
**Minutes of the Three-Hundred & Fifty
Meeting of the Board of Directors
held via telephone conference call,
on Wednesday 12th January 2022 at 10:00 a.m.**

Present were:

Stanley Panton	Director, Deputy Chairman
Heidi Hunte-Webster	Director
Anna Peccarino	Director
Kelvin Dixon	Director
Dane Walton	Director
Troy Whittaker	Director
Edward Howard	Director (ex officio-non-voting)
Faith Powery	Executive Secretary
Tristan Hydes	Director, Designate of Chief Officer, PAHI (ex officio-non-voting)

Apologies:

Alric Lindsay	Chairman
Barry Martinez	Director
Paul 'Andy' Bodden	Director

Invitees:

Colin Lumsden	George Town Manager
Charles Brown	Senior Policy Officer

1. Call to Order

It was noted and resolved that, a quorum being present, the meeting was duly constituted. Deputy Chairman, Panton chaired the meeting as per the Chairman's request.

2. Ratification of the previous Minutes

Subject to punctuation and grammatical changes, the Minutes for December 15th 2021 has been approved and ratified.

3. Status of COVID19 at NRA

MD Howard noted that as of January 12th 2022, there were 3 positive cases amongst the field staff and 1 primary contact with a positive household member. All cases are being treated as per the Public Health's order.

4. Current status of projects and updates on timelines

MD Howard noted that he met with Minister Jay Ebanks and Deputy Chairman Panton on Monday 10th January 2022. The Minister was given an update on the priority works to improve the road network and when the works would resume.

A tentative meeting is set for Monday 17th January with Mr. Scotland, DCO Hydes and MD Howard. They will discuss the priorities and the status of the projects, updates on timelines, equipment and labour resources to meet the expectation of the plans.

MD Howard hoped that Mr. Scotland would be able to assist him at the next Board meeting to give an update for the Capital Works programme.

Works Manager, Mr. Brian Chin Yee will assist MD Howard by putting the district roads programme together.

Director Panton noted that it's important that once approved and the Minister and the Board has signed off for the works to resume, MD Howard should inform the public by the way of radio, social media and the the mobile virtual message signs with the updates.

5. Presentation of the George Town Revitalization Project

The Chairman invited the team from the George Town Revitalization Project to do a presentation to the Board.

The George Town Revitalization Project was presented by George Town Manager, Mr. Colin Lumsden, along with the Senior Policy Officer, Mr. Charles Brown and Deputy Chief Officer, Mr. Tristan Hydes.

The Ethos of the Project states, "The George Town initiative is a holistic approach towards resurrecting our city. This approach involves listening, gathering information, research and studies and ultimately producing viable solutions and recommendations that would then be implemented in the form of policies, systems and physical representations in the built environment of our city.

Mr. Lumsden's detailed presentation covered ongoing and future projects that will enhance the overall landscape of George Town, whilst ensuring the "Caymanian heritage" is preserved.

Members of the Board were able to ask questions relating to the cost of the project, the completion timeframe and how the changes would benefit the country.

A follow up presentation will be scheduled at a later date.

6. Presentation of the Cabinet Paper Process

At the Chairman's request, DCO Hydes explained the process of the Cabinet Paper for the new Directors.

The presentation covered:

- What is a Cabinet Paper –Mechanism by which Cabinet makes a decision
- What is a Cabinet note –Mechanism by which a Cabinet note is formed
- **The process consists of drafting the Cabinet Paper**
 - Drafted only by Ministries/Portfolios
 - Dept./Agencies request policy through the relevant Ministry/Portfolio vice versa
 - Timeline can vary depending on the complexity of request

