



## MILLENNIUM CHALLENGE ACCOUNT - BELIZE

('MCA-Belize')

Minutes of the Special Board Meeting  
March 5, 2026, scheduled for 10:00 a.m.

(Held virtually on Microsoft Teams)

### 1. **Calling Meeting to Order:**

This special meeting of the Board of Directors of MCA-Belize was called to order by Mr. Joseph Waight, the Chairman, at 10:10 a.m. on the Microsoft Teams platform. Notice of the meeting was previously issued in accordance with the MCA-Belize bylaws to all members of the Board of Directors on February 26, 2026, together with the proposed agenda.

### 2. **Attendance**

The following members were present at the meeting:

- **Mr. Joseph Waight** - The Financial Secretary, Ministry of Finance, Economic Development and Investment; Chairman; and voting member of the Board.
- **Mrs. Dian Castillo-Maheia** - Chief Executive Officer of the Ministry responsible for Education and voting member of the Board.
- **Dr. Leroy Almendarez** - Chief Executive Officer of the Ministry responsible for Energy and voting member of the Board.
- **Mr. Giacomo Sanchez** - member of the Belize Chamber of Commerce and Industry and, as such, a voting member of the Board.
- **Mrs. Nadia Caliz** - The President of the Belize National Teachers' Union and a voting member of the Board.
- **Mrs. Adele Catzim-Sanchez** - Chief Executive Officer of the Ministry responsible for human development and non-voting member of the Board.
- **Dr. Marcia Bouloy** - Executive Director of MCA-Belize and non-voting member of the Board.
- **Mr. Creig Kinch** - General Counsel of MCA-Belize, Secretary to the Board and non-voting member of the Board.
- **Mrs. Jenner Edelman** - MCC Resident Country Director, MCC observer and non-voting member of the Board.
- **Mrs. Justine Hufford** - MCC Deputy Resident Country Director, (Observer).
- **Ms. Bridgette Springer** - MCC Regional Program Officer (Observer).

An apology was received from Mr. Carlos Pol who was unable to attend.

### 3. **Approval of Agenda**

Mr. Joseph Waight proposed that the agenda for the meeting, which was circulated with the notice of the meeting, be adopted. The meeting unanimously confirmed and adopted the agenda.

#### 4. **Introduction of Justine Hufford, MCC Deputy Resident Country Director**

Dr. Marcia Bouloy introduced Mrs. Justine Hufford, who recently joined the MCC Resident Country Management Team as MCC Deputy Resident Country Director, to the Board members. In her introduction, Dr. Bouloy noted that Mrs. Hufford brings a decade of practical and academic experience in international development and public policy to the team. Dr. Bouloy also noted that Mrs. Hufford previously served as Deputy Resident Country Director to the MCC Timor-Leste Compact and was a Senior Program Officer in the MCC's Europe, Asia, Pacific, and Latin America (EAPLA) Program. Mr. Waight extended a warm welcome to Mrs. Hufford on behalf of the Board members.

#### 5. **Approval of Cabinet Paper providing an update on the Compact**

MCA's Finance and Administration Director, Ms. Leidi Urbina, presented the draft cabinet paper to the Board for its approval. She noted that the purpose of the cabinet paper was to inform the Cabinet of Belize of the proposed modifications to the MCC Belize Compact and to seek Cabinet's approval concerning these modifications. She indicated that the draft cabinet paper explained that following the Government of the United States of America's foreign assistance review, it was recommended that the Energy Project be enhanced to achieve lasting economic growth and reduce poverty in Belize. She informed the Board that the Cabinet paper also noted that the Government of the United States of America was proposing a reallocation of US \$20 Million of MCC funding from the Education Project to the Energy Project. She also informed the Board that the cabinet paper explained that as a result of this reallocation of funds from the Education Project, that Activity 2: *Access to and Progression through Secondary Education*, would no longer be funded in whole by the Compact with limited parts of Activity 2 being shifted to and incorporated into Activity 1: *Transforming Teaching and Learning in Secondary Education*. Ms Urbina further advised the Board that the cabinet paper indicated that a technical mission was conducted in early February 2026, during which experts from the Energy Division of MCC and the Ministry of Public Utilities, Energy and Logistics (MPUEL) consulted with BEL, PUC, and Belize Hydro to scope possible priority activities which are likely to comprise the revised Energy Project. She also pointed out that the cabinet paper also outlined that while the Compact's level of MCC funding remains unchanged, the Government of Belize will be required to increase its counterpart funding by providing additional financing of US \$12,120,000. She explained that the cabinet paper explicitly states that this funding will be used to procure student digital devices required under Activity 1 of the Education Project. The Board unanimously endorsed the cabinet paper for onward submission to the Cabinet of Belize.

