

MINUTES – MEETING # 535

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 October 31st 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 1:34 PM. Mr. C. Wisdom 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. Christopher Krohn for Mr. Paul Hurlston – Port Director
- vi. Mr. Joel Francis for Mr. Stran Bodden – Ministry of Tourism and Ports (zoom)
- vii. Mr. Ashton Bodden, JP - Board Member (zoom)
- viii. Mr. Michael Nixon - Ministry of Finance
 - i. Ms. Irma Arch, JP - Board Member
 - ii. Mr. Bruce Smith - Cayman Islands Custom and Border Control
 - iii. Mr. Matthew Adam - Board Member

Invited Guest:

Mr. C. 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 #534 were reviewed, Mr. R. Parchment moved the motion to accept the minutes and Mr. A Bodden seconded. The motion was passed.



MATTERS ARISING FROM PREVIOUS MINUTES

Update on Business cases for Cranes and Forklift Equipment Purchase

- a) The Chairman requested that agenda item (6.a) be differed. All Members agreed. The Deputy Chairman requested that Mr. C. Krohn update the Port Director, advising that an email be sent to the Members with an update on the Public Procurement Committee response.

NEW BUSINESS

Safety Report Update, Safety Manual et al

- b) This Items was differed until an upcoming meeting. The Chairman updated the Members that the Port Director had received round robin approval of a change made to the organizational structure of an additional Safety Officer. He advised that the approval would need to be ratified. **A motion was moved by Mrs. J. Scott-Rankine to ratify the round robin approval for an additional Safety Officer and Mr. A. Bodden seconded the motion. All Members agreed. The motion was adopted.**

Update on Renovations at Cayman Brac Warehouse, Facilities Project

Cayman Brac Port

- c) The Deputy Chairman reminded the Members of the various projects the Facilities team was working on. The Deputy Chairman advised that he had requested a proposal for the Cayman Brac project from the Facilities Manager and that the Facilities Manager would give an update. The Facilities Manager gave the Members a detailed presentation on a design for the proposed new administration building for the Cayman Brac. A discussion ensued. The Deputy Chairman requested that the Members revisit item (c) of the agenda. He asked the Audit and Risk Sub-Committee (the Committee”) Chairwoman to review the budget and assist with the member's decision to move forward with the project at an upcoming meeting. The Deputy Chairman requested that the sign at the Cayman Brac Port be renamed to Cayman Brac Port Authority. **All Members agreed.**

The Facility Manager updated the Members on the status of Insurance claims. He expressed that it was taking some time as the adjusters were having difficulties coming to an agreement. Mr. M. Nixon said he would assist the Facilities Manager in resolving the issues. Mr. M. Nixon explained that it is a long process and thinks that the best way forward is to schedule a meeting with the adjusters. The Facility Manager is to schedule a meeting with the Adjuster, Mr. M. Nixon for the following week **All Members agreed.**

Grand Cayman Port

The Guardhouse for both Grand Cayman and Cayman Brac is in dire need of renovation. The Facilities Manager explained that over the years, his team has been able to make minor renovations, but the wear and tear is pushing for a significant overhaul as these are the areas where customers are serviced. The ‘Committee’ Chairwoman requested that the Facilities Manager write a report addressed to the Port Director, who will bring the report to an upcoming meeting for the board to review and resubmit for the Board approval. **All Members agreed.**



Facility Vehicles

The Facility Manager pointed out that he needed vehicles for his department. He reminded the Members that the replacement for facility vehicles was approved during the annual budget meeting. The Deputy Chairman agreed that vehicles for the Facility department were approved. However, procurement procedures will need to be followed when purchasing the vehicles. The Chairman advised the Facility Manager to meet with the Acting Deputy Director of Finance and Administration to discuss moving forward. The Chairman suggested that once the requirement for purchasing is met, the Facility Manager can present his case to the Board in an upcoming meeting.

