carilee Bolen - Board Member
- vi. Ms. Irma Arch, JP - Board Member (zoom)
- vii. Mr. Joel Francis – Ministry of Tourism and Ports
- viii. Mr. Bruce Smith - Cayman Islands Custom and Border Control (zoom)
- ix. Mr. Ashton Boddin, JP - Board Member (zoom)
- x. Mr. Matthew Adam - Board Member

Apologies:

Mr. Michael Nixon - Ministry of Finance

Invited Guest

Mr. Donovan Hutchinson (ADDFA)

5. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #537 were reviewed and minor adjustments were made to the minutes. Mr. M. Adam moved the motion to accept the minutes and Mrs. C. Bolen seconded. **The motion was passed unanimously.**



MATTERS ARISING FROM PREVIOUS MINUTES

Update on Cranes and Equipment Purchase

- a) The Acting Deputy Director of Finance and Administration (ADDFA) advised that the Port had two active equipment procurement projects on bonfire and gave a detailed outline of the status of the purchasing of the Port equipment. He explained that the Port is at the end of the process with the completion of the bidding process for the head handlers. The ADDFA advised that there is a meeting scheduled with the entity procurement committee to move forward with the recommendations. He pointed out that a report from the meeting will be sent to the Port Director. **An update will be given to the board at an upcoming meeting.**

The ADDFA gave an update on the procurement process for the cranes. He gave a detailed breakdown of the companies who had an interest in the bidding process. A discussion ensued. The Audit and Risk Chairwoman requested that the Management team reach out to other Ports to gather information on their crane purchase practices, **an update will be given at an upcoming board meeting.**

The Port Director gave an update on the repair of the M4100 crane and advised that the part which was under repair, was now on the island and that the Management team will start working on the repairs to the crane on February 3rd 2025. When repairs are completed, the project will be closed. **An update will be given at an upcoming board meeting.**

Update on the NRA Proposed CDC Run Connector

- b) The Deputy Chairman advised the Members that he had a discussion with NRA Managing Director and advised him of the decision taken by the Port Director and the Board on the project. The DC pointed out that there were revisions made to the NRA engineering drawings which he would send to the Members for review. **An update will be given at an upcoming board meeting.**

6. NEW BUSINESS

Update on PAC Meeting

- a) The Chairman gave a detailed update on The Standing Public Accounts Committee (PAC) meeting on January 23rd 2025. The Chairman informed the Members that he was questioned by the committee about the Staff Christmas function. He advised the committee of his response. He advised that the (PAC) requested information on the cost for the 2024 Staff Christmas function. The Chairman requested that the ADDFA further elaborate on the meeting and the request from the (PAC). **A discussion ensued.**
- b) The ADDFA advised the members that many of the requests from the PAC committee was either completed or in progress for completion. He advised that the Audit and Risk Sub-Committee Chairwoman would give an update.

Update on Safety Manual

- c) The Port Director advised of the Safety Manual progress. He explained that as the Safety Manager was unable to attend that the item on the agenda differed. A discussion ensued All Members agreed to differ the item (c). **An update will be given at an upcoming board meeting.**

Audit and Risk Sub-Committee Meeting (A/R Committee)

- d) The Audit and Risk Sub-Committee Chairwoman advised the members that the committee was in process of completing several policies for the Port Authority. She reviewed with the members the various policies that the Audit and Risk Sub-Committee had finalized.



Acting Allowance Policy:

An acting policy was presented and reviewed by Members. A discussion ensued. **A motion was moved by Mrs. J. Scott-Rankine for the acting policy to be accepted. The motion was seconded by Mr. A. Adam. All Members unanimously agreed. A copy of the Acting Policy is to be sent to the Auditor General's Office.**

Entertainment policy:

An entertainment policy was presented and reviewed by Members. A discussion ensued. **A motion was moved by Mrs. J. Scott-Rankine for the acting policy to be accepted. The motion was seconded by Mr. A. Adam. All Members unanimously agreed. A copy of the Entertainment Policy is to be sent to the Auditor General's Office.**

