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**Minutes of the Three-Hundred & Fifty Six  
Meeting of the Board of Directors  
held via telephone conference call,  
on Wednesday 25<sup>th</sup> May 2022 at 10:00 a.m.**

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**Present were:**

Alric Lindsay	Chairman
Stanley Panton	Director, Deputy Chairman
Paul 'Andy' Bodden	Director
Heidi Hunte-Webster	Director
Kelvin Dixon	Director
Dane Walton	Director
Troy Whittaker	Director
Edward Howard	Director (ex officio-non-voting) (MD)
Faith Powery	Executive Secretary
Jason Azan	Policy Officer, PAHI
Tristan Hydes	Director, Designate of Chief Officer, PAHI (ex officio-non-voting)

**Apologies:**

Anna Peccarino	Director
Barry Martinez	Director

**Invitees:**

Shena Ebanks	Chief Human Resources Officer, CHRO
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**1. Call to Order**

It was resolved that, notice of the meeting having been circulated to all directors and a quorum being present, the meeting was duly constituted.

**2. Ratification of Previous Minutes**

It was proposed that the ratification of the Minutes be deferred to the next meeting.

After discussion, it was resolved that the ratification of the Minutes be deferred to the next meeting.

**3. Matters Arising from the Previous Minutes**

As a general matter related to action items from previous minutes, the Chairman advised the MD to adhere to the Board's directives versus the requests of individual MPs. Where an individual MP has a request, the MD must communicate the same to the Ministry of PAHI so that the Ministry can issue the relevant directive in relation to the strategic operational plan of the NRA as the NRA must remain within its strategic operational plan..

**Community Meetings** -The Chairman noted that there were a number of MPs that were interested in NRA hosting a meeting in their constituency. The Chairman asked the MD and

the Executive Secretary to liaise with MPs that would like NRA to host a community meeting in their constituency.

***MD Howard to create goals and have target dates*** – It was emphasized to the MD that the setting of goals and having target dates for project completion is mandatory from the perspective of the Board and that the MD must communicate this to all employees who report to the MD. The MD must therefore encourage his staff to set deadlines and get them to give him target dates for completion of projects.

***Drains***- MD Howard noted that NRA was making good progress with the drains, installing and maintaining more. The increased funding has also helped with moving things along. The Chairman noted that the MD should get the new drain info e.g. how many in each districts etc. and suggested that the MD go on more radio shows/radio interviews to explain to the public the progress made by the NRA.

***Drain Wells*** -Director Troy agreed with Director Panton with regards to the drain wells with insulating the drain wells. MD Howard noted that, in connection with the maintenance of the wells. the NRA has adopted the practice suggested by Director Troy, which is agitating the wells and clean and go.

The MD also noted that maintenance of drain wells started a few weeks ago. As of June 1st, NRA will have 3 trucks and 3 trained employees with a 4th truck on the way. With the 4th truck, NRA will be able to go into flood prone areas.

The Chairman suggested that the MD get a legal opinion on the significance of the maintenance of wells in private subdivisions because if public funds are utilised on private roads, those roads may fall within the definition of public roads.

The Chairman noted that the MD can share that the drain cleaning commenced early this year in flood prone areas. MD should prepare facts to share with the public.

***Grand Harbour and the Traffic Study*** –It was noted that the NRA will have a meeting with the property owners that will be affected by the change from Kings RAB to Grand Harbour RAB. All findings should be completed by the end of July which will help NRA to have a better understanding for moving forward..

***Illegal sandwich boards*** – MD Howard noted that NRA is waiting on the Director of Planning to have a joint meeting to take the next steps for the removal of illegal sandwich boards. Regarding this, Director Panton noted that more boards have been added along the roadside from North Side and the matters needs to be addressed sooner than later.

#### **4. Status of COVID19 at NRA**

MD Howard noted that as of May 25<sup>th</sup> 2022, there were only four active positive cases.

**5. Report from MD and HR on status of revised staff manuals, training courses, job description and contract reviews**

*HR Manual-* The CHRO noted that the final comments for the HR Manual were sent for review and will be ready on Monday. The legal team will review accordingly as they assisted with the health and safety aspects of the HR Manual.

*Job descriptions* – The CHRO noted there were concerns from senior management about a proposal from the auditors to remove the bi-weekly scale and have all employees on a monthly salary.

Regarding the proposal from the auditors, the CHRO communicated to the Board the CHRO's view that, due to the scope of work being done, NRA would prefer to keep the bi-weekly scale as it was more beneficial to those members of staff that worked hourly.

