



# Virgin Islands Port Authority Governing Board Meeting Actions List

January 18, 2017

Chaired by Laurel Hewitt-Sewer, Board Chairperson  
St. Thomas, US Virgin Islands

## Board Members

1. Laurel Hewitt-Sewer, St. John Private Citizen - **Chairperson**
2. Dr. Yvonne Thraen, St. Thomas Private Citizen - **Vice Chair**
3. Claude E. Walker, Esq., Attorney General - **Secretary**
4. Beverly Nicholson-Doty, Tourism Commissioner (absent)
5. Gustav James, Public Works Commissioner
6. José A. Penn, EDA Chairman
7. Roberto Cintron, P.E., St. Croix Private Citizen
8. Marvin Forbes, St. Croix Private Citizen
9. St. Thomas Private Citizen (*Vacant*)

## Board Staff

1. Tonya Pickering, Internal Auditor

## VIPA Staff Present

1. David W. Mapp, Acting Executive Director
2. Donna Frett-Gregory, Chief Financial Officer
3. Dayna Clendinen, Director of Human Resources
4. Dale A. Gregory, Director of Engineering
5. Denise M. Mills, Director of Property Management
6. Nycole Thompson, Esq., Legal Counsel
7. Denise George-Counts, Esq., Senior Staff Attorney
8. Julice Harley, Chief of Staff
9. Ava Penn, Crown Bay District Manager
10. Monifa Marrero Brathwaite, Public Information Officer

## Election of Board Officers/Committees

### Election of Board Officers

Chairperson: Laurel Hewitt-Sewer  
Vice Chair: Dr. Yvonne Thraen  
Secretary: Claude E. Walker, Esq.

### Selection of Committee Members

#### FINANCE:

1. Atty. Walker
2. J. Penn
3. L. Hewitt-Sewer

#### PROPERTY:

1. Dr. Thraen
2. J. Penn
3. L. Hewitt-Sewer

#### PERSONNEL:

1. Dr. Thraen
2. R. Cintron
3. Atty. Walker
4. M. Forbes
5. L. Hewitt-Sewer

#### PROJECTS:

1. Dr. Thraen
2. R. Cintron
3. Atty. Walker
4. M. Forbes
5. G. James

Committee chairpersons will be selected at the next meeting of each committee. Existing chairpersons remain the chairs until a new chair is selected.

## Finance Committee

### Revisions to VIPA's FY 2017 Budget

Moved to executive session.

### Revisions to the VIPA Procurement Policy and Procedures Manual

Approved 10 revisions to the VIPA Procurement Policy and Procedures Manual ver. 4.0 to ensure best practice purchasing throughout the Authority and ensure compliance with the financial policy established by the board.

**Role of Finance Committee**

Approved the Role and Responsibilities of the board's Finance Committee as submitted by staff.

**Property Committee**

No action items.

**Projects and Operations Committee**

**Discussion – Status Update of HERA  
Photovoltaic and Energy System Group's  
Energy Efficient Plan**

Discussion moved to executive session.

**Personnel Committee**

**Executive Director Search**

Returned to Personnel Committee.

**Executive Session**

**Energy Systems Group Contract**

Authorized the Authority to extend a contract with Energy Systems Group.

**FY 2017 Budget**

Directed staff to recommend FY 2017 Budget revisions.