Remuneration of the Cargo night policy:

A remuneration of the Cargo Night Workers policy was reviewed by Members. A discussion ensued. **A motion was moved by Mrs. J. Scott-Rankine for the remuneration of the Cargo night policy. The motion was seconded by Mr. A. Adam. All Members unanimously agreed. A copy of the Remuneration of the Cargo night policy is to be sent to the Auditor General's Office.**

Healthcare Retirement Benefit:

The "Chairwoman" reviewed with the post-retirement Health insurance and medical grounds per the Labour Act with the Members. She advised the Members of the requirements and eligibility for staff to remain on the group medical policy. A discussion ensued. **A motion was moved by Mrs. J. Scott-Rankine for the acting policy to be accepted. The motion was seconded by Mrs. C. Bolen. All Members unanimously agreed.**

Port Director Contract Extension:

The Deputy Chairman advised the Members of his concerns that the Port Director's contract ending date was quickly approaching. He pointed out that since the current Port Director has been on board, the Port have been running in the right direction, and as such, he was moving the motion for the Port Director's contract to be extended for a further two years (2). **A motion was moved by Mr. R. Parchment for the Port Director's contract to be extended. The motion was seconded by Mrs. C. Bolen. All Members unanimously agreed.**

Policy Consultant

The "Chairwoman" reminded the Members that in previous meetings a discussion and approval was given for the recruitment of a Policy Consultant. She explained that as the Port is moving forward in policy revamping for the Port. She expressed that It was essential for someone to be hired promptly to assist with the completion of this project. **A motion was moved by Mrs. J. Scott-Rankine for the recruitment of a Policy Consultant. The motion was seconded by Mr. R. Parchment. All Members unanimously agreed.**

New Port Authority Welcome Sign

- e) The Deputy Chairman informed the Members that as a part of the Port Enhancement project, an area was located at the Royal Walter dock where a new sign and a mural would be constructed for the Port. He gave a detailed presentation to the Members. A discussion ensued. **All Members unanimously agreed for the new Port Welcome Sign, be moved forward.**

Public Relations Consultant

- f) The Deputy Chairman advised the Members that in a previous meeting, there was discussion about the recruitment of a P.R. Consultant. He expressed the importance of having someone on board to inform the Public of the vital role that PACI plays in the country and to disseminate information about the Port Authority and also covering special events. A discussion ensued. It was agreed that the Port Director should work on utilizing the board secretary to temporarily assist with Public Relations for the Port, until a suitable candidate is selected.



New Health Insurance for Wife of Former Port Director

- f) The Chairman advised the Members that a former Port Director, whose contract provided post-retirement health care coverage for himself and his family, has recently passed. Inquiries were received regarding the eligibility of the surviving spouse to continue to be covered under the Port Authority health insurance policy. The Chairman advised the Members that this case was unique and would be at the discretion of the Board to make the final decision. A discussion ensued. **Mrs. J. Scott-Rankine moved a motion for the previous Port Director's spouse to continue receiving the Health Insurance benefit. Mr. A. Bodden seconded the motion. The motion passed.**

Briefing on the Current Rotation System at the Royal Watler Terminal Among Independent Operators

- g) The Chairman advised the Members that he and the Port Director received a letter of concern from an operator at the Royal Watler Terminal about the rotation system and the issues Operators were facing. A detailed discussion ensued. **The Chairman requested that the Port Director, the Cruise Manager, and Mr. M. Adam commit to work on a policy for a better rotational system at the Royal Watler Cruise Terminal. The policy is to be reviewed by the Board at an upcoming meeting. All Members unanimously agreed.**

ANY OTHER BUSINESS

Earth Day Clean Up

- a) The Secretary advised the Members that the staff was interested in participating in the Chamber of Commerce Earth Day. A discussion ensued, after which it was **unanimously approved that the staff participate in the Chamber of Commerce Earth Day.**

There being no further business, the meeting concluded and was adjourned at 4:00 pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: 13 February 2025

Date: 13 february 2025

