

19th Meeting of the Board of the Recovery and Development Agency (RDA) held on
Thursday, 23 November 2018, at 10:00 am, at Oil Nut Bay
Virgin Gorda, British Virgin Islands

MINUTES

Members Present:

Mr. Clarence Faulkner (Acting Chair)
Ms. Monica La Bennett (MB)
Dr. David Hancock (DH)
Mr. Paul Bayly (CEO)
Ms. Sharie deCastro (SC)
Ms. Maria Mays (MM)
Mr. Clyde Lettsome (CL)

Apologies:

Mr. Robert Mathavious (Chair)
Pastor Gregory George (GG)

Outstanding Action Points From Previous Meeting

- Action Point #2: HR sub-committee to conduct final review of the HR Policy.
CEO advised that the HR sub-committee has undertaken a final review of the HR Policy. Some further minor comments have been suggested. Team is to make the changes and take HR Policy to next board meeting to ratify final version.
- Action Point #3: GOVI Internal Audit department is to be approached for support.
Arrangements for short and long-term secondments are being finalised into an MOU as part of the RDA requirement for capacity building. An internal auditor is one of the requested secondments.
- Action Point #5: The transition arrangements for the CDB loan are to be discussed with the MOF.

Actions

- Action Point #1: HR Policy to be presented to the Board for final approval.
- Action Point #2: Phase One Business case to be sent to the Premier's Office.
- Action Point #3: Executive Sub-Committee to review the 3-year budget.
- Action Point #4: CEO to formalise the Secondment MOU between the RDA and GOVI Public Service.
- Action Point #5: The Ag. Chair and CEO are to liaise with the Ministry of Finance on the establishment of the Trust Fund.
- Action Point #6: The Ag. Chair and CEO are to finalize the MOU between the RDA and the Ministry of Finance.
- Action Point #7: CEO is to submit criteria for considering value for money and overall scores for tender submissions made at the November 2018 board meeting.

- Action Point #8: CEO to write to CDB to formally request the CDB to undertake a due diligence in late January 2019.
- Action Point #9: The Board Secretary is to send out suggested 2019 board meeting dates.

Decisions

- Noted the progress on the establishment of the Virgin Islands Recovery Trust Fund and the development of the MOU between the RDA and the Ministry of Finance for operational and capital funding.
- Approved changes to the vehicle budget line in accordance with the Board paper.
- Noted that the RDA will procure a second Hyundai in FY18.
- Approved the appointment of BDO as the RDA external auditor.
- Approved the appointment of Kreston CCP Accountancy Services to provide payroll services.
- Approved the appointment of Aerial Produced to develop and maintain a new RDA website.
- Approved the Business Case subject to some minor changes. This Phase One Business case will be sent to the Premier's Office.
- The Board noted the draft RDA 3-year budget. It was agreed that the Executive Sub-Committee would review the budget.