

**36th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 23 April 2020 at 10:00 p.m.
via Microsoft Teams, Tortola, British Virgin Islands**

MINUTES

Members Present

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

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

Action Points

- *Action Point #1: CEO to present the Board with a draft response to the Governor's letter. Done*
- *Action Point #2: Job role and functions of the Head of Finance to be addressed initially in the Agency's restructuring plan and thereafter submitted to the Board. Completed and will be submitted to the HR Sub-committee.*
- *Action Point #3: HR Sub-committee to review Ag. CEO SMART performance objectives prior to next Board meeting. Pending*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 32 and 47 are **RED** risks on the matrix.
- Noted the progress with the approved Audit Plan for 2019-2020 and audit activities for the first Quarter 2020.
- Recommended, based on the criteria and understanding of the matter, that the CEO's final settlement comprise of the relocation allowance plus funds initiated from Construction for Change (CfC) and Expedia via the Clinton Foundation.
- recommended that the Ag. CEO provide a response to item 3 of the 5 requirements set out in the letter.
- Approved the recommendation of award in favour of Metro Construction Ltd for the rehabilitation of the Flax Administrative Building, Virgin Gorda, at a cost of One

Million, Two Hundred and Twenty Thousand, Nine Hundred and Eighteen US Dollars and Thirty-four Cents (US\$1,220,918.34).

- Approved the recommendation of award in favour of Metro Construction Ltd for the rehabilitation of the Vanterpool Administrative Building, Virgin Gorda, at a cost of One Million, Four Hundred and Ten Thousand, Six Hundred and Seventy US Dollars and Seventy-nine Cents (US\$1,410,670.79).
- Approved the recommendation of award in favour of Quality Construction Ltd for the rehabilitation of the North Sound Administrative Building, Virgin Gorda, at a cost of Six Hundred Thousand, Seven Hundred and Twenty-five US Dollars and Sixty-two Cents (US\$600,725.62).
- Approved the recommendation of award in favour of Quality Construction Ltd for the rehabilitation of the Bregado Flax Educational Centre, Virgin Gorda, at a cost of One million, Six Hundred and Ninety-five Thousand, Seven Hundred and Twenty-seven US Dollars and Fifty-six Cents (US\$1,695,727.56).
- Noted the current status of the metal panels for the Virgin Gorda Sports Complex.
- Noted this update from PDD, as it continues to procure and implement the projects laid out in the Recovery and Development Plan.
- Noted that as of this report:
 - 18 activities (across 14 projects) are complete, closed out and handed to the relevant Ministry;
 - 8 activities (across 7 projects) are currently being delivered;
 - 3 activities (across 3 projects) are on hold; and
 - 7 activities (across 6 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 with the Phase One Programme and the initiation of planning for 6 high-risk new RDP projects.
- Noted the RDA has reviewed the draft Regulations (2020) and considers the Regulations are workable and do not require the raising of any formal points with the Government. Minor points to be addressed are: the procurement procedures for procurements below \$10,000, which will be addressed informally with the PO, the role of the CFO needs to be addressed and the Agency will present a Paper to the Board on how roles and responsibilities of the CFO are delegated within the existing team.
- Noted the support provided by the RDA in the COVID-19 response.
- Noted continuing work on the Value for Money Dashboard using PowerBI, redesign of the M&E Results Framework and integration of M&E page in ProMIS.
- Approved the Draft March 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the media analysis demonstrating the effectiveness of RDA communications on the work of the RDA.
- Noted the Coronavirus (COVID-19) Policy.
- Noted the 2020 SMART Objectives for the Acting Chief Executive Officer.

- Noted the current manning status of the RDA.
- Deferred the revised operational budget to May 2020 Board meeting.
- Approved the draft Financial Statements for the period to 31 March 2020.
- Approved the request to drawdown **\$565,502** from the Virgin Islands Recovery Trust.
- Noted the reporting period covered by the Funding Update Board Papers has been adjusted to a calendar period to ensure consistency with all other RDA reporting on fundraising, starting with this April Board Paper.
- Noted there were only a few changes in funds raised since the March Board Paper (between 13-31 March), these changes are not included in Enclosure One but are detailed in the body of the Board Paper.
- Noted the draft Fundraising Strategy has been submitted to the Government for their review; once comments are received, the Strategy will be submitted to the Board for formal approval.
- Approved the Summary Minutes of the 34th Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 21 May 2020.