*HR Response to the Ombudsman* – The CHRO communicated to the Board that the Ombudsman gave their feedback with regards to health and safety measures to help NRA revamp their work safety reporting. This will cover the following:

- *Fire warden training*
- *CPR training – 20 staff*

*Accounts/HR Training* – It was noted to the Board that there were some setbacks on the training of the new Accounts systems due to the I.T. platform of the C.I. Government Computer Services. It was noted to the Board that the NRA Asset Manager had to reach out to Microsoft staff directly and have them assist with access to the new Accounts system in which the Accounts and Human Resources Department can generate pay slips electronically.

*Other training highlighted- Ormond Williams Consulting (OAW Consulting)* – It was noted that NRA Senior Management had identified OAW Consulting to assist with training for the executive team, field supervisors, Mid-senior management for effective leadership.

*Recruitment* – It was noted to the Board that there were some internal vacancies which gave the temps and other staff members an opportunity to apply and be interviewed for, for various positions within the field. The CHRO noted that interviews were wrapping up this week. In addition to filling the vacant positions, NRA will be bringing on temps to ensure there's proper coverage so that areas of the organization that were understaffed, can fully utilize those employees who will be in those new roles e.g. training on the sweeper – 2 persons were identified which means that the department should be more effective and efficient.

It was also communicated to the Board that there are still other roles to be filled but, funding is needed for further hires. For example, the Safety officer role which is critical, whether NRA hires in-house or recruits a new person, this needs to be a skilled person. It was noted that hiring a Communications officer is high priority as well. (Chairman's note: these needs identified are not new to the MD and have been known to the MD for months and must be addressed.)

*Contract reviews* – It was noted by the CHRO that the NRA contract reviews were done by the legal team.

The legacy staff who were originally employed as PWD staff, who were then later transferred to NRA in 2004, had their contracts looked into to ensure there were no loopholes.

The Chairman requested the MD to work with the CHRO to outline in a Memo to the Ministry the details of the issue regarding the legacy employees.

The Chairman inquired about staff meetings in which the CHRO noted that there were three annually and there are three planned for 2022.

The Chairman requested that minutes of staff meetings be taken should be taken for NRA recordkeeping purposes.

**Other HR Updates are as follows:**

*Intern apprenticeship* – 1 intern that helped last year (2021) and has returned for the Summer break and will resume work on Monday, 30 May, 2022.

2 UCCI Students studying engineering wants to intern as well and will start on Monday, 30 May, 2022.

*Employee engagement* – DMD & MD signed off on the Employee of the Year award, which went to the HR Assistant, Ms. Vanessa Crowe and most improved went to Jared Yates.

*It was noted that counselling services is offered of free of charge to all NRA employees through EAP.*

*Ombudsman report* – NRA responded to the Ombudsman's suggestions and queries.

*The Chairman inquired of the HR manager to make any changes and add any outstanding items e.g. jobs, and revert to the Board with changes*

*Safety Training- Director Walton noted that Ms. Jennie Pacheco from Elevar Company would be able to assist NRA with safety training as the company has had good reviews in that area.*

*The purpose of the HR Report is to highlight Staff being trained.*

The CHRO noted to the Board that if they had any further questions, they can reach out to her or the MD. The CHRO left the meeting.

**6. 3-Year Operational Plan**

It was noted that the 3-Year Strategic Operational Plan was approved by the Board but was subject to further changes.

Policy Officer Jason Azan noted that DCO Hydes confirmed that the Minister of PAHI was currently reviewing it and there could be further changes.

There will be a few items to add so the MD will liaise with DCO Hydes.

The Chairman noted that Cabinet could do a directive in wording to allow NRA to add “XYZ” to the plan.

A motion was tabled by the Chairman to approve a revised 3 year strategic operational plan, subject to changes to made following consultation with the Ministry.

It was resolved that the Managing Director having confirmed to the board of directors that the Managing Director liaised with the Ministry of Infrastructure to ensure that the NRA’s revised 3- year strategic operational plan is aligned with the government’s overall plans and that the revised 3- year strategic operational plan adequately reflects NRA’s forecasted needs, the revised 3-year strategic operational plan be and is hereby approved, subject to such further changes that the Managing Director will discuss with the Ministry..

## **7. Managing Director performance assessment**

The Chairman tabled a motion to ratify the execution of the MD’s performance assessment by the Chairman.

After discussion and approval of the motion, it was resolved that the execution of the agreement for the semi-annual performance assessment for the Managing Director by Alric Lindsay as chairman of the board of directors be and it is hereby approved, ratified and confirmed.

