

**65th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday 13th October 2022 at 10:30 a.m.
The Moorings Conference Room
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)
Mr. Marquese Maduro (MM)
Mr. John Cline (JC) *left at 12:30pm*
Mr. Anthony McMaster, (AM and CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Caribbean Development Bank (CDB) Attendees from 12:30pm

Mr. L. O'Reilly Lewis – Division Chief, Economic Infrastructure Division
Ms. Valini Nagassar – Operations Officer (Civil Engineer), Economic Infrastructure Division
Ms. Kemberley Gittens – Operations Officer (Social Analyst)
Mr. Paul Saunders – Operations Officer (Environmental Sustainability)
Ms. Prudence Wiltshire – Claims Administrator, Procurement Policy Unit

Senior Management Team Attendees from 12:30pm

Dr. Neil Smith- Director of Programme Strategy
Mr. John Primo- Director of Procurement
Ms. Maxine Stewart- Head of Finance
Mr. Sergio Dantas- Contract Supervisor and Project Manager

Members Absent

Mr. Shea Alexander (SA)
Mr. Iftikhar Ahmad (IA)
Mr. Michael Fay, QC (MF)

The Chairman called the meeting to order at 10:39 a.m. and GR-F provided the opening prayer.

1. Welcome and Opening Remarks

The Chairman welcomed members to the meeting and GR-F provided the opening prayer.

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 draft a letter to the Premier's Office about the maintenance of Government buildings being delivered by the RDA.
- ii. CEO to organise an Elmore Stoutt High School walkthrough for the Members of the Board.
- iii. SS and GRF to review the 2021 annual report, once finalised, in preparation for the 66th Meeting of the Board.
- iv. Fundraising Committee (SS) to provide a list of deliverables for the Fundraising Manager.

4. Review of Minutes

- 64th Board Meeting Minutes from 22nd September 2022.
 - ✓ A Motion was moved by GR-F and seconded by MM to adopt the minutes of the 64th Board meeting.

5. Matters Arising from Minutes/Action Points

- i. CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme. **Completed.**
- ii. CEO to readvertise the Internal Auditor position locally and regionally. **Completed.**
- iii. CEO to set up a discussion with the applicant(s) for the Fundraising Manager position and the Fundraising Committee. **Completed.**

6. Corporate Governance

- Risk Management Update (RDA-22-65-01)

The Board:

- Reviewed the risk matrix (October 2022).
 - Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of October 2022.
 - Noted the risk 78 (Elmore Stoutt High School supply chain). This risk is classified as RED.
 - Noted the risk 82 (Contractor Delays). This risk is classified as RED,
 - Noted the risk 83 (Move from CTL Building) is no longer a risk.
- Board Sub-committees Updates (RDA-22-65-02)
 - Executive Committee

The Board:

- Noted that the Executive Committee met on 6th October and discussed all decision matters being submitted to the 65th Meeting of the Board.
- Audit and Risk Committee

The Board:

- Noted that the Internal Auditor position is being readvertised.
- Fundraising Committee

The Board:

- Noted that the discussion took place with the sole qualified candidate for the Fundraising Manager position, and it went well.
- Noted that this candidate is highly recommended for the post of Fundraising Manager.
- Noted that SS will draft the deliverables and expectations for the Fundraising Committee's discussion.
- Internal Audit Update (RDA-22-65-03)
 - No submission.

7. Procurement Department

- *Procurement Update (RDA-22-64-04) **

The Board:

- Noted that the recommendation of award in favour of Construction & Engineering Systems (BVI) Ltd to undertake demolition works at the temporary Elmore Stouff High School (Old Clarence Thomas Building) at a cost of Ninety-seven Thousand, Three Hundred and Fifty-nine US Dollars and Fifty-three cents (US\$97,359.00), was approved via Round Robin.
- Noted that the Chairman recused himself, at the 64th Meeting of the Board, from discussions linked to this Procurement update due to a potential conflict of interest.
- Noted that the Chairman was not a part of the Round Robin discussion.
- *Procurement Update (RDA-22-65-04) **

The Board:

- Noted that the recommendation of award in favour of International (BVI) Movers Ltd to transport school furniture from the Old Clarence Thomas

Building (temporary Elmore Stouff High school) to the new Elmore Stouff High School building at a cost of Thirty-three Thousand, Three Hundred and Fifty US Dollars (US\$33,350.00), was approved via Round Robin.

