ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING

DATE: Thursday, August 15, 2019
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission Offices

A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING

Item 1. Opening  Page 02
Item 2. Pledge of Allegiance  Page 02
Item 3. Invocation  Page 02
Item 4. Determination of a Quorum  Page 02
Item 5. Adoption of Agenda VOTE  Page 02
Item 6. Approval of Minutes from July 2019 VOTE  Page 03
Item 7. Public Comments  Page 10
Item 8. Old Business  Page 11
Item 9. New Business  Page 12
  a. Presentation on Water/Sewer Infrastructure  Page 13
     C. Ruffin Poole, Aqua
  b. Resolution for Managed Care Ombudsman  Page 14
     Funding Through the NC Assoc. of Regional COG's VOTE
  c. Consideration of the Revolving Loan Fund  Page 15
     Program VOTE
  d. Closed Session  Page 19
     To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S. 143-318.11(a)(6).

Item 10. Staff Reports (if applicable)  Page 20
Item 11. Executive Director's Report  Page 35
Item 12. Committee Reports  Page 41
Item 13. Chairperson & Board Delegates Comments  Page 42
Item 14. ADJOURNMENT  Page 43

ATTACHMENT: BOARD TRAVEL REIMBURSEMENT SHEET

NEXT MEETING: September 19th, 2019 @ 6 P.M
1. Opening

2. Pledge of Allegiance

3. Invocation

4. Determination of a Quorum

5. Adoption of Agenda - VOTE
6. Meeting Minutes

Approval of the Albemarle Commission Minutes from the **JULY 2019** meeting – **VOTE**
Minutes of the
Albemarle Commission Board of
Delegates July 18, 2019
6:00PM

Opening
Chairwoman Tracey A. Johnson called the meeting to order at 6:00 p.m.

Pledge of Allegiance
Board Member Jordan Davis led the Board in the Pledge of Allegiance.

Invocation
Board Member Robert Kirby led the Board in the Invocation.

Determination of Quorum
The presence of a quorum was determined by Clerk and Administrative Benefits Coordinator, Ashley Stallings, with twelve (12) Members present.

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
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<tbody>
<tr>
<td>Clayton Riggs</td>
<td>Camden</td>
</tr>
<tr>
<td>Sandra Duckwall</td>
<td>Camden</td>
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<tr>
<td>Robert Kirby</td>
<td>Chowan</td>
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<td>Harriett DeHart</td>
<td>Chowan</td>
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<tr>
<td>Rob Ross</td>
<td>Dare</td>
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<td>Linda Hofler</td>
<td>Gates</td>
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<td>Earl Pugh</td>
<td>Hyde</td>
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<td>Lloyd Griffin</td>
<td>Pasquotank</td>
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<td>Fondella Leigh</td>
<td>Perquimans</td>
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<tr>
<td>Jordan Davis</td>
<td>Tyrrell</td>
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<tr>
<td>Tracey A. Johnson</td>
<td>Washington</td>
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<td>Marion Gilbert</td>
<td>Ex Officio</td>
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</tbody>
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Absent Members
Paul Beaumont Currituck
Elizabeth White Currituck
Howard Swain Dare

Partners, staff, and guests present:
Attorney Hood Ellis of Hornthal, Riley, Ellis and Maland was present.

Staff members:
Melody Wilkins, Executive Director
Jeri Hansen, Finance Officer
Angela Welsh, RPO Director
Ashley Stallings, Administrative & Benefits Coordinator

Guests and Partners
Guest speaker Representative Bobby Hanig.

Agenda (VOTE):
Chairwoman Johnson amended the agenda by moving 6A to 7A, delete item 9B-Closed Session, stating that will occur next month. Board Member Lloyd Griffin made a Motion to amend the agenda as requested. His Motion was seconded by Fondella Leigh. With no further discussion, the Motion carried unanimously.
Public Comment:
Chairwoman Johnson thanked Tim Hass and Jerry Jennings from NCDOT for coming in support. Chairwoman Johnson then introduced James H. Trogden, who was appointed Secretary of North Carolina Department of Transportation (NCDOT) in January 2017. Secretary Trogden has over 30 years of experience in Transportation. He started with the Department in 1985 as an Engineer. In 2000, he was made Division 4 Engineer. Secretary Trogden is also a retired Major General from active service in the National Guard. Chairwoman Johnson thanked him for his service and welcomed him to the Albemarle Commission.

