

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

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

1. Call to Order

The Meeting was called to order at 1:15pm 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 respective interview panels have made recommendation for the appointing of the HR Manager, Fleet Controller, and Chief Financial Officer. The reports have been submitted for consideration by the Board of Directors.

Recruitment for the Mechanic's Assistant and Survey Technician posts, currently held by expatriates is being done. A review is being conducted by the Engineering Section on the possibility of obtaining a temporary work permit (three months) to extend the services of the current Survey Technician as the long term need for this post will depend on projects to be done.

Ms. S. Bodden & Mrs. L. Hall-Vaughan

It is with pleasure to report that Ms. Bodden has satisfactorily completed the Professional Certificate in Personnel Practice which was done in Cayman in 2010. She has worked hard to achieve this and will be able to use the designatory letters Assoc CI PD so long as her membership remains current. She has also achieved the University of Portsmouth certificate.

Mrs. Hall-Vaughan is on track to achieve the same result and only needs to submit one report to supplement work already dispatched for marking.

Work Permit employees

There are only five (5) employees currently on work permit with expiry dates as follows:

Michael Barnett, Chief Financial Officer – March 31, 2011
Selwyn Fraser, Survey Technician – April 1, 2011
Miguel Dean, Mechanic's Assistant – April 7, 2011
S. 23(1) Assistant Lab Technician – April 25, 2011
Patriena Walrond, Lab Technician – August 20, 2011

Recruitment for the first three posts is currently being done.

There is a matter of concern in regards to the employees in the Lab. Mrs. Walrond will be 'rolled over' in August 2011 and it is understood that Mr. Williams has applied for Permanent Residency, but it is advisable that precautionary measures need to be taken to ensure that the services of

the lab run effectively and efficiently. This would possibly entail commencing the recruitment process for both posts (subject to need) as a matter of urgency.

Director R. Dunn queried if management considered seeking a Key Employee status for Mrs. Walrond. The MD informed that this has been briefly discussed and there is a good case for it to be considered. It was suggested that this post be advertised and have her apply for the post. In the meantime, the NRA should apply for Key Employee status for her.

Contracts of employment/Job Descriptions

A decision is pending in regards to the structures of the Fleet Management and Finance Sections prior to the agreement on Job Descriptions.

HR Procedures/Competency Frameworks

These documents have been reviewed by the Board and will be circulated to staff shortly. A draft Probationary Employment Procedure which was requested by the Board (plus report forms) has been done and will be forwarded to senior management for review/comments. The drafting of the procedures for handling issues of drug and alcohol misuse will be completed by March 16, 2011 and forwarded to senior management for review/comments.

The development of training sessions for managers and supervisors is currently being organized.

Health Insurance for NRA Staff

Members were informed that less than half of NRA employees have completed the required forms from CINICO re the proposed transfer of health insurance. Supervisors need to be held accountable to ensure that forms are completed on time by staff.

It was noted that CINICO is requesting that they conduct their own health assessment of NRA employees prior to taking us back. CINICO already has most of the medical information on NRA staff with only the last two years of information being with Cayman First, which should not be a problem to obtain.

It was brought to the attention of the Board that some members of staff felt that they were not adequately informed re the Board's decision to go back to CINICO as a health provider. It was suggested that issues and concerns of staff should be aired to Management, which could then be discussed at an arranged Personnel Sub Committee meeting. The MD advised that he had a meeting with field and administrative staff at which

they informed of the proposed change and administrative staff were very concerned about the proposed change.

4. **New Business**

a. **NRA Recruitment**

HR Manager

It is the recommendation of the Personnel Sub Committee that Ms. W. Williams be offered the post with Ms. J. Campbell as second choice.

It was noted by the HR Consultant Mr. G. Wood that both Ms. S. Bodden (currently working in NRA HR section) and Mrs. Hall-Vaughan have both successfully completed the Professional Certificate in Personnel Practice and hence this puts them both on par with the current selected HR Manager. The selected HR Manager however has more HR experience and a Degree.

The motion was moved by the Deputy Chairman T. Whittaker and seconded by Director Mrs. P. McGaw-Lumsden to accept the recommendation of the committee with the starting salary at G4.7 (\$6,147) on the NRA salary scale. The motion was not accepted by the members.

A second motion was then moved by Director Designate T. Hydes and seconded by Director R. Dunn to accept the recommendation of the committee with the starting salary at G4.6 (\$5,827) negotiable with the OK to offer up to G4.8 on the scale. If the first candidate does not accept the offer then the same offer is to be made to the second choice. This motion was accepted and approved by the Board.

Fleet Controller

It is the recommendation of the Personnel Sub Committee to offer this post to Mr. A. Ebanks with Mr. R. Bush as second choice.

The motion was moved by Director R. Dunn and seconded by Director D. Rankine to accept the recommendation of the committee with the starting salary at G5.5 (\$4,401). The motion was unanimously accepted and approved by the Board.

Chief Financial Controller

The recommendation of the Personnel Sub Committee is to offer the post to Mr. R. Persaud with Mr. P. Schreiner as second choice.

The motion was moved by Director Designate T. Hydes and seconded by Director R. Dunn to accept the recommendation of the committee with the starting salary at G6 (\$7,331) with no frills. This motion was accepted and approved by the Board.

The Deputy Chairman T. Whittaker then left the meeting.

b. Update re Lifting of Injunction at Bobby Thompson Way

The MD informed that NRA's long range plans for this project and other documents have been forwarded to Director S. McFieled who was not present to give an update on this item.

c. Request by Dep. Premier to repair/resurface private roads

It was noted by the MD that the NRA's recurrent budget is being decreased but the amount of work required is being increased. If private roads are to be done with funds budgeted then some public roads will not be done.

Director Designate T. Hydes suggested that the NRA meet (tentatively set for Thursday at 3:00pm) with the Minister to explain why it would be difficult to do private roads with the current budgeted funds, the difference between public and non-gazetted roads and how to allocate the funds accordingly. Also suggested is that the NRA work with Lands & Survey Department in finding a shorter way to gazette private roads to public roads. It was noted that private roads transferred to Crown Land do not have to go through this process, and it is suggested that this process be used to make these roads public.

d. Resolution to execute land transfer of Blk 37A [REDACTED] to the NRA

A request is being made by the MD for the final transfer of this land to the NRA. Aggregate can be stockpiled on it with the possibility to construct a proper road at the entrance with a fence. It was suggested that a decision be deferred on this request as there was no quorum at the time, however a round-robin vote could be made via email.

In light of this request it was queried if the NRA knows what direction it is heading now, as the uncertainty was the reason for the delay in the land transfer. It was noted that if the NRA does return to core government then the land would be owned by government.

e. [REDACTED] S.23(1)

[REDACTED]
Redacted under Section 23 (1) of the FOI Law 2015
[REDACTED]

This land is crown land and the Board's decision is that this parcel of land is not for sale.

5. Next Meeting

The next meeting is scheduled for April 12, 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 3:59pm.

Signature Signature
Chairman of the Board
Confirmation of Minutes – 08.03.10
Date: 12.04.11

Executive Secretary
Seconded: Confirmation of Minutes
Date: 12.04.11