



Minutes
National Housing Development Trust Board of Directors Meeting
Tuesday, February 11, 2014

1. Call to Order

The Chairman called the meeting to order at 11:30a.m.

2. Attendance

| Name | Initials | Title | In Attendance | Apologies |
|---|----------|-----------------------------------|---------------|-----------|
| Mr. George A. Powell | GP | Chairman | ✓ | |
| Mr. Kearney S. Gomez | KG | Deputy Chairman | ✓ | |
| Mr. Teddie C. Ebanks | TE | Director | ✓ | |
| Mr. Harwell A. McCoy | HM | Director | ✓ | |
| Ms. Lucille Barnes Rico | LR | Director | ✓ | |
| Ms. Louise Christine Burke-Richardson | LB | Director | ✓ | |
| Mr. Rayburn Farrington | RF | Director | ✓ | |
| Mr. Allan Bush | AB | Director | ✓ | |
| Deputy Chief Officer, PLAHI Mrs. Leyda Nicholson-Makasare | LM | Ministry's Representative (PLAHI) | ✓ | |
| Financial Secretary or Designate – Mr. Randy Myles | RM | FS's Office Representative | ✓ | |
| Mr. Julio Ramos | JR | General Manager/ Secretary | ✓ | |

3. Welcome and Prayer

The welcome and prayer were done by **GP & HM**.

4. Chairman's Opening Remarks

The Chairman thanked everyone for attending and apologised for the short notice in changing the date of the Board Meeting. He further pointed out that it would be most practical to have the two meetings (i.e. meeting with the Auditors and Board) in one day as opposed to returning for another meeting later in the week.

5. Formal Approval of Minutes

Minutes of the Board of Directors meeting held on January 30, 2014 were confirmed as follows.

Moved: AB

Second: LB

Agreed: by all present.

Matters taken from today's meeting with Representative from the Office of the Auditor General

Following the meeting earlier between the NHDT Board and representatives from the Auditor General, the Chairman advised on the following matters that need to be actioned by NHDT:

- Renew the NHDT Business Plan to reflect NHDT's current operations.
- The OAG's office recommended that the NHDT looks into the Sister Islands Housing Program and perhaps merge with NHDT.
- Complete a business case on the distribution of the newly constructed affordable houses.

Based on the above discussion, the Ministry Deputy Chief Officer advised that the NHDT take on the recommendations from the office of the OAG and do the proposal/papers and the Ministry of PLAHI will provide the required guidance and assistance. As a starting point it would be most practical to review what was put in place and then draft the cases and policies around the proposed business plan.

Action:

- **JR** to retrieve the previous (2004) business plan and provide to the Board. The NHDT will update to reflect a revised business plan.
- **Ministry of PLAHI** to confirm their position on the merging of the Sister Islands Housing Section/Program with NHDT.
- **JR** to complete the required business case for the distribution of the newly constructed affordable Houses.

Matters Arising from the last Board Meeting

A task list from the previous board meeting was circulated and it was noted that a few items have been actioned and others are ongoing and remain to be completed.

6. Resolution for Sale of NHDT - Property

The Board discussed a proposal to sell the NHDT Eastern Avenue property that is registered as Block 13E 166. It was identified that this site (zoned for residential and business) was not suitable to construct affordable houses and it would be most practical to sell this property and acquire property within the George Town District. It was noted that this property was valued in March 2013 and valued in the open market in the amount of \$3 million.

Agreed: Reach out to two independent valuers and also to the Department of Lands & Survey to provide and assist with the valuation of Eastern Avenue property, 13E 1666.

7. Affordable Housing Initiative Program (AHI)

In preparation for the distribution of the newly affordable houses a Draft Resolution for Authorized Officers to sign off on the Sale of the New AHI Houses was circulated for approval. The Authorized Signing Officers are as follows:

| <i>Signatures for the NHDT</i> | |
|--|---|
| <i>a. Mr. George Anthony Powell</i> | <i>Chairman</i> |
| <i>b. Mr. Kearney Gomez</i> | <i>Deputy Chairman</i> |
| <i>c. Mrs. Louise Christine Burke-Richardson</i> | <i>Director/Chairperson Finance Committee</i> |

7.1 AHI Assessment

As an update from the previous meeting, the assessment of the AHI applications is ongoing. It was further emphasized that all applications will be reviewed and vetted by the Finance Committee.

7.2 Eastern Avenue Old Houses

As an update from the last meeting, it was noted that Department of Children and Family Services (DCFS) confirmed their discontinuance of paying for accommodations for the two old affordable houses that were assigned to the DCFS after February 2014. It was also confirmed that rent payment will be made for the financial year up to February 28, 2014. However there were no indications given that these individuals will be relocating.

Action: Provide the relevant notification to the occupants of the two DCFS houses advising that the utility services will be discontinued effective February 28, 2014.

8. HR Matter

The Board was informed that the current and only maintenance officer of the Trust is presently undertaking the duties that were previously shared between two other maintenance officers and consideration should be given to bring the maintenance officer's wage up to par with the previous maintenance officers.


Agreed An allowance to be given for a stipulated period, during which his work load will be reviewed and assessed accordingly.

9. Adjournment

The meeting adjourned at 1:00 pm.


10. Next Meeting

The next Board of Directors Meeting will be held on Thursday, February 27, 2014 at 11:00am.



George Anthony Powell
Chairman

Date 21/03/2014



Julio Ramos
General Manager

Date 21/03/2014.