- Shared their concerns on the cost of this task and requested that the full scope of works be provided.
- Noted that the procurement was carried out through a shopping process and requested further information on any analysis carried out for this task i.e., volume of load shifted, and the resources required.
- Noted that a breakdown of this task was provided via email throughout the round robin discussion.
- Discussed that an analysis of such would provide greater assurances that the Agency is paying the right price and not falling victim to market manipulation by any group of suppliers.

- Procurement Update (RDA-22-65-04A)

The Board:

- Discussed and approved the recommendation of award in favour of AEC Consulting Engineers Ltd for the provision of construction supervision services to the JVD multi-purpose educational complex at a cost not exceeding Eighteen Thousand United States Dollars (US\$18,000.00) for the period ended 30th August 2023.

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

- Discussed and approved the recommendation of award in favour of BVI Electricity Corporation for the provision of materials and services to enable the supply of electricity to the new Elmore Stouff High School at a cost of Forty-one thousand, Nine Hundred and Thirty-nine US Dollars and Sixty-eight Cents (US\$41,939.68).

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

8. Programme Delivery Department

- Projects and CDB Update (RDA-22-65-05)

The Board:

- Noted the progress on projects during this reporting period.
- Noted the progress on Magistrate’s Court/Halls of Justice, Eslyn Henley Richiez Learning Centre, West End Ferry Terminal, and Roads, Slopes and Coastal Defences projects.
- Noted that as of the end of September 2022, the ESHS project has progressed to approximately 85%.
- Suggested that extensive quality checks be in place for the windows installation at ESHS.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-22-65-06)

The Board:

- Reviewed and approved the Monthly Report for September 2022.
 - ✓ A Motion was moved by GR-F and seconded by SS.
- Reviewed the activities of the Programme Strategy department for the month of September 2022
- Reviewed the activities of RDA in respect to its public engagements for the month of September 2022

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-22-65-07)

The Board:

- Noted the capacity building activities.
- Noted the current staffing status of the RDA.
- Noted that the Programme Delivery Director’s vacancy is being advertised.

11. Finance Department

- Finance Update (RDA-22-65-08)

The Board:

- Noted the financial status of the RDA as at 30 September 2022.
- Noted that the Audit Report and financial statements are being finalised by the external auditors.

- Funding Update (RDA-22-65-09)

- no submission

12. Any other Business:

The Board:

- Discussed the need for Central Government to provide maintenance plans for the newly restored or built buildings delivered by the RDA.
- Stated their concern on how it reflects to funders when the assets are not maintained well.
- Requested that a letter be drafted for submission to the Premier's Office regarding the maintenance of Government buildings, specifically those being delivered by the RDA.

13. Caribbean Development Bank (12:30 pm)

The Board:

- Welcomed the CDB team led by Mr. Lewis, to the 66th Meeting of the Board.
- Thanked the CDB for their support to date and future support to the Territory.
- Noted that the mission for the CDB has been productive and the information received from various sectors deemed quite positive and useful.
- Noted that Mr. Sergio Dantas has been doing an exceptional job with CDB projects.
- Noted that CDB has viewed the project sites and are pleased with the same.
- Noted that the Public Works Department had concerns about not being present in discussions linked to projects during development and implementation and finally before handover. It was clarified that this was not the case and that the changes in personnel may be the result of this comment; however, this area of concern will be enhanced to strengthen the relationship.
- Noted that the recruitment of the Community Liaison Officer was potent and that the filling of the Gender & Social Specialist vacancy will ensure that the necessary expertise is integrated in the RDA's processes.
- Noted that the RDA's Environmentalist's reports have been managed well as they are very detailed and provide oversight from an early stage. Commendation to the Environmentalist onboard.
- Noted that the CDB will not be able to breakdown projects into small components to accommodate local construction firms. The CDB caters to all contractors in the region and must be able to provide all with potential opportunities.
- Noted that through the RDA's capacity building with contractors in the Territory, at least 5 to 6 firms should be able to compete regionally, which is

exceptional as some Territories only have 2 to 3 firms capable of this. Capacity building procurement and project management workshops will continue.

- Noted CDB's forward looking on the relationship with the RDA and its impressive work, subject to requests from Ministry of Finance.
- Thanked the CDB, again, for attending the meeting and sharing their views from their mission with the Directors of the Board.

14. Next Board Meeting

- 10:30 a.m. Thursday, 17th November 2022, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 1:30 p.m.

This is a true and correct record.



Ronnie W. Skelton, Chairman

24. 11. 22

Date



Member of the Board

24. 11. 22

Date



