

**63rd Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday 18th August 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)
Mr. Shea Alexander (SA)
Dr. Sauda Smith (SS)
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)

Absent

Mrs. Geraldine Ritter-Freeman (GR-F)
Bishop John Cline (JC)

The Chairman called the meeting to order at 10:35 a.m. and SMS 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. CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme. **Pending.**
- ii. CEO to request a formal response from Premier's Office on the lifespan of the Agency.
- iii. CEO to draft a letter, on behalf of the Chairman, to the Premier's Office on the Board's inability to sign any contract that goes beyond the current lifespan of the Agency. A formal response on the lifespan's matter is needed urgently.

4. Review of Minutes

- 62nd Board Meeting Minutes from 21 July 2022
 - ✓ A Motion was moved by SS and seconded by MM to adopt the minutes of the 62nd Board meeting.

5. Matters Arising from Minutes/Action Points

- CEO to include figures for the position of Chief Financial Officer in the 2023 draft budget. **Completed.**
- CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme. **Pending.**

6. Corporate Governance

- Risk Management Update (RDA-22-63-01)

The Board:

- Reviewed the risk matrix (August 2022).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of July 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 risk 79 (Commission of Inquiry – Funding Deficiencies). This risk is classified as RED.
- Noted the risk 74 (Implementation Schedule) has shown some activity by Central Government and is now an active risk as RED.
- Noted the risk 81 – Funding Elmore Stoutt High School Funding, has been de-escalated to YELLOW.

- Board Sub-committees Updates (RDA-22-63-02)

- Executive Committee

The Board:

- Noted that the Committee met on 11 August 2022.
- Noted that decision papers linked to the 63rd Board Meeting were reviewed and discussed.

- Audit and Risk Committee

The Board:

- Noted that the Internal Auditor position is being advertised and closes tomorrow 19 August 2022.
- Noted that the Audit Report is scheduled to be reviewed and submitted to the Board for consideration.

- Fundraising Committee

The Board:

- Noted that the advertisement of the Fundraising Manager post closes tomorrow 19 August 2022.

- Internal Audit Update (RDA-22-63-03)
 - No submission.

7. Procurement Department

- Procurement Update (RDA-22-63-04)

The Board:

- Approved (with conditions)¹ the recommendation of award in favour of Quality Construction Limited for the construction of the new Jost Van Dyke Multipurpose Educational Facility at a cost of Four Million, Three Hundred and Thirty-three Thousand, Seven Hundred and Forty-three US Dollars and Eighty-six Cents (US\$4,333,743.86).

✓ A Motion was moved by RS and seconded by SA.

- Suggested that the name of the JVD School project be renamed to reflect the various functions that the end-user will utilise. This change will help with fundraising efforts and provide clarity to the community on what the project truly entails.

- Approved (with conditions)² the recommendation of award in favour of April Glasgow for the post of Community Liaison Officer (CLO) for a period of one year at a cost of Sixty Thousand US Dollars (US\$60,000.00) as well as the recommendation of award in favour of Ivy George for the post of Capacity Development Consultant to provide training support to the CLO for a period

¹ These conditions are linked to the Government of the Virgin Islands outstanding formal response on the lifespan of the Agency.

² These conditions are linked to the Government of the Virgin Islands outstanding formal response on the lifespan of the Agency.

of three months at a total cost of Six Thousand United States Dollars (US\$6,000.00).

✓ A Motion was moved by RS and seconded by SS.

- Approved the variations for additional works on government buildings as follows:

- i. Vanterpool Administration Building: Two Hundred and Fifty-one Thousand, Two Hundred and Ninety-one US Dollars and Thirty cents (US\$251,291.30).
- ii. Flax Administration Building: Forty-Five Thousand and Ninety-five US Dollars and Sixty-two Cents (US\$45,095.62).
- iii. Bregado Flax Educational Centre: One Hundred and Three Thousand, Five Hundred and Twenty-four US Dollars and Ninety Cents (US\$103,524.90) for payments already made (retroactive approval)

✓ A Motion was moved by RS and seconded by SA.

- Procurement Update (RDA-22-63-04A)

The Board:

- Ratified the recommendation of award in favour of Decon International Inc for the supply of finishes (paint, primer, and epoxy waterproof coating) for the Elmore Stouff High School Re-development Project at a cost of One Hundred and Fourteen Thousand, Three Hundred and Four US Dollars and Eighty-three Cents (US\$114,304.83).

- Procurement Update (RDA-22-63-04B)

The Board:

- Approved, subject to the Caribbean Development Bank's no-objection, the recommendation of award in favour of **Tortola Paving Ltd** for the asphaltting of the Fish Bay Road at a cost of Six Hundred and Forty-three Thousand, Five Hundred and Fifty-five US (**US\$643,555.00**).

✓ A Motion was moved by SS and seconded by SA.

- Procurement Update (RDA-22-63-04C)

The Board:

- Approved the recommendation of award in favour of No Limit Construction for the execution of the external works at the Elmore Stoutt High School Re-development Project site at a cost of Nine Hundred and Twenty-seven Thousand, One Hundred and Forty-five US Dollars and Fifty-three cents (US\$927,145.53).

✓ A Motion was moved by SA and seconded by SS.

8. Programme Delivery Department

- Projects and CDB Update (RDA-22-63-05)

The Board:

- Noted the status of all projects.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-22-63-06)

The Board:

- Reviewed and approved the Monthly report for July 2022.

✓ A Motion was moved by RS and seconded by SA.

- Reviewed and approved the Ballast Bay VfM Report.

✓ A Motion was moved by RS and seconded by SA.

- Reviewed the activities of the Programme Strategy department for the month of July 2022.
- Reviewed the activities of RDA in respect to its public engagements for the month of July 2022.

10. Support Services Department

- Human Resources, Administration and Organization Update (RDA-22-63-07)

The Board:

- Noted the current staffing status of the RDA

11. Finance Department

- Finance Update (RDA-22-63-08)

The Board:

- Noted the liquidity status of the RDA as at 31 July 2022.

- Funding Update (RDA-22-63-09)
 - no submission

12. Any Other Business

The Board:

- Noted the performance analysis of the RDA from 2020 through 2022.
- Suggested that the amended analysis be shared publicly, as it speaks to the success of the RDA.

13. Next Board Meeting

- 10:30 a.m. Thursday, 22 September 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 12:53 p.m.

This is a true and correct record.



Ronnie W. Skelton, Chairman

22-9-22

Date


Member of the Board

22nd September, 2022

Date

