

## **EXECUTIVE OFFICERS**

(1)

**Position:** General Manager

**Name:** Solange Bertilia LeBlanc-McKenzie

**Mailing Address:** P.O. Box 514, Roseau, Commonwealth of Dominica

Telephone No.: Home: 767 448-7727; Work: 767 448 2681; Mobile: 767 235 2902

Name of employers, titles and dates of positions held during past five years with an indication of job responsibilities.

### **EMPLOYER**

Dominica Electricity Services Limited

### **POSITION**

♦ **Human Resources and Administration Manager** 2002 – July 2014

#### Job Responsibilities Included:

- Developing policies and procedures on all Human Resource Functions
- Co-ordinating Staff Training
- Co-ordinating Performance Appraisal System
- Co-ordinating the Recruitment Process
- Developing and implementing Personnel Policies and Procedures
- Maintaining the Personnel Filing System
- Administering the Employee Benefits Program
- Assisting Line Managers in handling Employee Related issues
- Supervising the Human Resources & Administration Department Staff
- Providing Counselling to Management on Human Resource issues
- Co-ordinating the Occupational Health and Safety Function
- Managing the Employee Relations Function
- Providing general administrative services
- Preparing annual budgets
- Monitoring adherence to Health & Safety policies and practices
- Managing the Stores/Purchasing & Fleet sections

◆ **General Manager**

August 2014 to Present

Job Responsibilities Include:

- To recommend strategies, business plans, budgets, policies and courses of action to the Board and to implement those approved
- To manage financial strategy and controls  
**By**  
Deciding on budgeted expenditure through the expenditure approval processes
- To direct and lead the senior management team  
**By**  
Identifying actions required and issuing instructions for the achievement of same
- To monitor performance of senior management  
**By**  
Comparing the objectives set with outcomes and by making recommendations for improvement where required
- To cultivate stable relationships with government and other agencies
- To create an effective public image of the company by assuring that the organization is consistently presented in a strong and positive manner to its shareholders
- Report on the organisation's operations to the Board.
- Any other related duties

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**EDUCATION (DEGREES, SCHOOLS, AND DATES):**

- ◆ Brooklyn College of the City University of New York, Brooklyn, N.Y., June 1988  
Bachelor of Arts (Hons.)  
Major: Economics  
Minor: Psychology
  - ◆ University of the West Indies, 1998  
MBA Distinction  
Major: Operations
  - ◆ University of the West Indies, 2000  
MBA HRM
  - ◆ Human Resource Certification Institute (HRCI), Alexandria Virginia, June 2012  
Senior Professional in Human Resource (SPHR)
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Also a Director of the Company      ☐ Yes      ☒ No

Indicate amount of time to be spent on Company matters if less than full time: \_\_\_\_\_

## APPENDIX 1(a) – BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Carl Maynard Position: IT MANAGER

Mailing Address: P.O Box 1593 Castle Street, Roseau Dominica  
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\_\_\_\_\_

Telephone No.: (767) 255 6147

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

March 2004 to Present: Information Technology Manager Dominica Electricity Services LTD  
Direct and manage the entire IT operations for Dominica Electricity Services LTD. Partner with other members of the Senior Management team to forecast and plan information processing and communication network needs of the company. Translate strategic and tactical business/technological plans into IT strategic and operational plans. Provide senior level leadership on all IT security, disaster recovery and risk management concerns. Establish, document and administer all IT operational policies and procedures to control system and data integrity risks. Create and analyse annual IT Operating expenses and Capital Budget, evaluate and negotiate proposals for software and hardware services

Education (degrees or other academic qualifications, schools attended, and dates):

Bachelors of Computer Science - Barry University Miami Florida, May 1991  
Microsoft Certified Systems Engineer - Microsoft, December 2002  
Information Technology Management for IT Managers, LearningTree, August 2009  
Disaster Recovery /Business Continuity Certified Professional, Sentryx, August 2010  
Vmware Certified Professional – Vmware, September 2013  
CISSP (Certified Information Security Professional), INFOSEC Institute, July 2013  
Excellent IT Leadership for IT Managers, Henly Business School, London, June 2015  
ITIL (Information Technology Infrastructure Library), Purple Griffon, London, May 2017.

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

\_\_\_\_\_  
*Use additional sheets if necessary.*

## BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Claudia Brumant Position: Human Resources and Administrative

Age:                     

Mailing Address: C/o Dominica Electricity Services Limited  
18 Castle Street  
P.O. Box 1593, Roseau, Dominica

Telephone No.: (767) 449 2299 (H), (767) 295 2214 (W)

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

Education (degrees or other academic qualifications, schools attended, and dates):

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

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*Use additional sheets if necessary.*

## EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Age: \_\_\_\_\_

List jobs held during past five years (including names of employers and dates of employment). Give brief description of **current** responsibilities.

- Manage the treasury functions.
- Responsibility for financial planning activities including strategic planning, forecasting, and consolidation of capital and operating budgets.
- Provides financial guidance to executive management, Board of Directors.

