

MINUTES – MEETING # 537

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 December 19th 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 1:44 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. C. Glidden 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. Stran Bodden – Ministry of Tourism and Ports
- viii. Mr. Ashton Bodden, JP - Board Member
- ix. Mr. Matthew Adam - Board Member
- x. Mr. Michael Nixon - Ministry of Finance (zoom)

Apologies:

Mr. Bruce Smith - Cayman Islands Custom and Border Control

Invited Guest

Mr. Donovan Hutchinson (ADDFA)

5. REVIEW AND APPROVAL OF MINUTES

Meeting Minutes #535 were reviewed, Mr. R. Parchment moved the motion to accept the minutes and Mrs. C. Bolen seconded. **The motion was passed unanimously.** The Minutes for meeting #536 were reviewed; Mrs. C. Bolen moved the motion to accept the minutes and Mr. A. Bodden seconded the motion. **The motion was**



passed unanimously. Mrs. J Scott – Rankin moved a motion that moving forward the minutes should be sent to the Port Director, to review, before it comes to Board. Mr. M. Adam seconded the motion. **The motion was passed unanimously.**

6. MATTERS ARISING FROM PREVIOUS MINUTES

Update on Business cases for Cranes and Forklift Equipment Purchase

- a) The Chairman pointed out that one of the RTG was in operable and expressed that the port has still been running smoothly while repairs are ongoing with the equipment. He thanked the Port Director and PACI staff for their continued efficient running of the Port, despite having ideal circumstances. These are the situations the public are unaware of as the operations remain 'normal'.
- b) The Acting Deputy Director of Finance and Administration gave a detailed outlined of the status for the purchasing of the Port equipment. He explained that the Port has moved to the valuation stages for the procurement process for the head handlers, and the information will be posted on Bonfire. He further explained that if all goes well with the process, the Port would be looking for a completion of December.

The Port Director gave an update on the repair of the 4100 Manitowoc crane and that the final inspection process and advised that the part should be on island soon.

7. NEW BUSINESS

Safety Report Update, Safety Manual et al

- a) The Safety Manager gave a detailed presentation of the updated employee safety manual. He addressed the rolling out of the Safety Manual process for the staff. The Safety Manager expressed that he had a program of incentives to encourage staff members' engagement. The Chairman expressed to the Safety Manager that his proposal was an excellent suggestion. He expressed that ideas that the Safety Manager proposed will allow engagement activities so that the staff can learn the Safety handbook thoroughly. The Chairman also expressed that the engagement should be an ongoing process and suggested online interactions as the Members would like the staff to understand the Port safety procedures fully. The Audit and Risk Sub-Committee Chairwoman pointed out that all staff should be trained on the manual and sign an acknowledgment that they have received and read the employee manual. A discussion ensued. The Chairman expressed that he was happy that the safety manual project was completed. The Members thanked Mr. J Jacky for the update. **Mr. R. Parchment moved a motion that the manual to be printed and given to all staff members. Mr. M Adam seconded it. All members agreed.**

Introduction of New Managers

Director of Port Operations

- b) The Port Director introduced Mr. Brevan Elliot, Deputy Port Director of Operations, who started his PACI tenure on November 12th, 2024. He explained that Mr. Elliott comes from the Fire Department, where he has worked for (26) twenty-six years, and that he is glad to have Mr. Elliot on board. Mr. Elliot spoke with the board, giving a short report of his time at the port thus far. Mr. Elliot spoke a bit about the Government procurement process. A discussion ensued. The Chairman and Board Members welcomed Mr. Elliot to the Port team.



Security Manager

The Port Director introduced Mr. Rory McDonnell the new Security Manager. He explained that Mr. McDonnell came with a wealth of experience in securities and that he was glad to have the post filled and Mr. McDonnell on Board. Mr. McDonnell spoke with the board and gave a short report of his time at the port. A discussion ensued. The Chairman and Members welcomed Mr. McDonnell to the Port team.

The Port Director gave an update on the status of the requirement process to the members for the securities area. A discussion ensued. **The Port Director is to give an update of the continuous recruitment process at an upcoming meeting.**

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

Allowances Policy

- c) The A/R Committee Chairwoman expressed that the A/R Committee had their meeting December 18th 2024. She reminded the members that the A/R Committee was tasked to reexamine the PAA, specifically the allowance policy which was approved by the Board in April 2022 which was to review what options were available to address the Port Authority's compensation structure. **The "Chairwoman" advised Members that the committee can now move forward with allowance process as the it was approved and accepted.**

Post-Retirement Medical Benefit

The "Chairwoman" pointed out that the A/R Committee had reviewed the post- retirement policy of the Port. She reviewed with the members the current policy under **section 2.38.1 of the Port Employee Manual**. She explained that in reviewing the policy the A/R Committee was faced with the issue of whether the service provided should be at 10 consecutive years with the Port or 10 years cumulative. A discussion ensued. The Chairwoman advised that the A/R Committee felt that it was in the Port's best interest to adopt the Civil Service medical benefit module. A discussion ensued. The Chairman requested that the topic be differed to an upcoming meeting. The Chairman requested that Mr. M. Nixon gather further information from PoCS to share with the Members at an upcoming meeting.

NRA Proposed CDC run Connector

- d) The Deputy Chairman advised the Members that the National Roads Authority (NRA) will contact the Port Authority about a proposed road that could be revised to connect with the CDC, should PACI see it as beneficial. The proposed project is scheduled for 2025. A discussion ensued. There was a unanimous agreement for the NRA road buildout.

Vesting of Lot 5D Parcel E 39 back to the Crown

- e) The Deputy Chairman gave a presentation on block 5E parcel 39. He also shared that the NRA has designed a new road intersection, that would utilize this parcel, and which is scheduled to start in 2025. A discussion ensued. A motion was moved by Mrs. J. Scott-Rankin to release this property 5E/39, and vest the property back to the crown to assist the NRA with the new road development. The motion was seconded by Mrs. C. Bolen. **All members agreed.**



ANY OTHER BUSINESS

Annual Retreat

- a) The Deputy Chairman advised members that after consultation with the ADDFA, the annual Brac budget retreat will be on March 28-30 2025. The next board meeting is scheduled for January 30th 2025.

Hearing on the Report of the Auditor General

- b) The Chairman advised the Members that he was invited and has responded to an invitation to appear before the PAC Hearing, to respond to questions about the report of the AGO, scheduled for January 23rd 2025. A discussion ensued. The Chairman advised that he would give an update of the hearing at an upcoming meeting.

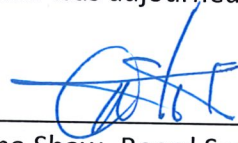
Allowances

- c) The Port Director advised the Members that there were some adjustments made to the significant issues of job descriptions and that he and the HR team have been working on them. A discussion ensued. **A motion was moved to compensate the existing staff upon their promotions, their basic salary should be equivalent to their basic substantive post, prior to their promotions. This motion was unanimously approved.**

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



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw -Board Secretary

Date: January 30th 2025

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