The chairman tabled a motion to direct the MD to ensure that a performance evaluation agreement and assessment is in place for all staff.

After discussion and approval of the motion, it was resolved that the Managing Director is hereby directed to ensure that, in order to assist the Managing Director to achieve the objectives agreed in the agreement for the performance assessment for the Managing Director:

Redacted under section 23 (i) under the FOI law 2021

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Redacted under section 23 (i) under the FOI law 2021

Redacted under section (i) under the FOI law 2021

Regarding the resolutions passed, it was noted by the MD that he doesn't have the benefit of having a Deputy Managing Director to assist him in that capacity.

**8. Board communication policy**

The chairman tabled a motion to approve a board communication policy to clarify the nature of communications between board meetings.

After discussion and approval of the motion, it was resolved that, the board communication policy, having been reviewed by the directors, be and is hereby approved with such changes noted in this meeting and the Managing Director is hereby directed to communicate the policy to all NRA senior management.

**9. Update from HR Subcommittee**

An update was provided to the Board that the HR Subcommittee met on Wednesday 18<sup>th</sup> May 2022 and that the MD was informed that the meeting would take place. Regarding the HR Subcommittee's communication with the MD, it was noted that the MD was requested to reach out to the Portfolio of Civil Service (POCS) to advertise the job ad for the Executive Secretary on their Intranet platform.

It was agreed that the MD would arrange for the post for the Executive Secretary to be advertised for 3 weeks, including in local newspapers and the NRA social media platforms.

**10. Any other business**

**Guardrails** – Director Panton noted that due to the expansion of the housing development on the East-West Arterial, CUC came to the previous Board regarding the placement of the poles and it was rejected to have the poles placed in the middle of the shoulders of the road. CUC has their poles on the left hand side, the poles should go back 10-20 feet back.

For compliancy with the road safety ratings, it's unsafe for NRA to have poles in the road reserves. Now, NRA has to use public funds to get guardrails to ensure the safety of the public when traveling close to the poles. Director Bodden came in agreement with Director Panton on the safety issue with the CUC poles. Director Walton noted it would be costly to place guardrails around all light poles.

**Possible Encroachment**- Director Whittaker noted that there was a house on South Sound road with big planters which could be a possible encroachments (Willow Stumps). Director Panton noted that he will send a picture of the house that Director Whittaker was referring to.

**Vacation** -Director Walton noted that he will be away from June 17<sup>th</sup> -25<sup>th</sup>, 2022.

**Blasting Industry**- Director Bodden inquired about the blasting industry. MD Howard noted the industry is well behind the local demand regarding licensed operators. MD noted that there are 2 active licensed blasters and that there is one provisional blaster regarding fill for NRA projects.

**Possible closing of exit/entrance near Hurley's Grand Harbour**- Director Bodden inquired if NRA is considering blocking the exit/entrance of Hurley's. MD Howard noted it could be a left only lane but would have to consider nearby residents.

**Delineators** - Director Bodden noted that the Butterfield RAB should have delineators to block the area by AL Thompson. It was asked if this RAB could be put through the traffic model. Director Bodden inquired if the Board could see what the traffic model would look like island wide, if the traffic was reduced by 10 mph due to slow drivers which also impacts traffic and is an offense in accordance with the Traffic act (This matter could also be brought to the Traffic Management Panel).

Director Panton also noted that there were downed delineators by Tropical Gardens.

**King's Connector**- Chairman inquired of the timing that works would commence by the Kings Connector. MD Howard noted that works will commence next week (beginning 30<sup>th</sup> May) and is scheduled for completion by the end of August. , Under Section 6, NRA has the authorization to go in.

**Light Pole by Eden Rock** - Director Walton noted that the placement of the light pole by Eden Rock needs to be looked into as it poses an issue to motorists. Director Walton also noted that the hedges by [Redacted under S23] and [Redacted under S23] residence are an encroachment.

**Millings** - Director Bodden inquired about the millings to confirm if NRA would be selling this as [Redacted under S23] from the [Section 23] inquired for the purpose of the [Section 23] [Section 23]. The Board did not pass the resolution for service clubs at the previous meetings.

The Proposal is, further to the resolution already passed, the only exceptions is any directive by Cabinet.

**11. Date of Next Meeting**

The Chairman noted that the next board meeting will be June 15<sup>th</sup> 2022.

There being no further business, the meeting was adjourned at 1:52 p.m.

Signature \_\_\_\_\_  
Chairman  
Confirmation of minutes

Signature \_\_\_\_\_  
Executive Secretary  
Seconded: Confirmation of minutes