

30th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)

Thursday, 24 October 2019 at 10:00 a.m.

1st Floor, Ritter House, Wickham's Cay II, Tortola, British Virgin Islands

MINUTES

Members Present

Mr. Clarence Faulkner (CF or Ag. Chair)
Mr. Clyde Lettsome (CL)
Pastor Gregory George (GG)
Ms. Maria Mays (MM)
Ms. Shane Rhymer (SR)
Dr. David Hancock (DH)
Mr. Paul Bayly (CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

Present by Invitation

Mr. John Primo (JP)
Mr. Joceran Gichuke (JG)
Mr. Chris Coulson (CC)
Mr. Neil Smith (NS)
Ms. Kinisha Forbes (KF)
Ms. Maxine Stewart (MS)

Action Points

- *Action Point #1: Updates from all Sub-committee meetings should be included on the Agenda of next Board meeting.*
- *Action Point #2: Monthly Reports should reflect matters that are beyond the RDA's control.*
- *Action Point #3: The Internal Auditor should summarise all issues raised with various audits to ensure they have been addressed over time.*
- *Action Point #4: Members of the Audit and Risk Committee should arrange to meet with the Internal Auditor.*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 13, 30, 31, 32 and 39 are **RED** risks on the matrix.
- Noted the progress in developing detailed departmental risk management strategies.

- Approved the delegation of \$30,000 to the CEO to award procurement contracts, subject to:
 - The Board being kept informed monthly of all procurement contracts that have been approved by the CEO;
 - Only applying to variations where the variation sum is less than 50% of the original contract;
 - The delegation shall not apply to all single source contract awards, which shall be approved by the Board irrespective of value; and
 - The decision for delegation will be reviewed in six months (at the April 2020 Board Meeting).
- Noted that the delegation is in line with the draft regulations and Procurement Handbook (Volume 1 section 9.01 (b)).
- Approved the Internal Audit Plan for the Third and Fourth Quarters 2019.
- Approved the Whistle Blower Policy.
- Noted the Portfolio, Programme and Project Management (P3M) Review being undertaken.
- Noted the KPMG Internal Audit Report.
- Noted that an extension to the current contract with Azits Ltd would be the most appropriate and efficient mechanism to continue the development of the RDA information management (IM) system and approved a waiver of the competitive process under section 7.03 of the Procurement Policies.
- Noted that the RDA will take a phased approach to the implementation of the IM systems in line with demand.
- Noted that the implementation of IM Phase One will realise a saving of \$75,000 in IM costs over the life of the RDA.
- Noted that the RDA has engaged directly with the distributor for A.O. Shirley Sports ground fence panels (Lumberock Premium Decking – USA) and finalized the purchase order with them.
- Approved the Procurement Strategy in preparation for its publication.
- Approved the recommendation of award in favour of the contractor, No Limit Construction, for the installation of mechanical, electrical and plumbing (MEP) facilities to eight temporary housing units on Jost Van Dyke at a cost of One Hundred and Seventy-one Thousand, Six Hundred and Seventy-nine Dollars and Seventy Cents (\$171,679.70).
- Approved the recommendation of award in favour of the contractor, A.T.D. (Attention to Detail) Construction, for the repair of a damaged home located on Virgin Gorda at a cost not exceeding One Hundred and Forty-six Thousand, Five Hundred and Forty-seven Dollars and Seventy-one Cents (US\$146,547.71).
- Approved the recommendation of award in favour of the contractor, Quality Construction Ltd. for safety improvement works to the tent and permanent classrooms at the Bregado Flax Educational Centre at a cost of One Hundred and

Thirty-four Thousand, One Hundred and Twenty-one United States Dollars and Seven Cents (US\$134,121.07).

- Requested that the procurement evaluation criteria take into account an element of social value.
- Noted the update on projects.
- Noted the progress in standards developments and framework for deliverables.
- Approved the Grievance Redress System.
- Approved the Value for Money Report on the ESHS Demolition Project.
- Approved the RDA September Monthly Report for submission to the Premier's Office for comment.
- Noted the work in developing the Value for Money framework and Project View dashboard.
- Approved the draft financial statements for the period of 30 September 2019.
- Approved the request to drawdown One Hundred and Eighty Thousand, Seven Hundred and Six Dollars and Seven Cents (US\$180,706.07) from the Virgin Islands Recovery Trust Fund.
- Approved the formal Board Resolution and signature by CF and MM.
- Noted the Financial Reporting status to stakeholders.
- Noted the status of the funding activities as at 17 October 2019.
- Approved the Fundraising Information Policy.
- Noted that a donor has proposed two new projects (repair of Long Bush and Anegada recreation facilities), which RDA will consult with Government before proceeding.
- Noted the progress in implementing the RDA's 2019 Business Plan.
- Approved the draft Virgin Islands Recovery and Development Agency 2018 Annual Report, subject to amendments.
- Noted that the Annual Report will be submitted to the Premier's Office for consideration by the Cabinet and subsequent placement in the House of Assembly.
- Approved the Summary Minutes of the 28th Board Meeting.

Next Board Meeting

- The next Board meeting is scheduled for 10 a.m. on Thursday 21 November 2019.