

P. O. Box 304211
St. Thomas, VI 00803
(340)777-4047
(340) 642-7150
Joanfoy@live.com

JOAN PATRICIA FOY

EDUCATION

- Master of Business Administration** July 1990
Katz Graduate School of Business
University of Pittsburgh
Concentration: Finance and Management Information Systems (3.4/4.0 GPA)
- Master of Science in Social Administration** May 1983
Mandel School of Applied Social Sciences
Case Western Reserve University, Cleveland, OH
Specialization: Administration, Planning, Development & Organization (3.6/4.0 GPA)
Concentration: Health & The Family and the Child (Advance courses in Electronic Data Analysis)
- Accounting Courses** 1984-1995
University of the Virgin Islands
Earned 27 credits in Accounting (3.7/4.0 GPA)
- Bachelor of Arts** May 1981
Clark-Atlanta University
Major: Social Welfare/Sociology (3.5/4.0 GPA)
Recipient of federal grant to observe and analyze the Social Welfare Departments at five Universities, HUD, and HEW.

EXPERIENCE

- Interim Chief Administrative Officer** March 2021 – Jan 2022
Virgin Islands Water and Power Authority
- Perform high level administrative, technical and professional work in directing the day-to-day operation of the Office of the Chief Administrative Officer division (Purchasing Department, Office & Facilities Management, Insurance and the Security and Safety departments).
 - Determine specific needs of programs and provides for plans and statements of policy for the Office of the Chief Administrative Officer division.
 - Direct all purchasing activities to ensure compliance with applicable rules and regulations and purchase of the best available services, supplies and equipment.
 - Monitor and assess all office and facilities management activities to ensure that the workplace meets the needs of the employees and complies with all OSHA rules and regulations pertaining to office spaces.
 - Evaluate overall production of the Office of the Chief Administrative Officer division and revise procedures to improve efficiency of the division.
 - Prepare and recommend long-range plans for the division and develops specific proposals for action on current and future division needs.
 - Secure and administer the Authority's liability insurance policy and its insurance covering all the Authority's equipment and property.
 - Manage the development and administration of the annual budget for the Office of the Chief Administrative Officer: revenue and expenditure forecasts of funds needed for staffing, equipment, materials and supplies; direct and approve expenditures; and direct the preparation and implementation of budgetary adjustments as necessary.

- Establish plans and procedures to promote an orderly flow of work between the various departments to maintain efficiency of operations and ensure that an effective and inclusive system for internal communication exists between the Office of the Chief Administrative Officer division and other divisions and departments of the Authority.
- Review the work performance of the managers and other personnel of the various activities assigned to the Office of the Chief Administrative Officer division.
- Responsible for hiring, directing, developing and disciplining employees.

Director Pricing, Rates and Strategic Planning

Aug 2018 – Nov 2022

Virgin Islands Water and Power Authority

- Create, maintain, administer and refine short- and long-range financial forecasting models.
- Develop appropriate rate structures and rate policies
- Monitor Public Service Commission (PSC) rulings
- Monitor competing utilities rate filings, publish an annual comparison to other utilities,
- Develop the corporate budget; administer the budget preparation process and develop annual projected rates and charges for the Authority
- Developing programs that lead to the reduction of energy usage and peak demand.
- Guide the organizational planning, decision making and budgeting processes
- Analyze and interpret data about an organization, prepare economic and strategic assessments, identify corporate issues requiring attention and provide information pertaining to executive deliberations.
- Function in a consultative manner and propose options and courses of action to improve organizational efficiency

Interim Chief Financial Officer

Aug 2016- June 2017

Virgin Islands Water and Power Authority

- Responsible for the management and supervision of the Finance Department, including Budget and Cash, Pricing and Rates, Accounting, Meter Reading, Purchasing, and Customer Services
- Manage the cash and budgetary process
- Approving of payments for all expenditures and forecast cash collections and payments
- Presented financial statements to the Governing Board
- Manage customer relationship and revenue collection
- Manage contracts for hedging, OPEB, and fuel payments

Special Assistant to the Executive Director and Chief Financial Officer

2003 – Aug 2018

Virgin Islands Water and Power Authority

- Responsible for Rate Design and Cost of Service Study
- Responsible for annual Capital Expansion analysis
- Responsible for Corporate Strategic Planning and the identification and measurement of goals and objectives
- Coordinated and manage the delivery of the Management Audit
- Responsible for the analysis and documentation of fuel cost
- Assist in the development of strategies for bond financing and market analysis

