

National Roads Authority
Minutes of the One-Hundredth Meeting of the Board of Directors
held at Public Works Department (PWD) Training/Conference
Room,
370 North Sound Road, George Town, Grand Cayman,
Tuesday, January 18, 2011 at 1:00 p.m.

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

1. **Call to Order**
 The Meeting was called to order at 1:10pm 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.

3. Matters Arising

a. HR Monthly Report

Applications (approximately 40 in all) for the Fleet Manager's post were reviewed by the Deputy Director Designate prior to discussion with the MD for referral to the Personnel Sub Committee.

Applications (approximately 26 in all) for the HR Manager's post are all in and a summary by the HR Consultant has been presented to the MD who is to review and make a referral to the Personnel Sub Committee for consideration.

The Chief Financial Officer's post is currently being re-advertised with the deadline for submission January 28, 2011.

The Personnel Subcommittee is to meet January 26, 2011 to review the applications for HR Manager and Fleet Manager for short-listing and interviews.

The current contract of employment for the Survey Technician post held by S. Fraser (i.e. work permit) expires in April 2011. The Job Description has been re-written and recruitment for a qualified Caymanian will commence in late January.

The structure of the Fleet Management section is to be reviewed as the work permit for the Mechanics Assistant (Miguel Dean) expires this month. An application for temporary work permit for three (3) months has been submitted for Mr. Dean to the Chief Immigration Officer.

Job Descriptions

Job Descriptions have been done as follows:

Administrative and clerical posts submitted to the MD & DMD for review and comments.

Survey posts for final approval from the DMD Designate.

Finance posts – consideration for a revised structure is required and draft job descriptions have been done for review.

Replacement Contracts of Employment

Upon approval of the job descriptions, new contracts of employments are prepared.

Former NRA employee now married to Caymanian

It was brought to the attention of the Board by the Deputy Chairman that a former NRA expat employee now married to a Caymanian now wants to be re-employed by the NRA. He was advised of the Government's current no hiring policy. He is now working on a contract with the NRA paving crew in Cayman Brac and has applied for the post of Grader Operator which was recently advertised by the NRA to which

he has received no response to date. He informed the Deputy Chairman that he has submitted at least two applications for this post, but somehow none of them can be located at the office.

The question was raised on how applications are processed when they arrive at the NRA, to which Mr. Wood informed that all applications electronic, mailed or hand delivered to the NRA are date stamped and recorded by the HR Administrator then forwarded to the respective Manager for review.

The Deputy Chairman will advise the former employee to resubmit his application for the Grader Operator to the DMD and arrange for the Deputy MD Designate to conduct an interview and formal test with Mr. Mitchell, with one member of the Personnel Sub-Committee sitting in on the interview.

4. New Business

a. Claims for compensation

Blk 1D S.23(1) – Hell Rd. – West Bay
The Board accepted and approved payment.

Blk 19E S.23(1) – Seymour Drive
The Board accepted and approved payment.

It was queried of Mr. Obi if any feedback has been received on the outcome for claims recommended to go to the Roads Assessment. Mr. Obi responded that no decision has yet been made out of six (6) cases recommended to the Roads Assessment Committee.

b. Draft Competency Framework & Draft HR Policies & Procedures

Copies of these were circulated to members for review and comments. Comments have been received from some members and duly noted by Mr. G. Wood.

Mr. Wood expressed his appreciation to the Executive Secretary Mrs. L. Hal I-Vaughan for her assistance in the compilation of these documents.

It was noted that the Competencies were good for employee's success and are good things to aspire to. Some of the policies seem to be an extension of the Public Service Management Law used by core government which seeks to protect the employee.

It was noted that the MD's monthly report is more financially oriented and is sent to the Ministry and copied to the Board electronically. However it was noted that there is a need for this report to reflect more of the routine operations of the NRA.

c. Elgin Avenue Widening Update

The MD reported that Phoenix Construction is now constructing 3,000ft of sidewalk for approximately CI\$140K and is expected to complete the job by February 14, 2011. ABC Trenching is doing the trenching, and manhole covers for fibre optic cables. The NRA will be doing the grading and centre islands. Hot mix asphalt of the road is expected to commence February 1st, 2011 by ARCP for approximately CI\$202K.

Complaints have been received from residents in the area concerning the level of dust on a daily basis, even though the area is watered by the NRA water truck. The MD informed that the level of dust is due to the poor quality of the aggregate currently being used due to the lack of a better quality local supply of aggregate. The NRA is currently sourcing the region for a better quality aggregate.

d. NRA Sweeper

The DMD Designate is currently off island with two other members of staff looking at acquiring a new sweeper and other equipment for possible purchase.

5. Other Matters

a. Aggregate stockpiled at Bobby Thompson Way

In response to a query members were informed that the aggregate that is currently being stockpiled on Bobby Thompson Way is good but is unable to be used as it is already financially appropriated. However it was suggested that it be released through Cabinet so that it can be utilized.

b. Senior Road Executives Programme – 2011 – UK

Director Brian Ebanks and Director Ex-Officio Justin Bodden have both been nominated to attend this programme with the DMD Designate in the UK during the month of April 2011. **It is noted that Director D. Rankine was not in agreement with the Board's decision to send two Directors (one would have been OK) to this course.**

c. Hiring of Bush Cutter

In response to a query from a Director, members were informed that three persons were hired for the Bush Cutter post although only two were required.

d. Aggregate at Stockpile

It was noted that there was a considerable amount of material e.g. topsoil at the stockpile and it was suggested that it would be good to sell it as there is a cost being incurred in keeping it.

Redacted

S. 23(1)

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

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

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

f. NRA Health Insurance

It was suggested that the NRA would be better off if it returned to CINICO even if a special package is done for S. 23(1) as premium payment would possibly be less and there would be savings.

If the Board is mindful to go ahead and change the health insurance back to CINICO then a quote for insurance coverage can be requested from CINICO (to do a cost comparison with the current provider). Director R. Dunn is willing to go with the DMD to meet with CINICO to discuss providing health insurance coverage for the NRA staff.

6. Next Meeting

The next meeting is scheduled for February 8, 2011.

7. Adjournment

The motion was moved by Deputy Chairman T. Whittaker and seconded by Director D. Rankine to adjourn the meeting. The motion was approved and accepted by the Board. The meeting adjourned at 3:44pm.

Signature
Chairman of the Board
Confirmation of Minutes – 18.01.11
Date: 08.02.11

S _____
Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 08.02.11