

**60th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday 19th May 2022 at 10:30 a.m.
Virgin Islands Shipping Registry Conference Room, First Floor Ritter House,
Wickham's Cay II, Road Town, Tortola, Virgin Islands**

MINUTES

Members Present

Mr. Ronnie W. Skelton (RS or Chairman)
Mr. Jerry Samuel (JS or Deputy Chairman)
Dr. Sauda Smith (SS)
Mrs. Geraldine Ritter-Freeman (GR-F)
Bishop John Cline (JC)
Mr. Shea Alexander (SA) via MS Teams
Mr. Marquese Maduro (MM)
Mr. Iftikhar Ahmad (IA) via MS Teams
Mr. Michael Fay, QC (MF)
Mr. Anthony McMaster, (AM and CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Invited Guest

His Excellency John Rankin (Governor) 11:30 a.m.- 12:15 p.m.
Dr. the Honourable Premier Natalio Wheatley (Premier) 1:00 p.m.-1:45 p.m.
Dr. Neil Smith (NS and Director of Programme Strategy) 11:30 a.m. - 1:45 p.m.

The Chairman called the meeting to order at 10:35 a.m. and JC provided the opening prayer.

1. Welcome and Opening Remarks

The Chairman welcomed members to the meeting.

2. Declarations of any Potential Conflicts of Interest

There were no declarations of potential conflicts of interest since the last Board meeting.

3. Action Points:

- i. Action Point #1: CEO to send copy of letters to the Governor regarding the Agency's lifespan, regulations, and implementation schedule.
- ii. Action Point #2: CEO to resend letters to the Premier's Office regarding the Agency's lifespan, regulations, and implementation schedule.
- iii. Action Point #3: CEO to discuss paint colour for the ESHS with the client/lead ministry.

- iv. Action Point #4: CEO to forward the draft Agenda for the Governance Summit to the Members of the Board for review.
- v. Action Point #5: CEO to clarify which Ministry the RDA is currently reporting to.

4. Review of Minutes

- 59th Board Meeting Minutes from 21 April 2022
 - ✓ A Motion was moved by JS and seconded by SS to adopt the minutes of the 59th Board meeting.

5. Matters Arising from Minutes/Action Points

- vi. Action Point #1: CEO to follow up on the letter requesting the extension of the lifespan of the Agency. **Completed; request being reviewed by the newly appointed Honourable Premier.**
- vii. Action Point #2: CEO to request that the labels on the ceiling fans from the company “Big Ass Fans” be removed for the Elmore Stoutt High School’s Project. **Completed.**
- viii. Action Point #3: CEO to provide details on the security in place for RDA’s internal electronic systems. **Completed; IT personnel to provide an additional security tool which will enhance the security of internal files.**

6. Corporate Governance

- Risk Management Update (RDA-22-60-01)

The Board:

- Reviewed the risk matrix (May 2022).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of April 2022.
- Noted the risk 75 (RDA completing all projects) remains **RED**.
- Noted the risk 77 (Delay in moving Magistrates Court). This risk is classified as **RED**.
- Noted the risk 78 (Elmore Stoutt High School supply chain). This risk is classified a **RED**.
- Noted the addition of the new risk 79 (Commission of Inquiry – Funding Deficiencies). This risk is classified as **RED**.
- Noted that funding deficiencies are visible as a private donor has expressed concerns and has potentially retracted half of their promised donation, which leaves a deficit in project costs.
- Noted the addition of the new risk 80 (Commission of Inquiry – Reputational). This Risk is classified as **RED**.

- Noted the risk 74 (Implementation Schedule) remains as an **ISSUE**.
- Board Sub-committees Updates (RDA-22-60-02)
 - Executive Committee
 - **Governance Summit- Proposed for 21 June 2022**

The Board:

 - Reviewed the draft agenda.
 - Agreed with the proposed date and venue for the Governance Summit (June 21, 2022, at the Moorings Conference Room).
 - Made minor adjustments to the agenda regarding the flow of events.
 - Noted that all Statutory Boards were invited and only three (3) accepted, namely, Recreation Trust, BVI Airport Authority, and BVI Ports Authority; however, BVI Ports Authority's Board has since been dissolved.
 - Audit and Risk Committee
 - Recruitment of an Internal Auditor

The Board:

 - Noted that applications were sent to the Audit and Risk Committee for availability linked to the interview process. The Committee's Chairman to provide availability of the Committee to the Head of Human Resources.
 - Minutes vs Summary Minutes

The Board:

 - Decided that according to the Agency's Act of 2018, section 12 of the Schedule, minutes should be published as recorded, only redacting sensitive information. This will be implemented from the 59th Meeting minutes.
 - Fundraising Committee
 - Terms of Reference and Appointments

The Board:

 - Approved the Terms of Reference for the Fundraising Committee
 - ✓ A Motion was moved by RS and seconded by MF.
 - Appointed SA as Chairman for the Fundraising Committee.
 - Appointed SS and JC as members of the Fundraising Committee.

- Internal Audit Update (RDA-22-60-03)
 - No submission.