- Policy request is formulated (through) the Minister, a Liaison Officer or Memo
- Research –Ministry seeks information on the topic to formulate advice in the paper & recommendation to Cabinet.
- Ministry review
- Quality Assurance – In preparation for Minister’s approval and submittal to Caucus
- Chief Officer signoff
- Minister signoff
- Submittal to Caucus & Cabinet
- **Extract:** Decision by Cabinet – Confidential –Ministry disseminates decision *but not Extract*
- **The procedure for submitting Cabinet Papers (14 week days min.)**
 - Each Thursday (weekday 1): Submittal to Caucus
 - Following Monday (weekday 3): Caucus considers paper (if approved by Caucus)
 - The second Friday (weekday 7): Paper submitted to Cabinet office
 - The following Monday (weekday 8): Cabinet Office Review: Feedback/suggestions to the Ministry
 - The following Wednesday (week 10): Full complement of the Paper is submitted to Cabinet Office
 - The following Monday (weekday 13): Caucus has final review of the Paper
 - The following day – Tuesday (weekday 14): Cabinet meet and considers the paper
 - All the deadlines are strictly enforced
 - *Minister can apply to His Excellency and the Premier in exceptional circumstances to have these timelines changed.*

7. **Gazette Notices**

MD Howard reminded the Board that at the last meeting, it was noted that the Linford Pierson Highway was gazetted. It was also noted that the Section 6 for the Linford Pierson Highway and the Bobby Thompson Road, would be published in the Cayman Compass newspaper on Friday 14th January 2022 and run for 3 consecutive Fridays. Once this has been completed, by the end of January or the beginning of February, NRA would have the legal rights to go in and commence works.

Redacted under section 23 (i) under the FOI Law

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8. **New claims and settlements**

There were no claims and settlements to present at this meeting.

9. Any other business

Director Whittaker noted that he will provide the Fleet Management subcommittee with the first draft of the report and get feedback before presenting it to the full committee.

Director Panton inquired about the status of the fill material for sale, which was presented at a previous meeting.

It was resolved that NRA would be allowed to contract with private entities to provide spray and chip work.

Director Panton inquired about manpower for doing payroll at NRA. MD Howard explained that these issues have now been resolved.

a) Status of requested NRA educational videos

The Transportation Unit and Zeal productions completed the draft videos for the vertical well and drain cleaning. Due to a technology glitch, the link could not be viewed at the meeting but, would be circulated to the Board via email by the Executive Secretary.

Director Panton requested the amount of videos completed and those outstanding, and for the information to be shared with the Board.

b) Status of public meeting date arrangements

Due to the recent matters pertaining to road safety, the Chairman expressed the necessity to connect with members of the public to address their concerns and queries.

The Executive Secretary liaised with Mr. Alan Robinson, Facilities Manager at the Department of Education Services, for the use of the school halls in various districts during the month of February.

Once the availability has been confirmed, the public meetings dates will be announced through various NRA social media platforms, media houses and GIS.

11. Director's Requests

Director Walton requested the paving schedule for the Boat ramp in Savannah, Newlands, the removal of Mitsubishi car by the Poindexter roundabout, potholes along Hirst Road, Newlands to be fixed specifically in front of Mrs. Mary Bodden's property.

There's also a need for the signs to be centred correctly, especially the Spotts Newlands sign. A request was made for the Signs and Lines Supervisor to follow up.

Director Hunte-Webster noted that there were a few signs still down in West Bay. MD Howard noted the material that was ordered, and will be shipped soon if it hasn't been already. It was noted that Director Hunte-Webster inquired about the amendment to the NRA Dart deal.

Director Panton noted that the Old Man Bay Parking lot needs to be completed and requested MD Howard to get a timeframe from Superintendent Forbes. Also there are some road signs in the Northward subdivision that are down.


Director Dixon noted that the centre line on Shedden road, needs to be properly aligned.

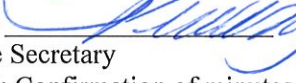
The Minister has also requested road works to be done in Water Cay, North Side.

Date of Next Meeting

The Chairman noted that the next board meeting will be January 26th 2021.

There being no further business, the meeting was adjourned at 2:05 p.m.

Signature 
Chair of the Board
Confirmation of minutes

Signature 
Executive Secretary
Seconded: Confirmation of minutes

