

**National Roads Authority**  
**Minutes of the Ninety-Ninth Meeting of the Board of Directors**  
**held at Public Works Department (PWD) Training/Conference**  
**Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Tuesday, December 07, 2010 at 1:00 p.m.**

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

**1. Call to Order**

The Meeting was called to order at 1:10pm by the Chairman.

**2. Confirmation of Minutes**

The motion for the acceptance of the Minutes (with noted amendments) of Meeting held November 09, 2010 was moved by Director Mrs. P. McGaw-Lumsden and seconded by Director R. Dunn.

The motion for the acceptance of the minutes (with noted amendments) was approved and accepted by the Board.

3.

**Matters Arising**

a. **HR Monthly Report**

Chief Financial Officer (CFO) – Recruitment

The HR Consultant informed the Board that interviews for this post were held in the month of November. The selection panel's report was expected to be done and presented to the Board, however in the last few days a potential solution to the recruitment of this post was presented to the NRA. It is proposed that the Deputy Director in charge of Finance & Administration PWD, who is currently being seconded to the Ministry DAWL&A be transferred to this post, once job is completed at the Ministry (possibly in the next two months time). It was noted that the issue of transfer is covered under both the NRA Law and Public Service Management Law. This proposal offers benefits to the NRA if accepted.

HR Manager & Fleet Manager – Recruitment

Eleven applications (possibly four Caymanians) have been received so far for the HR Manager's post. Twenty-one applications were received for the Fleet Manager's post, most being from the US.

Advertisements for these posts have been appearing in the Caymanian Compass. Details of both vacancies were also posted on the Government's CS Messages email system. In addition, the Fleet Manager's post was also advertised in North America on a professional website.

The closing date for receiving applications for both posts is December 17, 2010.

Contracts of Employment and Job Descriptions

New contracts for staff requiring them are being prepared and these are expected to be issued during the month of December.

Job descriptions for Labourers, Machine Operators and Signs & Lines staff have been approved, while those for administrative staff have been referred to senior management for review. Draft job descriptions for the support staff in the Finance and Fleet Management departments are to be reviewed subsequent to the appointments of the new CFO and Fleet Manager.

The drafting of job descriptions for professional and technical posts is being done.

Competency Framework & HR Procedures

The framework and procedures were developed to support the NRA's ambitions to continually improve services provided. These have been reviewed by senior management and will be presented to the Board at the next meeting for review and adoption. The framework is focused on attitudinal and behavioural competencies and covers four categories –

general staff, supervisors & superintendents, middle level manager and senior managers.

The HR procedures provided the means and guidance for ensuring the effective application of the Personnel Manual which was approved earlier this year.

**b. Private Finance Initiative (PFI)**

It was enquired if there is a workable way forward of this proposal based on the report from PriceWaterhouseCoopers. The MD responded that the report provided five (5) options of which option one (1) appeared to be more feasible and a meeting (MD, Ministry, National Strategic Plan Advisor & PriceWaterhouseCoopers) was held last week to discuss the report. Mr. Scott will take this to Caucous.

It was noted that one of the first things to be done is to amend Legislation to include the setting up of private finance initiatives and private/public initiatives in the Cayman Islands.

The purpose of the proposed PFI was queried. Specifically, it was asked whether the intent was to generate economic activity or deal with traffic congestion. If it was the latter, then it was suggested that there were several areas which benefit from widening, repairs or redesign which would be more effective than say extending the East/West Arterial.

**4. New Business**

**a. Senior Road Executives Programme – 2011 – UK  
Invitation to Paul Parchment to attend**

It was noted that this is a good programme for not only the Deputy Director Designate to attend but also Directors as well and it was suggested that two other Directors be nominated to attend.

The motion was moved by Director S. McField for the Deputy Director Designate Paul Parchment to attend the full course and two nominated Directors to attend the first and second modules. The motion was seconded by Director B. Ebanks.

The motions was accepted and approved by the Board of Directors.

**b. Request for Street Sweeper**

The Deputy Director Designate advised that this request was previously made but put off due to lack of funds. The sweeper will be used to clean the roads in town, roundabouts and the removal of debris which hampers the effectiveness of the drains and damages line markings on the road. The sweeping of the roads is currently being done by hand but is dangerous. The estimated cost is CI\$180K and the Deputy Director Designate will inquire on the availability of funds for the possible purchase of this equipment and inform the Board. Support



was given by the Board for the purchase of this equipment (i.e. with available funds).

**c. Vehicles previously allocated to staff**

The question was raised as to the current status of vehicles previously allocated to staff which was taken from them. The number of vehicles has been reduced from twenty-two (22) to seven (7) and was being used for both official and personal use. These vehicles are now not being used for personal matters.

**d. HR Matters**

The issue in regards to the suspended health insurance for a staff member's spouse was presented to the Health Insurance Commissioner and is currently being investigated with the possibility of presenting an ultimatum to the insurance company to reinstate the suspended health insurance. The Board will be provided with an update as the matter progresses.

In regards to staff member S. 23(1) a medical report received indicated that his injury was not spinal but injury to nerves and muscle. An appointment was made for him to see a visiting pain management specialist however it was suggested by the island's hospital that he sees a local anaesthesiologist for treatment. He is currently seeing the anaesthesiologist as well as a local pain management specialist.

The question was raised as to the current intentions of S. 23(1) i.e. does he want to be Medical Boarded or what and why is the NRA facilitating his medical care. The DMD responded that the NRA is prompting this employee to seek medical care and making sure that there was no injury on the job to this employee. Documentation will serve to show whether there was an injury on the job or not.

At this point T. Hydes Designate Director Ministry DAW&LA left the meeting.

**e. NRA Health Insurance – Cayman First**

The DMD informed that Cayman First has advised that there will be a 29% increase in premiums beginning January 2011 due to high (unusual) medical situations by the NRA staff. It was noted that insurance with CINICO would cost less with possible competitive rates and a package specific to the NRA e.g. provisions to go to a private doctor and not denying coverage for anyone with a preexisting condition. The suggestion is that the NRA should return to CINICO.

The Chairman noted that this may be a good time to review and decide which way to go in regards to health insurance for NRA staff. Director R. Dunn is to work with the Chairman in reviewing the health insurance for the NRA and the best possible way forward. Director R. Dunn is to prepare a document to present to CINICO which will include

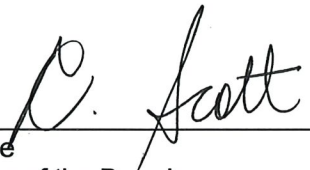
information on premiums and preexisting conditions so that it may be a seamless transition if it is decided to return to CINICO.

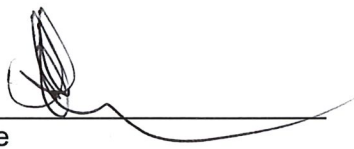
6. **Next Meeting**

The next meeting is scheduled for January 18, 2011.

7. **Adjournment**

The motion was moved by Director D. Rankine and seconded by Director R. Dunn to adjourn the meeting. The motion was approved and accepted by the Board. The meeting adjourned at 2:37pm.

  
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Signature  
Chairman of the Board  
Confirmation of Minutes – 07.12.10  
Date: 18.01.11

  
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Signature  
Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 18.01.11