Manager, Budget & Cash Management

1999-2003

Virgin Islands Water and Power Authority

- Prepared financial planning documents; forecast revenue and cash

- Established procedures governing the receipt and recording of cash
- Established schedule payments to facilitate payment on accounts payable
- Determined the best type of investments that would provide the best return on the Authority's funds, while maintaining adequate cash flow
- Analyzed trustee investments to determine what investment are made
- Prepared cash flow information for the CFO and Executive Director on a weekly basis
- Audited all vouchers prior to authorizing payments; authorized all disbursements of funds
- Developed budgetary procedures; compiled all budgetary information for submission to Governing Board
- Reviewed and approved monthly variance reports, prepared quarterly analysis of financial statements for submission to the Governing Board and financial institutions

Financial Analysis Manager

1991 – 1999

Virgin Islands Water & Power Authority

- Responsible for Financial Planning
- Determine financial feasibility and provide approval of capital expenditure requests prior to Governing Board's approval, and provide Project Management on Capital Projects
- Evaluate various alternative financing methods, assist with bonds financing and presentation to rating agencies
- Prepare monthly analysis of financial statements, and recommend cost savings on routine expenditures
- Assist with the development of Cost of Service Study and Rate Design
- Review for fiscal and financial implications proposals submitted to the Authority

PART-TIME INSTRUCTOR

2000-2003

University of the Virgin Islands

Course in Management Information Systems (MBA Program)

Introduction to Finance (3rd Year Undergraduate Program)

CONSULTING

Staff Consultant

Broadway & Seymour, Inc. Systems Consulting Group, Charlotte, NC

• 1990-1991

- Performed marketing activities and participated in the development of Enterprise Modeling and Strategic Planning proposals
- Developed business model, data models, process modeling and entity diagrams using the System Development Life Cycle, and performed information engineering in the planning and analysis of system applications

Marketing Consultant

Stafford Klapper & Associates, San Juan, Puerto Rico

• 1987-1992

- Developed demographic and geographic data and determined sampling size for Focus Group Management and Action Group Survey
- Assigned individuals to various projects and provided Project Management
- Conducted marketing research in the areas of product testing and awareness

HEALTH CARE ADMINISTRATION

Assistant Director of the Division of Maternal and Child Health

• 1984-

Virgin Islands Department of Health

1989

- Coordinated the proper management of the Division of MCH & CC Services
- Prepared \$3.5 million budgets; wrote grant applications, proposals, and prepared annual reports
- Supervised 45 employees, including Physicians, Nurses, Therapist, and Paraprofessionals
- Developed a health care survey and analyzed results using SPSS and FoxBASE, in coordination with the Center for Disease Control, for identifying service population and service needs

Health Plan Developer, State Health Planning & Development Agency

• 1983-

Virgin Islands Department of Health

1984

- Assisted in the development of the Territory's Health Plan
- Analyzed and assessed health needs and problems, and interpreted federal policies and guidelines
- Prepared and submitted Health Manpower Shortage Applications to the Federal Government; received salaried-paid physicians for two health centers (East End Health Center and Frederiksted Health Center)

MANAGEMENT INFORMATION SYSTEMS

Special Assistant /Program Development & Analysis (Special Assignment)

1988-1989

Virgin Islands Department of Health

- Developed a comprehensive database for each division in the Dept. of Health
- Data base resulted in accurate and timely data provided to federal governments and legislators, and aided in preparation of Block Grants and annual reports

SELECTED COURSES

- Project Management Institute Courses
- Federal Emergency Management Agency (FEMA)- Emergency Management Institute courses
- Attended American Public Power Association courses in Rate Case Design, Special Topics in Accounting, and Accounting, Finance, Rates and Information System workshops
- Attended annual Association for Financial Professional (AFP) Conferences
- Attended Project Management Certification seminar
- Attended Broadway & Seymour, Inc. courses in Project Management, Consulting Skills, AS/400 concepts and facilities, and AS/400 Migrations
- Attended annual Directors of Maternal & Child Health's and Children with Special Health Needs Conferences,

ENTREPRENEUR SERVICES

Provide accounting, tax consulting, business plans preparation, cost-benefit analysis, and other professional services to small businesses

COMPUTER KNOWLEDGE

Software: Microsoft Office, Excel, Word, Q&A, dBase III Plus, Microsoft Project and PowerPoint, SPSS, SCSS, Knowledgeware (Information Engineering Workbench)
Forecasting Programs • Hardware: IBM AS/400, PC's

HONORS/PROFESSIONAL ASSOCIATIONS

- St. Thomas-St. John Federal Credit Union – Board Secretary – (2020-2022)



- Board Member, Institution Review Board (IRB) University of the Virgin Islands



- Alpha Kappa Alpha Sorority, Inc. - Member
- Alpha Kappa Delta Sociology Honor Society, 1981
- Outstanding Leadership Award (given by ABSSW at Case Western Reserve University), 1981
- Alpha Kappa Mu National Scholastic Honor Society, 1980
- Who's Who Among Students in American Colleges and University, 1980

REFERENCES

Professional and personal references available upon request.