

National Roads Authority
Minutes of the One-Hundred & Sixth Meeting
of the Board of Directors
held at Public Works Department (PWD) Training/Resource Room,
370 North Sound Road, George Town, Grand Cayman,
Tuesday, July 12, 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
Apologies:	Brian Tomlinson	Managing Director
	Paul Parchment	Dep. MD Designate – Eng. & Operations
	Julie Campbell	HR Manager – invited
	Paul Schreiner	Chief Financial Officer – invited
	Mrs. Lois A. Hall-Vaughan	Executive Secretary
	Steve McField	
Ms. LeVonne Ryan		
Justin Bodden	Director – Ex-Officio	
Brian Ebanks		
Mrs. Christine Maltman		
Absent:	Edward Howard	Dep. Managing Director – Admin & Planning (vacation)
	David Fawcitt	Designate Director – Min. DAW&LA
	Barry Martinez	

- 1. Call to Order**
The Meeting was called to order at 1:12pm by the Chairman.
- 2. Confirmation of Minutes**
This is to be done at the continuation of this meeting scheduled for Tuesday, August 9, 2011.
- 3. Matters Arising**
To be discussed at the next meeting.

4. **New Business**

a. **NRA Budget – FYI 2011/12**

The monthly report for June 2011 reporting the NRA's financial position was circulated for discussion. Also circulated for consideration by the Board were copies of the Draft Budget for FY2011/12.

The disbursement of funds in the Roads Fund to the NRA was discussed as well as the amending of the NRA Law to accommodate the inclusion of the Roads Funds in regards to the disbursement of funds to the NRA. It was noted that with the deleting of the last section in Section 20 of the NRA Law, then the NRA would be able to acquire the funds without going through the Appropriation Law.

The MD noted that the draft budget will not be able to sustain a staff of 110 and it was suggested that sacrifices will have to be made. One suggestion is having staff co-pay in regards to health insurance.

The Director Designate for the Ministry, Mr. T. Hydes arranged a meeting with the Minister at 3:30pm hence the meeting was adjourned at 3:15pm for the CFO, MD, Chairman, Director Designate – Finance R. Dunn, DMD Designate P. Parchment and Director Designate – Ministry T. Hydes to attend.

b. **HR Report**

1. Training

The training of HR personnel on the Explorer System was completed the week of Jun 20 – 24, 2011. Recommendations in regards to the software were made and changes were done in order to ensure accurate HR reporting. Other changes were discussed and price quoted.

First Aid and CPR Training for Superintendents, Supervisors and Foremen is to be conducted by the Red Cross in August at a cost of CI\$110.00 per person.

An overview session for Superintendents/Supervisors/Foremen on their line management responsibilities in respect of their staff is scheduled to be done by the Board's Executive Secretary who obtained a distinction in the Training Module of the recently completed Certificate in Personnel Development (CIPD) Course. This session will provide them with the information necessary to progress to the main training session and the goals and vision of the NRA for the fiscal year.

Training and orientation of staff on the new policies and procedures as per the HR Consultant's (G. Wood) schedule for roll-out of strategic HR will be done by the HR team with the assistance of the Board's Executive Secretary under the guidance of the HR Manager. Should the need arise for additional resources the Ministry staff and PWD training officer will be utilized.

The overall operation of the NRA, workforce productivity, opportunity for upward mobility and personal development of employees is imperative and

the HR team will be interviewing employees to determine interest in cross training, computer training, customer service and any other training which can be provided in-house. Interviews will be conducted during the month of July with training sessions scheduled to be done during 'down time'.

2. Job Descriptions & Contracts of Employment

Outstanding job descriptions and contracts are to be completed by the end of July in order to facilitate performance assessments early in the new fiscal year.

3. HR Policies & Procedures

The following draft policies and procedures are with the Board of Directors for review and approval for adoption.

Drug & Alcohol Misuse
Probation (in regards to employment)
Managing Staff Reductions

4. HR & Administrative Reporting

At the in-house budget meeting a request was made to have the following under the supervision of the HR Manager:

Scholarship & training
Recruitment costs
Staff functions
Uniforms
Expenses and supplies

This is to allow for accountability, reporting and budget control.

Several spreadsheets have been created to track the monthly activities which includes vacation accrual, absenteeism, disciplinary letters, important dates (i.e. contract expiration, retirement, years of service), total employee emoluments, (i.e. salary, pension, health).

A HR report to provide an overall summary of all monthly HR and administrative activities will be due the first Friday of each month. This is to ensure all relevant information is entered. A monthly Q-Trak (daily tracking of internal/external correspondence) report submitted by the Receptionist to the HRM will be included in the HR report.

A spreadsheet created to track all HR issues and tasks will be updated on a weekly basis and discussed at weekly HR meetings. Some of the items covered on this spreadsheet are:

Two employees sent to take a full medical exam to ascertain their capability to perform their current duties

One employee attending the Employee Assistant Program

The upgrading of the current Leave Application form to include the different types of leave

The re-vamping of the current personnel filing system to include reference numbers to be done during the month of July

Disciplinary – after completing the absenteeism report it was discovered that a number of employees have a high rate of absenteeism. Warning letters will be issued to these employees by the end of July

There is also the need for employees to report injuries for Risk Management purposes.

4. **Next Meeting**

The next meeting is scheduled for August 9, 2011.

5. **Adjournment**

The meeting adjourned at 3:15 pm and will be continued at the next scheduled meeting.

Signature
Chairman of the Board
Confirmation of Minutes – 12.07.11
Date: 09.08.11

Signature
Executive Secretary
Seconded: Confirmation of Minutes
Date: 09.08.11