

**National Roads Authority**  
**Minutes of the Twenty-Fifth Meeting of the Board**  
**held at the NRA Offices, 370 North Sound Road, George Town,**  
**Grand Cayman, Thursday, June 15, 2006 at 2:00p.m.**

**Present:**

J L Hurlston	Chairman
Troy Whittaker	Deputy Chairman
Edward Howard	
Colford Scott	
Gina Ebanks-Petrie	
Dean Walton	
Kenross Conolly	
Justin Woods	
Nicholas Johnson	(arrived late)
Jennie Haylock	HRM (by invitation)
Lois A. Hall-Vaughan	Executive Secretary

**Apologies:**

Debra Welcome  
Gary Rankin

**Absent:**

Carson Ebanks  
Steve McField  
Frank McCoy  
Michael Barnett (off island attending a conference)

**1. Call to Order**

The Chairman called the meeting to order at 2:10 p.m. and convened with a word of prayer.

**2. Opening Remarks**

The Chairman welcomed members in attendance to the meeting.

**3. Minutes of previous meetings**

The minutes previously circulated by email were accepted with amendment and seconded. The Chairman requested that the Minutes of each meeting be sent to the Ministry both in the unconfirmed and confirmed format.

**4. Matters Arising**

**(i) General Report**

**a. Staff**

Mrs. Jennie Haylock, Human Resource Manager was invited to speak on the Personnel Policy Manual which was circulated in October 2005. Mrs. Haylock informed the meeting that the policy was presently in a draft format (copies were circulated for discussion) and request that a focus group is formed to review and finalize this document. She requested that a member of the Board

sit on this group. Mr. Troy Whittaker the Deputy Chairman was nominated. This group will also review the hiring and firing of employees as well.

The consultants who conducted the Salary Review will also do the policy with an August 1, 2006 deadline. Total cost is expected to be \$6,500 with \$100 per hour for any additional work required. This cost has been significantly reduced due to the work that has already been done on this policy.

Issues not covered in the Policy will be covered in the General Orders.

Performance Appraisals, contracts and job descriptions are currently being done for members of staff. The question was asked on what format is being used for performance appraisals. A sample of the format was attached to the draft format. It was noted that employees are requested to do self appraisals and discuss it when their individual performance appraisals are being done. It was suggested that workshops for supervisors be conducted on how to do performance appraisals. When appraisals are done staff found not up to par will be set individual goals to achieve. There is a need to separate old habits from new expectations and how we account for ourselves as an authority.

Uniforms (Polo shirts with NRA logo) and work boots for work crews are being ordered. It was suggested that the directors also receive at least one of these Polo shirts.

Everton Stewart from the Elections Office is expected to do Staff photo IDs (laminated) this week.

Nicholas Graham the new IT Administrator began working June 12, 2006.

In regards to security of the NRA compound, it was noted that there are currently no security officers on the NRA compound or security features on the entrance door to the main office. Security officers are stationed at the entrance of the PWD compound. This situation is to be reviewed with possible implementation of security features, which can be upgraded as the need arises.

**5. Financial Report**

This has been deferred to the next meeting scheduled for the Financial Report as Mr. Barnett is off island attending a conference.

**6. Other Business**

(i) Orchid Society – Endangered Orchids Rescue Operation

A letter dated June 14, 2006 was received from the Orchid Society requesting permission to seek out and remove to the Botanical Gardens

any orchids in particular the *Dendrophylax fawcettii* (found nowhere else in the world and only in this area of the Cayman Islands) found in the road reserve area at the Flowers roundabout of the Linford Pierson Highway scheduled for clearing. This was discussed and permission was granted for the corridor that has been gazetted with the specific instructions that a member of the NRA accompany the members with the rescue operation.

It was noted that the proposed clearing of the land is to facilitate securing of equipment in the event of a hurricane. It was suggested that positive press can be gained from what is being proposed not what has already been done. If a statement is made from the Ministry on what is being planned, how much is expected to be done and the level of funding so that the Board, the NRA and the public is not in the dark this should be good PR for the NRA. This is to follow up on.

(ii) NRA Annual Report

It was noted that as an authority an Annual Report is expected to be done to be tabled in Parliament and becomes a public document once it is tabled. The first year's account is currently being audited and once this is completed the annual report is to be drafted for review. This can be creatively done as the authority is engineered focused.

(iii) Weekly Press Briefings

It was noted that from the Ministry's point of view details that are considered important are omitted. This is at times inadvertently omitted as the information may have been part of the previous report. It was suggested that the weekly reports be presented to Ministry in a comprehensive format as possible e.g. in a spreadsheet/table format. It will be better to give more than less.

(iii) National Transportation Plan

Mrs. Gina Ebanks-Petrie queried the status of this project. A fair amount of study and analysis is being done and assistance from ORTH RODGERS consultants will be sought. The east/west corridor map has been presented and more detailed planning is being done. It was noted that there is a need to write to the Ministry outlining the urgent need for a National Roads/Transportation Plan as well as a Stormwater Management Plan and for these plans to be endorsed by Cabinet. With this plan in place allocation of funds can be planned on a yearly basis. There also needs to be in writing to the Ministry a memo outlining the need for a high level of coordination between the ongoing development plan review and the works of the NRA.

(iv) Vacations

It was noted that several Board members will be on vacation during the months of July & August. The Chairman is expected to be away mid July to August 5, (during which the Deputy Chairman will chair the meetings), Mrs. Ebanks-Petrie July 11 – August 5, Mr. Dean Walton August 4 – 25 and Mr. Justin Wood July 3 – 10, 2006.

(v) Esterley Tibbetts Highway

The entire route of this project has been cleared and needed excavation done. All of the sub-base and most of the base is in place. The first surface of spray and chip has been done north of the Ritz extending just beyond Lime Tree Bay. The utility companies are currently working (a bit behind) in the area between Canal Point and the Hyatt and no surfacing has been done as yet. This along with the delay in the building of the bridge at the Ritz will delay meeting the June 30, 2006 deadline.

(vi) Health & Safety Issues

Health & Safety issues are being looked into and the NRA (work crew on site) has recently been audited by Mr. Rohan Marshall who is expected to provide the NRA with a report and checklist as soon as possible.

(vii) Retreat – Board of Directors

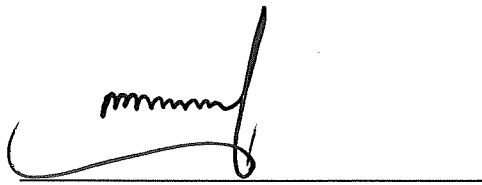
It was suggested that as most of the Directors will be off during the summer, that a retreat be planned possible in Cayman Brac. This would provide an excellent opportunity to get acquainted with our colleagues in the Brac. This is being looked into for a decision to be made.

7. Next Meeting

The next scheduled meeting is Thursday, July 6, 2006.

8. Adjournment

The meeting was adjourned at 3:39 pm.



Signature  
Board Chairman  
Confirmation of Minutes –15.06.06  
Date: 06.07.06



Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 06.07.06