

**39th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 23 July 2020 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)
Ms. Maria Mays (MM)
Dr. David Hancock (DH) (via Microsoft Teams)
Pastor Gregory George (GG) (via Microsoft Teams)
Ms. Shane Rhymer (SR) via Microsoft Teams)
Mr. Anthony McMaster (AM or Ag. CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)

The Ag. Chair called the meeting to order at 10:09 a.m.

Action Points

- *Action Point #1: The Board to review the revised procurement policies. Done*
- *Action Point #2: Ag. CEO to write to the Ministry for ECYAFA, copied to the FS, regarding the AO Shirley Pavilion. Done*

Decisions

- Reviewed the Risk Matrix.
- Noted that there are no **RED** risks on the matrix.
- Noted the Internal Audit Update.
- There were no Board Sub-committees' Updates.
- Approved, via Round Robin, and ratified the recommendation of award in favour of Ms. Patlian Johnson for the post of Community Liaison Officer for a period of up to two (2) years with an initial contract period of one (1) year at a cost of Six Thousand US Dollars (US\$6,000.00) per month).
- Approved the recommendation of award, on a Single Source basis, in favour of Music Source, Inc. (USVI) for the purchase of musical instruments at a cost not exceeding Thirteen Thousand, Three Hundred and Fifty-four US Dollars and Nine Cents (US\$13,354.09).

- Deferred its decision, pending an internal audit review of the procurement process, on the award and contracting in favour of Mr. Clive Petrovic for the post of Environmental Specialist for a period of up to two 2) years with an initial contract period of one (1) year at a cost of Eight Thousand, Three Hundred US Dollars (US\$8,300.00) per month.
- Noted that:
 - Currently undergoing planning and contracting:
 - RDP Projects: 11 activities across 6 projects.
 - CDB RRL: 14 activities across 6 projects
 - Currently in delivery/construction:
 - RDP Projects: 3 activities across 2 projects.
 - CDB RRL: 14 activities across 6 projects.
- Noted the progress with the Phase One Programme and the planning for 6 high-risk new RDP projects.
- Noted the Ministry of Finance has requested the RDA to update the Implementation Schedule as an input to the GOVI Budget for 2021-23.
- Noted the work underway in preparation of the RDA Report for the Standing Finance Committee, including analysis of the operations and programme budgets (revised Implementation Schedule).
- Noted that PSD and Finance are working on strengthened and more integrated internal procedures and reporting that meet RDA and MoF requirements, which will be presented for consideration at the next Board Meeting.
- Approved the Value for Money (VfM) Reports on the Sea Markers Project and pending publication of the VfM Dashboard using PowerBI.
- Approved the Draft June 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- Noted the continued high-level collaboration with the Government on RDA communications and the positive impact this has had on coverage and public perceptions.
- Noted the website contractor, in close collaboration with the Communications Team, has developed a re-vamped website that is now undergoing internal review prior to the launch.
- Noted the current manning status of the RDA.
- Approved the restated Operational Budget for the 2021 calendar year.
- Approved the Financial Report for the period to 30 June 2020.
- Approved the Drafted Audited Financial Statements for the year ended 31 December 2019.
- Noted the intention to amend the Financial Management Manual.
- Noted the need to formally confirm the revised RDA CDB RRL project estimates as fully funded by the MoF.
- Noted the positive developments with the deployment of Construction for Change to support the planning of the redevelopment of Elmore Stoutt High School, and the support raised for Anegada Recreational Facility Project, allowing this project to be initiated.

- Approved the Summary Minutes of the 37th Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 3 September 2020 at 1st Floor, Ritter House, Wickham's Cay II.