

**38th Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 18 June 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)
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 10:07 a.m.

Action Points

- *Action Point #1: Ag. CEO to ensure that CEO SMART objectives are finalised soonest. To be sent to the HR Sub-committee*
- *Action Point #2: Internal Auditor to ensure that all RDA projects are still valid. In progress*
- *Action Point #3: Internal Auditor to request that the CEO, CTO and Head of Finance document the system that has been put in place to ensure separation of duty on finance matters and how this mitigates the risk of not having a CFO. Done*
- *Action Point #4: Ag. CEO to review letter to CFO to rescind employment offer. The letter should be revised to include time lapse and change in RDA scope and mandate and should be reviewed legally. Done*
- *Ag. CEO to follow up with Head of Finance regarding contact with CFO. Done*

Decisions

- Reviewed the Risk Matrix.
- Noted that Risks 32 and 47 are **RED** risks on the matrix.
- Discussed and agreed that Risk 32 should remain **RED** but for different reasons.

- Approved an amendment to the approved Plan to allow for an audit of the CDB funded project execution as requested by the CEO, subject to all RDA projects being valid.
- Noted the Internal Audit Update.
- Approved the recommendation of the HR Sub-committee as presented.
- Approved the recommendation to rescind the employment offer to the CFO, subject to legal review.
- Approved the reduction of the Board stipend by 20% effective 1 August 2020.
- Approved, via Round Robin and ratified, the recommendation of award in favour of Trojan Design & Development Ltd for the provision of consultancy services for the design and construction management of the Magistrates' Court, Tortola at a cost of Three Hundred and Twenty-four Thousand, Eight Hundred and Forty US Dollars **(US\$324,840.00)**.
- Approved, via Round Robin and ratified, the recommendation of award in favour of Autland Heavy Equipment Co Ltd for the rehabilitation of the Great Mountain Site 1 road rehabilitation and slope stabilization project at a cost of One Hundred and Ninety-six Thousand and Five US Dollars and Forty-eight Cents **(US\$196,005.48)**.
- Approved, via Round Robin and ratified, the recommendation of award in favour of Autland Heavy Equipment Co Ltd for the rehabilitation of the Great Mountain Site 2 road rehabilitation and slope stabilization project at a cost of Four Hundred and Forty-seven Thousand, Six Hundred and Sixty-one US Dollars and Thirty Cents **(US\$447,661.30)**.
- Noted:
 - 2 projects have been completed (Sea Markers, Dismantle Old Incinerator)
 - 1 activity has been completed (Road Town Police Station design)
- Noted currently undergoing planning and contracting:
 - RDP Projects: 11 activities across 6 projects.
 - CDB RRL: 14 activities across 6 projects.
- Noted currently in delivery/construction:
 - RDP Projects: 3 activities across 2 projects.
 - CDB RRL: 13 activities across 6 projects.
- Noted the progress with the Phase One Programme and the challenges with the planning for 6 high-risk new RDP projects.
- Noted the work underway on finalising the systems and reporting for RDA to ensure strengthened management of the CDB projects.
- Noted the Capacity Building Strategy has been submitted for final approval by Government.
- Approved Value for Money (VfM) Reports on Temporary Homes and the Repair to Damaged Home projects and pending publication of the VfM Dashboard using PowerBI.
- Approved the Draft May 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.

- Noted the progress on the level of collaboration with the Government on RDA communications and the positive impact this has had on coverage and public perceptions.
- Approved the RDA Communications Strategy.
- Approved a one-off honorarium payment for the Head of Finance.
- Approved salary recommendation for the Head of Finance.
- Approved the withdrawal of employment offer to the CFO.
- Noted the current manning status of the RDA.
- Approved the draft Financial Statements for the period to 31 May 2020. Enclosure 1.
- Approved the request to drawdown **\$2,312,816.18** from the Virgin Islands Recovery Trust.
- Approved the Foundation Bylaws.
- Noted the need to formally confirm and then regularly update the estimate of funds that will be provided to the RDA under the CDB RRL.
- Noted the positive outcome from the meeting with Unite BVI with up to \$1.25m of new funding potentially available to the RDA to secure in 2020.
- Approved the Summary Minutes of the 36th Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 23 July 2020 at 1st Floor, Ritter House, Wickham's Cay II.