

**National Roads Authority**  
**Minutes of the One-Hundred & First Meeting of the Board of Directors**  
**held at Public Works Department (PWD) Training/Conference Room,**  
**370 North Sound Road, George Town, Grand Cayman,**  
**Tuesday, February 08, 2011 at 1:00 p.m.**

<b>Present:</b>	Colford	Scott	Chairman	
	Troy Whittaker		Deputy	Chairman
	Mrs. Christine Maltman			
Brian	Ebanks			
	Ms. Levonne Ryan			
	Mrs. Pearlina McGaw-Lumsden			
	Darrel Rankine			
	Justin Bodden			Director Ex-Officio
	Ronnie Dunn			Designate Director for Financial Secretary
	David Fawcitt			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>	Steve McField			
	Tristan Hydes			Designate Director – Min. DAW&LA
<b>Absent:</b>	Barry Martinez			

**1. Call to Order**

The Meeting was called to order at 1:04pm by the Chairman.

**2. Confirmation of Minutes**

The motion was moved by Director R. Dunn and seconded by Director D. Rankine for the acceptance of the minutes with amendments.

### 3. Matters Arising

#### a. HR Monthly Report

The meeting of the Personnel Sub Committee to review recruitment for the HR and Fleet Managers positions was rescheduled for Monday, February 7, 2011 when the Chief Financial Officer recruitment (closing date February 4, 2011) may also be reviewed.

#### Draft Competency Framework

Written suggestions from Director D. Rankine have been noted and incorporated in the draft documentation. This was then forwarded to the Board for review.

#### Draft Human Resources Procedures

Amendments submitted by Director R. Dunn and accepted at the last meeting were incorporated into this document. It will now be used to support the effective use of the Personnel Manual.

As requested at the previous meeting, a draft Procedure for Probationary Service has been done and will be forwarded to the NRA's Senior Managers for review.

Work is currently progressing on the draft of the Drug and Alcohol Misuse Procedure. Work is also being done on Draft Procedures for Work-Life Balance & Grievance Handling. These are to be reviewed on completion.

A schedule of seminars and workshops is being prepared for the introduction and familiarization of the procedures to the administrative staff, supervisors and line managers.

#### Contracts of Employment, Job Descriptions

The majority (approximately 70%) of employment contracts for NRA staff have now been issued. Job descriptions for administration, IT, Finance, Fleet Management and some Technical posts are being drafted or awaiting approval.

Although the process of updating contracts is progressing well, it was noted that priority should have been placed on the completion of contracts first.

#### Tracking of vacation

The tracking of vacation by staff requires improvement and is currently being worked on.

### Training of HR Personnel

Training of HR staff is being organized, to provide more detailed, accurate information e.g. figures on absence and how much is spent on recruitment.

HR personnel are now getting more familiar with the processing of work permits applications at Immigration Department.

**b. Senior Road Executives Programme – 2011 – UK**

Two Directors will also be attending this course along with the Deputy Director Designate. It is anticipated that by attending this course these members will broaden their experience and have a better understanding of the roads programme.

**c. Bobby Thompson Way**

It was noted that Cabinet always maintains its ability to change its decisions and in this case the aggregate allocated for this project could be utilized in another project in the meanwhile. It is better to use it than to have it being moved around and possibly lose some of it.

In regards to the injunction the MD informed that an affidavit of events by persons involved at the time was required, however a summary of events from the beginning of the project was forwarded to Director S. McField for review.

**d. Update on Health Insurance**

At the last 2010 meeting of the Board, members were informed that there would be an increase in premiums (from CaymanFirst) of 28% effective the New Year. CINICO will also be increasing the cost of premiums by 22% effective July 2011.

On the matter of the NRA proposed return to CINICO as its health insurance provider, the new MD at CINICO has indicated that the NRA would be welcomed to return. However no details were provided on the acceptance of the issue of pre-existing medical conditions. CINICO would possibly not have an issue with providing coverage of these medical conditions.

The NRA will have an approximate C\$62,000 savings on health insurance premiums if it returned to CINICO as of March 1<sup>st</sup> 2011.

The motion was moved by Director R. Dunn and seconded by Director Mrs. P. McGaw-Lumsden for the return of the NRA to CINICO for health insurance coverage.

The motion was approved and accepted by the Board for the return of the NRA to CINICO for health insurance coverage March 1<sup>st</sup>, 2011.

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Redacted under Section 23 (1) of the Freedom of Information Law, 2007

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Redacted under Section 23 (1) of the Freedom of Information Law, 2007

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**g. Elgin Avenue Widening Update**

Paving resumed February 7, 2011 and is expected to be completed by February 9<sup>th</sup>. The delay was due to the lack of hot mix asphalt. Remedial roadwork is to be done at Cayman National round-a-bout.

The Chairman thanked the NRA crew and Mr. Peter Ogden for the work done on this upgrade which was proposed long ago and now finally completed.

**4. New Business**

**a. Draft NRA Annual Report – 2009/10**

Draft copies of this were circulated to members prior to the meeting for review and comments.

The MD noted that one of the main issues facing the NRA is how to tackle the request to repair approximately 120 miles of private roads which is expected to cost in excess of CI\$13M. Public roads must be repaired first before any repairs can be done to private roads.

The Chairman commended management on the compiling of the report and the success achieved during the challenging financial year. Much was accomplished and the report was good.

**b. New equipment/vehicles – NRA**

Copies of the Financial Statement as at December 31, 2010 were circulated by the MD to members for review and to note the NRA's financial status. Members were informed that the Ministry has been paying NRA invoices billed to them on time hence the NRA is currently in a good financial position. It was queried should this decision of purchasing new vehicles be made now or delayed.

Members were advised that the Deputy Director Designate is currently off island in Florida and (Canada) with two members of staff looking at prospective new vehicles/equipment for the NRA. Old equipment/vehicles e.g. the sweeper, have engine problems and are constantly being repaired. The bush cutting crew are unable to cut really high branches and needs a particular machine to do this. With the Ministry now requesting the NRA to maintain private roads, equipment will be needed and fully utilized.

With the query of how will roads be maintained in the foreseeable future, now is a good time to purchase these needed equipment/vehicles. The vendor is reputable and it is proposed to have a mechanic flown in from the company for approximately six (6) days to go through the technicalities of the sweeper with the appropriate staff and extra spare parts will be purchased for it.

If the NRA is disbanded all the equipment/vehicles will be utilized as the maintenance of roads will continue.

An assessment/evaluation of the old equipment/vehicles will be done and an auction held for the disposal of them.

A motion was moved by Director D. Rankine and seconded by the Deputy Chairman T. Whittaker for the purchasing of the required equipment/vehicles. The motion was approved and accepted by the Board.

**c. Budget FY2011/12**

The final budget is to be done and circulated by email to members.

**5. Next Meeting**

The next meeting is scheduled for March 8, 2011.

**6. Adjournment**

The motion was moved by Director R. Dunn and seconded by Director D. Rankine to adjourn the meeting. The motion was approved and accepted by the Board. The meeting adjourned at 3:50pm.

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Signature            Signature  
Chairman of the Board  
Confirmation of Minutes – 08.02.11  
Date: 08.03.11

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Executive Secretary  
Seconded: Confirmation of Minutes  
Date: 08.03.11