London School of Accountancy January 2016 - December 2016

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

*Use additional sheets if necessary.*

## APPENDIX 1(a) – BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Dave Winston Stamp Position: Generation Manager

Mailing Address: c/o Dominica Electricity Services Ltd. 18 Castle Street, PO Box 1593, Roseau, Commonwealth of Domi

Telephone No.: ( 767) 235- 9965 – mobile(767) 255-6117 - Office

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

Distributed Generation Marketing Services Jamaica Limited (DGMS JAL) - 2009 - 2011  
Mechanical Construction/Plant Manager – Caribbean Green Energy/Palmyra Resorts Tri-Generation Plant

Technical Manager/Consultant – 800kW, 2000PPH Co-Generation Power Plant @ a Kingston Feed Manufacturing Facility

Dominica Electricity Services Limited (DOMLEC) – November 2011 – present

Generation Manager

- Reporting to the General Manager
- Responsible for:
  - o Management of 27 MW of generating assets including:
    - 16MW of hydro power plants
    - 11MW of diesel power plants
  - o Supporting personnel, property and auxiliary equipment and facilities
  - o Project Leader for DOMLEC's technical integration of the Government of the Commonwealth of Dominica (GOCD) geothermal electrical power generation initiative

Education (degrees or other academic qualifications, schools attended, and dates):

Bachelor of Science (Hons.)– Mechanical Engineering, UWI (1985)

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

*Use additional sheets if necessary.*

## APPENDIX 1(a) – BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Ellise Darwton Position: Company Secretary/Legal Officer

Mailing Address: 91 Victoria Street    Roseau    Commonwealth of Dominica  
\_\_\_\_\_  
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Telephone No.: (767) 448-5833/ 255- 6019

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

1st April 2003 to Present- DOMLEC – Company Secretary/Legal Officer

Advises the board and management on all matters related to the company's operations, its legal and regulatory environment and on matters specific to the industry in which it operates. Drafts and reviews all company contracts and agreements. Ensures company's compliance with required statutory and regulatory filings with the Company Registry, Eastern Caribbean Securities Exchange, Eastern Caribbean Securities Regulatory Commission and Independent Regulatory Commission. Organizes board and shareholder meetings, records and keeps minutes of board and shareholder meetings.

Education (degrees or other academic qualifications, schools attended, and dates):

June 2017 - LLM (EIL) Osgoode Hall Law School, York University, Canada

November 2008 – Acc. Dir. – Institute of Chartered Secretaries and Administrators of  
Canada

November 2007– F.C.I.S - Institute of Chartered Secretaries and Administrators of  
Canada

October 1997 – Legal Education Certificate –Sir Hugh Wooding Law School, Trinidad

October 1995 – LL.B (Hons) UWI

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

\_\_\_\_\_  
*Use additional sheets if necessary.*



## APPENDIX 1(a) – BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: Lemuel Lavinier Position: Engineering, Transmission & Distribution

Mailing Address: P O Box 1695 Roseau Dominica  
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Telephone No.: (767) 255 6138

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

DOMLEC – Engineering, Transmission & Distribution Manager, September 2009 – present. He is responsible for the engineering functions relating to the transmission and distribution of electricity. Additionally, he is responsible for managing the organisation's vehicle fleet and designing and implementing sustainable energy (renewable energy and energy efficiency) services both internal and external to the company.

Education (degrees or other academic qualifications, schools attended, and dates):

University of Bradford - November 2016 - Master of Business Administration  
University of Manchester (UMIST) – June 2001 – BEng (Hons) Electrical & Electronics Engineering

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

\_\_\_\_\_  
*Use additional sheets if necessary.*

## APPENDIX 1(a) – BIOGRAPHICAL DATA FORMS

### EXECUTIVE OFFICERS AND OTHER KEY PERSONNEL OF THE COMPANY

Name: PAUL MOSES Position: COMMERCIAL MANAGER

Mailing Address: P.O. BOX 2244 ROSEAU  
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Telephone No.: 1-767-275-7062

List jobs held during past five years (including names of employers and dates of employment).  
Give brief description of **current** responsibilities.

DEPUTY MANAGER  
PDV CARIBE (DOMINICA) LTD.  
JUNE 2008 - JUNE 2016

COMMERCIAL MANAGER  
DOMINICA ELECTRICITY SERVICES LIMITED  
OCTOBER 2016 -PRESENT

CURRENT RESPONSIBILITIES:

MANAGE DAY-TO-DAY OPERATIONS OF THE COMMERCIAL DEPARTMENT;  
MANAGE STAFF OF COMMERCIAL DEPARTMENT  
BUDGET PREPARATION AND CONTROL  
MONITOR AND REPORT ON PERFORMANCE ON CORPORATE AND DEPARTMENTAL GOALS AND OBJECTIVES  
MANAGE CUSTOMER RELATIONSHIP

Education (degrees or other academic qualifications, schools attended, and dates):

BACHELOR OF COMMERCE (1st Hon.), PANJAB UNIVERSITY, INDIA, 1985  
MASTER OF BUSINESS ADMINISTRATION, LOUGHBOROUGH UNIVERSITY OF TECHNOLOGY, ENGLAND, 1996

Also a Director of the company ☐ Yes ☒ No

If retained on a part time basis, indicate amount of time to be spent dealing with company matters:

\_\_\_\_\_  
*Use additional sheets if necessary.*