#### 6. **Modified Organogram for MCA-Belize- Presentation**

MCA-Belize's Human Resources Manager, Mr. Tim Grant, presented the modified organogram to the Board. In his presentation, Mr. Grant explained that the proposed modifications to the organogram were as follows:

- (1) The addition of six new positions to strengthen the technical and operational capacity of MCA-Belize;
- (2) The removal of three positions which were linked to the descoped Activity 2 under the Education Project
- (3) Title adjustments to three roles to reflect the expanded responsibilities of these positions and to improve clarity on the functions of these roles
- (4) The designation of six (6) additional roles as key personnel to reflect their critical role in Compact implementation, governance, and compliance.

In expanding on the proposed changes, Mr. Grant noted that the proposed six (6) additional positions were:

- a) Director, Energy Project
- b) Manager, Grants
- c) Specialist, Human Resources
- d) Specialist, Communications
- e) Specialist, Project Management (Energy)
- f) Administrative Assistant

Further, he stated that the three positions to be removed were:

- a) Director, Access to Secondary
- b) Specialist, Transition
- c) Specialist, Education Social Analysis

He also explained that the proposed title changes were as follows:

- a) Administrative Manager to Office Coordinator
- b) Director, Procurement to Director, Procurement and Grants
- c) Manager, Human Resources to Director, Human Resources

Finally, Mr. Grant informed the Board that the following roles were proposed to be reclassified as key personnel:

- a) Director, Communications and Outreach
- b) Director, Energy Project
- c) Director, Quality Secondary Education
- d) Director, TVET Education
- e) Director, Human Resources

Mrs. Adele Catzim-Sanchez questioned whether there was any budgetary impact concerning the addition of the six new positions which equate to a net staff increase of three (3). Mrs. Edelman explained that MCC's team had confirmed that it has sufficient funds to account for the payment of salaries for the positions being added over the life of the Compact. Mrs. Catzim-Sanchez also asked for clarification on the difference between the title "manager" and "director" in MCC's MCA system.

Mr. Grant explained that from a compensation standpoint “managers” are on a lower pay scale while “directors” are on a higher scale. He also noted that usually “directors” are designated as key personnel and as such their hiring, termination and compensation are subject to receiving a “no objection” from MCC. Mrs. Edelman further explained that as “directors” and above are considered MCC principal counterparts, MCC’s approval is required for their hiring, termination and contract extensions. She also noted that for persons who are “directors” and above, MCC is involved in their performance appraisals. Mrs. Edelman further explained that “directors” are considered more senior and have more responsibilities to staff at the “managers” level and below.

Mr. Creig Kinch explained that the redesignation of these roles to key personnel would only take effect upon amendment to the Program Implementation Agreement (‘PIA’) and that the Board’s approval for such is in anticipation of such modification. Mrs. Edelman confirmed that the reason for this is that the PIA outlines which staff roles are key personnel roles. She also advised that the process of amending the PIA was currently underway. She stated that once this process was completed, the amended PIA would be presented to the Board for approval and following Board approval, would go to the Government’s Principal Representative, CEO Pol, and the National Assembly.

The Board unanimously approved the modifications to the Organogram.

**7. New Business (Any other business)**

There was no new business.

**8. Adjournment**

The meeting was adjourned at 11:17 a.m. by unanimous decision of the Board.

**Minutes submitted by:** Creig Kinch

**Minutes approved by:**