7. Discussion with HE John Rankin

The Board:

- Discussed the outstanding implementation schedule and the regulations that govern the Agency; these correspondences will be forwarded to the Governor for his perusal.
- Discussed the request for an extension of the RDA's lifespan; a copy of the request will be provided to the Governor. The various risks associated with the lifespan were shared, in addition to the Agency's position to not sign any further contracts, that goes beyond its lifespan, until a decision is made.
- Noted that the lifespan of the Agency is one that needs to be discussed with the Honourable Premier.
- Noted that the RDA has been and continues to be the United Kingdom's preferred partner for implementing projects in the territory. The practice of transparency and good governance practices contribute to this.
- Shared that the current arrangement where operational funds are concerned are not satisfactory as distributions are not executed in a timely manner.
- Shared that a way to incorporate the skillset established in the Agency, into the Public Service, needs to be established. Secondees should not have to return to their old roles, but to positions that can accommodate their new and or enhanced skills, which will bring about positive changes in the Service.
- Discussed that there should be strategic objectives whereby the Agency is used, with its resources and capability, to enhance various areas within the Territory linked to development.
- Noted that the RDA was funded by the United Kingdom and that no further funding is expected to be contributed to the Agency's core cost.
- Received kind compliments from the Governor on the good works of the RDA.
- Thanked the Governor for attending the 60th Meeting of the Board and for listening to the concerns of the Directors.

8. Discussion with Dr. the Honourable Premier

The Board:

- Discussed the outstanding implementation schedule and the regulations that governs the Agency; these will be resent for the Premier's decision.
- Noted the Premier's belief that these matters (lifespan, regulations, and the implementation schedule) should have been completed; to be reviewed and completed accordingly.
- Mentioned that donors look at the stability and plans of the Agency and its projects and may want to see how their donations will be used; a confirmed implementation schedule can provide this.
- Requested to approach funders directly for donations toward projects; this was agreed on.
- Noted that considerations on how the financial deficit will be handled in the ESHS redevelopment project and JVD school project, amongst others, are ongoing.
- Shared that the current arrangement where operational funds are concerned are not satisfactory as distributions are not executed in a timely manner.
- Discussed the request for an extension of the RDA's lifespan. The various risks associated with the lifespan were shared, in addition to the Agency's position to not sign any further contracts, that goes beyond its lifespan, until a decision is made; it is unlikely that any major project will begin and end in 13-months.
- Noted that the Premier is quite impressed with the work of the RDA and believes that its work should continue, and the lifespan be extended.
- Queried the move of "recovery" to the Ministry of Communications and Works. The Premier confirmed that this is so, however, this is the case regarding Disaster Management solely. The Premier remains the person responsible for the RDA.
- Discussed that there should be strategic objectives whereby the Agency is used, with its resources and capability, to enhance various areas within the Territory linked to development- i.e., renewable energy, waste management, and ports of entries. A longer termed Agency may need to be considered.
- Received appreciation from the Premier on how the Agency functions and for the arduous work from all individuals.
- Thanked the Premier for attending the 60th Meeting of the Board and for listening to the concerns of the Board.

9. Procurement Department

- Procurement Update (RDA-22-60-04)

The Board:

- Noted the project spend as of 30 April 2022.
- Noted the status of current Procurements.
- Noted the activities Awarded under the CEO's delegated authority.
- Noted that it is unlikely that contracts connected to the ESHS's redevelopment project will be signed until funding is identified by the Government of the Virgin Islands (GOVI).

10. Programme Delivery Department

- Projects and CDB Update (RDA-22-60-05)

The Board:

- Noted the progress on projects during this reporting period.

11. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-22-60-06)

The Board:

- Reviewed and approved the DRAFT April 2022 Monthly Report
 - ✓ A Motion was moved by RS and seconded by SS.
- Reviewed activities of the communications team for the month of April
- Reviewed community engagement activities for the month of April

12. Support Services Department

- Human Resources, Administration and Organization Update (RDA-22-60-07)

The Board:

- Noted the appointment of the CEO and decided that the salary remuneration should remain at its current rate.

- Human Resources, Administration and Organization Update (RDA-22-60-07A)

The Board:

- Noted the capacity building activities
- Noted the new structure of Programme Strategy Department
- Noted the current staffing status of the RDA

13. Finance Department

- Finance Update (RDA-22-60-08)

The Board:

- Noted the financial summary of the RDA as of 30 April 2022.
- Noted the financial and liquidity risk assessment of the RDA.
- Approved the request to drawdown US\$2,742,000 for Capital projects held with the Virgin Islands Recovery Trust. Appendix 2.
 - ✓ A Motion was moved by RS and seconded by SS.
- Funding Update (RDA-22-60-09)
 - No submission.

14. Any Other Business

- Summary Minutes of 58th Board Meeting

The Board:

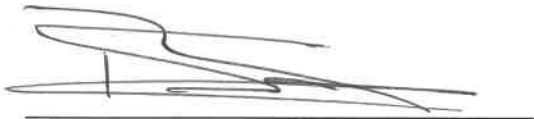
- Approved the summary minutes for the 58th Board Meeting.
 - ✓ A Motion was moved by RS and seconded by MM.

15. Next Board Meeting

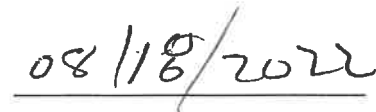
- 10:30 a.m. Thursday, 16 June 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 2:14 p.m.

This is a true and correct record.



Ronnie W. Skelton, Chairman



Date



Member of the Board



Date



