

National Roads Authority
Minutes of the Eighty-Seventh Meeting of the Board of Directors
held at Public Works Department Training Facility, 370 North Sound
Road, George Town,
Grand Cayman, Tuesday, December 08, 2009 at 1:00 p.m.

Present:	Troy Whittaker Barry Martinez Mrs. Christine Maltman Brian Ebanks Steve McField Darrel Rankine Ms. Levonne Ryan Tristan Hydes Brian Tomlinson Edward Howard Paul Parchment Graham Wood Mrs. Lois A. Hall-Vaughan	Deputy Chairman Designate Director – Min. DAW&GA Managing Director Deputy MD – Admin & Planning Actg. Dep. MD – Eng. & Operations HR Personnel (invited) Executive Secretary
Apologies:	Colford Scott Mrs. Pearlina McGaw-Lumsden Justin Bodden Ronnie Dunn	Chairman Designate Director for Financial Secretary

1. **Call to Order**
The Meeting was called to order at 1:00pm by the Deputy Chairman in the absence of the Chairman who was off the island.
2. **Confirmation of Minutes**
The Minutes with minor amendments were approved by Director D. Rankine and seconded by Director S. McField.
3. **Matters Arising**
 - a. The Deputy Chairman requested a motion as per the transcribing of the Minutes of Meetings that the names of directors be listed when moving/seconding a motion but not to be mentioned when matters are discussed. The motion was moved by Director D. Rankine, seconded by Director S. McField and agreed by the other Directors.

- b. As per Agenda for the present meeting, the Deputy Chairman advised members that the Ministry has requested that Item 3c under New Business re Promotions within the NRA be removed from the Agenda for this meeting. The Designate Director T. Hydes also advised that the Ministry has requested that this item be deferred to another meeting.

4. **New Business**

a. **Scholarship Request**

Redacted under S. 23(1) of the
FOI Law (2015) a recipient of an engineering scholarship (attended Purdue University, USA) from the NRA has submitted a letter requesting the NRA to continue funding her scholarship for a Master's of Science in Civil Engineering specializing in the area of Geotechnical engineering. She recently completed the undergraduate curriculum in Civil Engineering. This was discussed by the Directors and it was suggested that the NRA after a review of her transcripts by the Board, will fund half of the scholarship and S.23 (1) the other half. The DMD Ed Howard is to discuss with S.23 (1) the possibility of pursuing her degree at another university at a lower cost. He will also enquire if she has applied for a scholarship form any other Government department. This information is to be emailed to the Directors. The Directors will make a final decision once they receive the information from the DMD and review Ms. S.23 (1) transcripts.

b. **Letter to S.23 (1)**

S.23 (1) is a NRA employee (an expatriate) who was recently laid off during the downsizing of the NRA. His last working day with the NRA will be January 11, 2010. He recently discussed with the MD his intention to get married January 10, 2010 and wanted to know if this would have any impact on his being laid off as he is getting married to a Caymanian and would therefore be entitled to a Resident with the Right to Work Married to a Caymanian Certificate. It was suggested that S.23 (1) go ahead with his plans, acquire his Certificate and then reapply to the NRA or anywhere else for employment. The Board agreed with the suggestion and the MD is to advise S.23 (1) accordingly.

c. **Prospect Drive Cul-de-Sac relocation request**

A letter dated November 24, 2009 from Redacted under S. 23(1) of the FOI Law (2015) was submitted to the NRA with a request from the proprietors of Blk 24B Redacted under S. 23(1) of the FOI Law (2015) that the current turning circle be relocated south in order that the mentioned parcels may be combined. It was noted that the client would pay for and was willing to construct the new round-a-bout to the specifications as required by the NRA. The NRA has no objection to this request however it was suggested that the client be advised to get the go ahead from both the Lands & Survey and Planning Departments prior to the NRA making a final decision.

d. Update on HR Matters by G. Wood

Copies of a report on HR Development Issues (NRA) currently being worked on by Mr. Wood were circulated to members. He pointed out that the first two (2) items (1) Terms & Conditions of Service and (2) Contract of Employment were of utmost importance. Mr. Wood is also working on producing Personnel Policies & Procedures e.g. Absent Management Capability, Health & Safety and Sickness Absence, the reviewing/rewriting of Job Descriptions to support the organizational structure required for the NRA to fulfill its responsibilities. It appears that the former HR Manager was the prime user of the HR Information System and Mr. Wood advised that there is an urgent need for the present HR staff to become familiar and competent with the system. In regards to development for the HR staff Mr. Wood recommended that Ms. Samantha Bodden (HR staff) and Mrs. Lois Hall-Vaughan (Secretary to the Board of Directors, who at times assist with HR administrative work) pursue the Professional Certificate in Personnel Practice Course (through the University of Portsmouth UK) due to commence in February 2010. Director S. McField expressed his approval of the two staff members pursuing this course and the other Directors agreed. The verification of the status of expatriate employees (Work Permit Holders), length of service for pension purposes, the evaluation of the cost effectiveness and overall benefits of health insurance under Sagicor and the adoption of a system for performance management are other items currently being worked on by Mr. Wood. He estimates that this work will take him another six months to complete.

5. Other Business

a. Sagicor _ Health Insurance

An update on the NRA's health insurance with Sagicor was requested and the MD informed that the full year with Sagicor will end December 31, 2009 after which a report on the contract and the cost efficiency of the insurance versus CINICO will be prepared and presented in February 2010.

b. NRA's Annual Staff Christmas Function

The MD reminded members of the function scheduled for Friday, December 18, 2009 12 noon at the Lions Centre.

c. Proposed Road Works

Designate Director T. Hydes advised that the Ministry has allocated approximately CI\$4m for the NRA to conduct hot mix asphalt paving. The Ministry is to review the proposed road works and a decision will be made on the roads to be done.

He also advised that the Ministry has plans for road works in Cayman Brac and would need the NRA's expertise to do this project.

The MD is to send to the NRA's Road Development Plan to the Designate Director who will forward it to the Minister then Cabinet for approval.

d. Request to purchase land

Mr. T. Hydes, Designate Director, informed that a Director was approached by a S. 23 (1) FOI Law who is requesting permission to purchase the land opposite TCBY which is currently being used by him as a used car sales lot. The MD informed that a letter was received today by the NRA from S. 23 (1) FOI Law requesting permission to use the lot until an application to Planning is reviewed and responded to. The MD advised that the lot was acquired as a part of the road corridor and is Crown Land therefore the NRA is not able to grant permission for it to be used by Mr. S. 23 (1). It remains the decision of Cabinet to close and vest the property if so desired. As it is part of the road corridor the MD informed that the NRA can fence it off therefore preventing S. 23 (1) from utilizing it as a used car sales lot.

6. Next Meeting

The next scheduled meeting will be January 19, 2010.

7. Adjournment

The meeting was adjourned at 3:48pm.



Signature
Board Chairman
Confirmation of Minutes – 08.12.09
Date: 19.01.10



Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 19.01.10