

35th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 19 March 2020 at 10:00 p.m.
1st Floor, Ritter House, Wickham's Cay II, Tortola, British Virgin Islands

MINUTES

Members Present

Mr. Clarence Faulkner (CF or Ag. Chair) – (via MS Teams)
Mr. Clyde Lettsome (CL) – (via MS Teams)
Ms. Maria Mays (MM) – (via MS Teams)
Dr. David Hancock (DH) (via MS Teams)
Pastor Gregory George (GG) – (via Telephone)
Ms. Shane Rhymer (SR) – (via MS Teams)
Mr. Anthony McMaster (AM) (Ag. CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

Action Points

- *Action Point #1: Internal Auditor to file report with Audit and Risk Committee before the next Board meeting. Done*
- *Action Point #2: Ag. CEO to meet with Internal Auditor next week. Done*
- *Action Point #3: RDA Team to meet with HE the Governor on Tuesday 24 March 2020. Done*
- *Action Point #4: Risks associated with COVID-19 should be reflected on the risk register. Done*
- *Action Point #5: Planning to undertake stricter measures for projects as it relates to COVID 19. Done*
- *Action Point #6: Training Programme to include best practice approach to financial management and project management. Pending*
- *Action Point #7: Annex A in PDD update to be amended to include completed project on time and on budget and be tracked showing budget, cost and time percentage of overrun and to be reviewed by DH prior to next Board meeting. Done*
- *Action Point #8: CEO to hold staff meeting regarding confidentiality and to inform staff that persons found in breach would be terminated immediately. Done*
- *Action Point #9: Head of HR should rewrite 2020 Performance Objectives for Ag. CEO as SMART objectives. Deferred to May Board Meeting*
- *Action Point #10: The HR Sub-committee to meet to further discuss the departing end of contract requirements for the CEO. Done*
- *Action Point #11: The Executive Sub-committee to meet to discuss the Ag. CEO compensation package. Done*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 31, 32 39 and 44 are **RED** risks on the matrix.
- Noted the progress with the internal and external auditors' audit findings and recommendations.
- Noted the Minutes of the meeting of the Audit and Risk Sub-Committee held on 27 February 2020.
- Approved the Ag. CEO to conclude a contract for \$110k with Construction for Change (CfC) to support the redevelopment of the Elmore Stoutt High School, subject to confirmation by Government that funds are available.
- Noted the status of the various procurement activities.
- Ratified the approval of the direct payment in favour of American Building Supply for the supply of insulated roof and siding metal panels for the VG Sports Complex repairs at a cost of Seventy-one Thousand, Five Hundred and Twenty-five Dollars and Twenty Cents (\$71,525.20).
- Ratified the approval for direct payment in favour of Tropical Shipping for wharfage and shipping five (5) forty-foot (40') flat racks containing insulated metal panels for the VG Sports Complex repairs at a cost of Twenty-seven Thousand, Five Hundred and Twenty Dollars (\$27,520.00).
- Noted the Programme Delivery Department update.
- Noted that as of this report:
 - 17 activities (across 8 projects) are complete, closed out and handed to the relevant Ministry;
 - 7 activities (across 7 projects) are currently being delivered;
 - 3 activities (across 3 projects) are on hold; and
 - 8 activities (across 7 projects) are undergoing planning and contracting.
- Noted the non-project aligned works of the PDD in preparing for the CDB RRL transfer, the revised Recovery to Development Plan (RDP) and the work of the PDD on future programmes in collaboration with the Programme Strategy Department.
- Noted the progress of Phase One and West End Ferry Terminal projects.
- Noted the recent cancellation of the tender for the AO Shirley pavilion at the request of the Ministry.
- Noted continuing work on the Value for Money (VfM) Report on the VG Baths Project, and preparation of the VfM Dashboard using PowerBI, to be reviewed with a view to publication via the RDA's website.
- Noted the RDA is awaiting Cabinet approval of the Implementation Schedule and consulting with Ministry of Finance (MoF) on securing seed funding to commence planning of RDP projects.
- Noted the recent significant progress with the Government on the development of the Capacity Building Strategy and the Fundraising Strategy.
- Approved the Draft February 2020 Monthly Report.
- Noted the media analysis demonstrating the effectiveness of RDA communications on the work of the RDA.

- Approved the engagement of PSD in Board discussions of communication of implications of key Board decisions in a more systematic manner.
- Deferred the approval of the 2020 Performance Objectives for the Acting Chief Executive Officer pending review of the 100- Day Plan by the HR Sub-committee.
- Noted the COVID-19 update.
- Noted the Project Management Information System update.
- Noted the workshops, trainings and capacity building activities.
- Noted the current manning status of the RDA.
- A motion to approve the draft Financial Statements for the period to 29 February 2020 was moved by MM and seconded by DH.
- Noted the Internal and External Audit Statuses.
- Noted the status of the funding activities as at 11 March 2020.
- Noted the reduced estimates of funds raised based on finalisation of the CBD funding and the work on the Implementation Schedule.
- Noted the importance of programme business cases to support fundraising.
- Noted new funding initiative to raise funds from the community has potential for expansion with the added benefit of bolstering community ownership of RDA implemented projects.
- Noted the progress on the Fundraising Strategy and discussions with Government to ensure this is a joint Government-RDA strategy.
- Deferred RDA response to Governor regarding FCO Funding to meeting with Governor on Tuesday at 3:30 p.m.
- Approved the Summary Minutes of the 32nd and 33rd Board Meetings.
- Deferred the 100-Day Plan for further review.
- Decided that the Exit Strategy for the CEO will be referred to Matthew Waterfield.
- Referred the Ag. CEO's Appointment to the Executive Sub-committee.
- The next Board meeting is scheduled for 10 a.m. on Thursday 23 April 2020.