Audit and Risk Sub-Committee Meeting Report

- d) The 'Committee' Chairwoman provide the Board with approved minutes for September and October 15th 2024.

Travel Policy

The 'Committee' Chairwoman advised that there is a travel policy already in place at the Port Authority. She informed that the Audit and Risk Sub-Committee will review the travel policy and will provide the Board with its findings of any recommended changes to be considered.

Tenants Payments

The 'Committee' Chairwoman advised that Audit and Risk Sub-Committee has been asked by the Board of Directors to provide an update on tenants payment and its was agreed that this will be done once the sub -committee receives an update report from the Acting Deputy Director of Finance.

EV and Hybrid Vehicle Batteries Letter

The 'Committee' Chairwoman provided as requested by the Board of Directors a letter drafted to the Ministry of Tourism addressing the potential hazards associated with the EV and hybrid batteries to the environment, along with mitigating this risk and recommendations. The letter outlined key concerns such as the environmental risk from improper disposal, safety risk and supply chain vulnerabilities. The letter also includes actionable recommendations. **The Board reviewed the letter in details and Mr M. Adams moved the motion to approve and this was seconded by Mr A. Boddin. The Board unanimously approved the contents of letter for submission to the Ministry by the Port Director.**

Medical Policy

The 'Committee' Chairwoman gave an update of the Sub-Committee progress on the post-retirement medical benefits. It was explained that the committee plans to review the policy to ensure that provision exist for (a) early retirement on medical grounds (b) early retirement and accessing medical benefits immediately (c) the age at which persons can access retirement medical and (d) the period of service that must be achieved to before medical retirement benefit can be access. A report is expected at the Board's next meeting in December.

Safety Manual

The 'Committee' Chairwoman advised that she was informed that the Safety manual for staff was made available the week of October 15th 2024, however it was noted that the Acting Deputy Director of Finance recommended that the Safety manager provide the Port Director with a copy to be



submitted to the Board for review. It was further noted that changes were recommended and it was sent back to the Safety Manager for revised updates. Once completed, it will be circulated back to the Board for final review and approval. Once approved, it will be distributed to all staff.

Meeting with Auditors

The Audit and Risk Sub-Committee Chairwoman advised that the Audit and Risk Committee had met with the Auditors. Section 47 was the principle area of discussion. She gave an update to the Members of the meeting and said that the Auditors has made recommendation to the government on changes to this section.

Allowance Policy Compensation

The Audit and Risk Subcommittee presented its review and recommendation regarding the revised allowance policy compensation as requested by the Board of Directors. The proposed policy was thoroughly discussed, and its key aspects were highlighted on summary of changes. Discussion ensued and after considering input from all members, the policy was approved unanimously by all Board members with a few incorporated changes.

ANY OTHER BUSINESS

Permission to Operating on the Dock

- a) The Port Director advised the Members of a company wanting to operate business on the dock. The Members gave the company details and interest. A discussion ensued. **The Members agreed that due to the Security Risk the Port is unable grant the Permission. All Members agreed.**

Docks around the Island

- b) The Director of Customs and Border Control, Mr. B. Smith, advised that he had some concerns about a few docks that are being used by the smaller freight boats. The Deputy CO expressed that he also had some concerns on this topic. A discussion ensued. The Port Director briefed Mr. B. Smith on the historical nature of the docks. A discussion ensued. **The Chairman advised that the issue needs attention and that the topic should be discussed at an upcoming meeting. All Members agreed.**

c) Update on Recruitment

The Port Director gave a detail presentation of all positions that were recently filled at the Port. A discussion ensued. The Chairman thanked the Port Director and his team for the hard work in getting staff on board and filling the vacant positions.

Vacation/Time Back

- d) The Port Director expressed that he was seeking for an approval for time back for a few staff members who have worked additional time on projects. **All Members agreed that the Port Director should pay the staff back for the time worked.**



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

Cline Glidden

Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: 20 December 2024

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