

**57th Meeting of the Board of the Virgin Islands Recovery and Development Agency
Thursday, 17th February 2022 at 10:30 a.m.**

SUMMARY MINUTES

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Jerry Samuel (JS or Deputy Chairman)
Mr. Marquese Maduro (MM) *arrived 11:07 a.m.*
Mrs. Geraldine Ritter-Freeman (GR-F)
Bishop John Cline (JC) via MS Teams
Mr. Shea Alexander (SA) *arrived 10:56 a.m.*
Mr. Iftikhar Ahmad (IA) via MS Teams *left at 1:07 p.m.*
Mr. Michael Fay, QC (MF)
Mr. Anthony McMaster, (AM and Ag. CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Members Absent

Dr. Sauda Smith (SS)

Mr. Ronnie W. Skelton chaired the Meeting held 17 February 2022, which was held at Virgin Islands Shipping Registry Conference Room, First Floor Ritter House, Wickham's Cay II, Road Town, Tortola, British Virgin Islands.

Action Points:

- i. Action Point #1: Ag. CEO to request an acknowledgement letter from Premier's Office, concerning all letters submitted.
- ii. Action Point #2: Ag. CEO to request, again, from the Office of the Deputy Governor, which drawings they prefer regarding the Magistrate Court/Halls of Justice.
- iii. Action Point #3: Ag. CEO to develop a Terms of Reference for the Internal Audit function and provide a copy to the Audit and Risk Committee for review.
- iv. Action Point #4: Ag. CEO to ensure that the Board Papers are simplified for ease of perusing main matters and information.
- v. Action Point #5: Ag. CEO to make certain that all project presentations are shared with the Board before public viewing.

Matters Arising from 56th Board Meeting Minutes/Action Points:

- i. Action Point #1: Ag. CEO to arrange a forum for Private Sector discussion with JC. Planning in progress.
- ii. Action Point #2: Ag. CEO to circulate a copy of the letters sent to the Premier from the Chairman, regarding the CEO's appointment, Implementation Schedule, and RDA's Regulations. Completed.
- iii. Action Point #3: Ag. CEO to resubmit his performance appraisal to the Chairman. Completed.
- iv. Action Point #4: Ag. CEO to ensure that the renewal/extension of contracts be done at least one-month in advance. Noted.
- v. Action Point #5: Ag. CEO to provide the A&R Committee with Harney, Westwood & Riegels LP contract for review. Completed.
- vi. Action Point #6: Ag. CEO to provide justification in Procurement 4A update and send via Round Robin, for a decision. Completed.
- vii. Action Point #7: Ag. CEO to provide performance appraisals for all Secondees seeking extensions via Round Robin, for a decision. Completed.
- viii. Action Point #8: Ag. CEO to discuss Tourist Board's \$50K with External Auditors. Completed.

The Board:

1. Approved:

- the 56th Board Meeting Minutes from 20 January 2022;
- the Extraordinary Meeting Minutes from 11 November 2021, as amended;
- the Extraordinary Meeting Minutes from 2 December 2021;
- the amendment to the Audit & Risk Committee Charter;
- the recommendation of award in favour of the contractor No Limit Construction for the repair works to the Virgin Gorda Police Station – Phase II at a cost of Twenty-one Thousand, Five Hundred and Thirty-nine US Dollars and Fifty-two Cents (US\$21,539.52);
- the recommendation of award in favour of the contractor Quality Construction Ltd for the repair works to the Road Town Police Station – Financial Crimes Unit at a cost not exceeding Eighty-five Thousand, Four Hundred and Fifty US Dollars (US\$85,450.00);
- the recommendation of award in favour of the contractor Quality Construction Ltd for the repair works to the Road Town Police Station – Phase II at a cost not exceeding Three Hundred Thousand US Dollars (US\$300,000.00);
- a variation to K & C Construction Limited in the amount of \$50,802.39 for additional works to include high end kitchen cabinets, bathroom remodel,

- electrical and security works as requested by the Client to be fit for purpose to accommodate the residents of the Estate House #1;
- the cost estimate and budget report for inclusion in the RDA MoF January 2022 Monthly Report (Enclosure 1);
 - the Draft January 2022 Monthly Report;
 - the contract extensions of GOVI Secondedes for a further three (3) months while awaiting formal notification from GBVI on their request for extension;
 - the summary minutes for the 55th Board Meeting;
 - the 2020 Annual Report;
 - the amendment to the contract agreement with Tortola Pier Park; instead of 12 months, it will reflect 18 months;
 - the request to remit \$50,000 received from the BVITB to the Virgin Islands Recovery Trust (the Trust). Appendix 2;
 - the request to drawdown US\$1,011,252 for Capital projects and US\$892,749 for CDB projects held with the Trust. Appendix 3; and
 - the attached Funding Report for January 2022 for inclusion in the MOF Monthly Report.

2. Reviewed and noted:

- the risk matrix (February 2022);
- the current status of the RDA Senior Management Team (SMT) risk matrix for the month of February 2022;
- the risk 69 (Magistrates Court) remains RED;
- the risk 75 (RDA completing all projects) remains RED;
- the risk 77 (Delay in moving Magistrates Court). This risk is classified as RED;
- the risk 74 (Implementation Schedule) remains as an ISSUE;
- that on February 8, 2022, the Audit & Risk Sub-Committee met and reviewed the agency's risk register;
- that the Committee reviewed the contract for the provisioning of legal services and found that there was no exclusivity provision included;
- that the Director of Programme and Strategy provided an overview of the Risk Register, its functions, importance, and existence. The Committee reviewed and made action of the different risks from the risk matrix that were stated;
- that the Internal auditor updated the committee of his departure, and the actions that are required of him before he departs. The committee was urged of its importance of recruiting a new Internal Auditor;
- that the Executive Committee met on 10 February 2022, and reviewed decision papers prepared for the 57th Board Meeting;

- the Internal Audit Update;
- the progress on projects during this reporting period;
- the letter to the Premier regarding the lifespan of the RDA;
- the updated RDA Coronavirus Policy;
- the RDA Work from Home Policy;
- the current staffing status of the RDA;
- the financial status of the RDA as at 31 December 2021 and project costs up to 31 January 2022. Appendix 1; and
- the total of \$60.4m in contracted cash funding and further commitments yet to be received of \$11.4m.

3. Deferred:

- the Terms of Reference for the RDA Board Funding Committee, for discussion, at the 58th Meeting of the Board; and
- the appointment of members of the RDA Board's Funding Committee to formally establish the committee, to the 58th Meeting of the Board.

Next Board Meeting

10:30 a.m. Thursday, 10 March 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.