

## MINUTES – MEETING # 536

### 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 November 28<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 1:38 PM. Mr. R. 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. Jackie Scott-Rankine - Board Member
- iv. Mrs. Carilee Bolen - Board Member (zoom)
- v. 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. Matthew Adam - Board Member

##### Apologies

Mr. Michael Nixon - Ministry of Finance

Ms. Irma Arch, JP - 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 #536 were differed.**

##### MATTERS ARISING FROM PREVIOUS MINUTES

##### Update on Business cases for Cranes and Forklift Equipment Purchase

- a) The Port Director advised the Members of status of the repairs on the crane. He gave a full report with the most up-to-date information he had received from the company completing the repairs on



the crane boom. The Port Director pointed out that the Fleet Manager and his team have been working very hard on this project. A discussion ensued. The Port Director gave an update on the purchasing of the cranes business case. He pointed that the staff are doing a tremendous job in keeping the production of the Port ongoing with only one crane. The Port Director pointed out that The Acting Deputy Director of Finance and Administration was the driving force behind the crane and equipment purchasing project. He pointed out that the ADDFA should be commended for his hard work on seeing this project through. A discussion ensued. The Port Director advised that he will continue to give an update on the progress of the cranes at upcoming meetings.

## NEW BUSINESS

### Audit and Risk Sub-Committee Meeting

- a) The 'Committee' Chairwoman updated the Members on the revised allowance policy. She explained that after discussions at a previous Board meeting, the issue was raised by the Port Director regarding Compensation and benefits for senior level positions at the Port. She explained that the Port Director advised that the Port was experiencing difficulties with ongoing recruitment issues, primarily with a low response from quality candidates. She reviewed the proposed drafted allowance amended policy and recommendations for improvement in details to the Members. A discussion ensued. The Chairman enquired on the time in which the duty allowance is given to a staff. The 'Committee' Chairwoman pointed out that Government gives an allowance after one day when a staff is in an acting role and explained the proration of the allowance. The Deputy Chairman pointed out that he disagrees with the proration of the duty allowance, he advised that if a staff is in acting in a role they should be compensated on the first day the acting starts. **All Members agreed. The 'Committee' Chairwoman is to make the amendment.**

### Motor Vehicle Policy

The 'Committee' Chairwoman advised the Members that she requested from the ADDFA the numbers of staff that can act in a role each role. She advised that if there are changes other than what is presented an approval will be required from the Board. She gave an example to the Members. She expressed that acting role for line staff should only be for a short-term basis. **All Members agreed.**

The 'Committee' Chairwoman gave an update on the amendment that was made to the motor vehicle policy. She explained that it has been twenty (20) year since any adjustments were made to the policy. After reviewing the vehicle policy, the Deputy Chairman expressed that if an increased is to be applied it should be at a fix amount as he does not see the rational of the proposal for a discretionary based policy. A discussion ensued. The 'Committee' Chairwoman is to make the adjustment to the proposal.

### Night/ Call out allowance

The 'Committee' Chairwoman briefed the members on the changes of the night/call out allowance. A discussion ensued. The 'Committee' Chairwoman advised that she wanted to highlight the fact that staff cannot receive both night and on call allowance concurrently. A discussion ensued. **A motion was moved by Mr. R. Parchment to adopt the Board Policy amendments pending the discussed changes of the new and revised allowance. The motion was seconded by Mr. M. Adam. All Members agreed.** The 'Committee' Chairwoman advised that she will send the document by round-robin

The Chairman thank the Audit and Risk chairwoman and the committee and the Port Director for the



great work on the project.

## ISA 260 Report Update

- b) The 'Committee' Chairwoman briefed the Members of the discussion with the Auditor General's Office (AGO). She pointed out the AGO's concerns regarding OTR and the night work. She advised of the recommendations made by the committee for the changes to the contracts of the affected people. She explained that policies would need to be put in place by the Port Director and presented to the Board to be addressed. A discussion ensued. **The 'Committee' Chairwoman is to revisit this matter with the Board at an upcoming meeting.**

## Safety Report Update, Safety Manual et al

- c) These Items was differed until an upcoming meeting.

## ANY OTHER BUSINESS

### Staff Function

- a) The Port Director advised the Members that he was seeking for approval for the staff function. He explained that planning was already well on its way. He pointed out that invites for the functions had been sent out, as permission to have the staff function was given by the Board to proceed within the same budget projections. The Port Director noted that the staff have worked very hard this year, especially with some of the equipment and weather conditions. It was noted that the port had also not exercised its annual awards celebrations, and this event would be used for this action as well. He expressed that the staff was looking forward to a full staff function. A discussion ensued. **The motion was moved by Mr. Richard Parchment for the staff to have the Christmas function this year given that it was within the previous year's budget. Mr. A. Bodden seconded the motion. All Members agreed.**

### 5% Cola and Honorarium

- b) The Chairman advised that the Port meet the requirements and payments will be made in December. It was submitted to Cabinet and approved. The Audit and Risk Sub-Committee Chairwoman requested the confirmation in writing.

### Update on Recruitment

- c) 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.

### 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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