Secretary Trogden provided an update on issues in our Region and around the State. He stated he was in Hertford to look at the S-Bridge. He asked the Board if there was anything that needs to be done or could be done better around the Region.

Secretary Trogden discussed his background briefly. He had 25 years with the DOT, started back in 2017 after 3 years in a private sector, he retired and came back. He spoke about it being a really busy time. He discussed how they have worked hard to improve their project delivery. He spoke of how NCDOT has successfully gone from dollars being accumulated waiting for projects to be ready to now having more projects ready than they have dollars to fund.

He discussed NCDOT being more successful and being more competitive with grants at the Federal level. He spoke about NCDOT receiving the Tiger Grant for $19 million. He spoke of NCDOT receiving $147 million in INFRA, newest Federal grant. That is for their first widening on I95 for 26 miles. He stated they are adding 300 miles of fiber optic network on the entire I95 corridor and from I95 to US70. They plan to work with a private sector on how to offer that to the private sector, so they can start connecting communities on their fiber.

He noted they had passed in the last session of the General Assembly the first NC Transportation Bonds that we have had since 1996 called “Build NC”. NCDOT sold their first set in June along with Garvee Bonds. They received a wonderful interest rate on $300 million, which gave them an additional bonus of $58 million to be able to advance in construction. One of the projects is US158 in Northampton County. Reason why “Build NC” is important, they have had Garvee for a long time, that we can bond against future Federal Revenues but that primary impacts projects in the State wide Tier or towing projects. However, NCDOT didn’t have anything to advance projects at the regional and division Tier level. “Build NC” is that tool. That is the only place NCDOT can use those bond funds to advance projects at those levels.

He mentioned in the last 6 months, he had been spending time on looking forward in the next decade. There are various projections that between 40% and 95% of all travel within the next 10 years will be autonomous, electric and shared vehicles. He explained, you might say that has significant impact on our economy of how we operate positively. The projections are the cost of logistics of delivering freight and moving people will be cut by two-thirds. However, almost all the sources we are saving money on are sources used to fund transportation today including motor fuels, driver’s licenses and vehicle registration fees. He has appointed NC First Commission which considers future investments in transportation in this new reality. This will not only be automobiles but may also include autonomous drones delivering freight.

He provided an update on current projects in our area and spoke about the importance of I87 and associated costs. He spoke about the two interchanges that are in the program. One is at Harvey Point Road and the other is at New Hope Road. NCDOT is working to keep them funded and scheduled. He gave an update of the Mid-Currituck Bridge. Board Member Rob Ross asked Secretary Trogden who filed the lawsuit to stop the bridge? Secretary Trogden responded by stating Southern Environmental Law Center is the legal arm, although he was not sure of the plaintiff’s name.

He spoke of the first passenger only ferry from Hattares to Ocracoke and how well this is going having having
transported an approximate 20,000 people in two months.

He mentioned that we are currently entering Hurricane Season. He then asked the Board to share anything that could be made better.

Board Member Lloyd Griffin spoke about issues with storm water drainage and his concerns with I87.

Board Member Jordan Davis spoke about Tyrrell County’s drainage issues and noted that roadside ditches are not being maintained.

Chairwoman Johnson spoke about drainage and flooding issues in Washington County. She also asked about the status of the Cherry Bridge in the Creswell area.

Board Member Robert Kirby asked Secretary Trogden when I87 would be complete. Secretary Trogden stated at this point he could not give a schedule. Secretary Trogden discussed the opportunity with the two interchanges in the next 10 years.

Representative Edward Goodwin spoke about the yellow signs on the Interstate west of I95 stating “Farm Equipment Uses This Highway.” East of I95 the yellow signs read “Farm Equipment Used This Highway”. He asked why they were different. Secretary Trogden stated he would find out and let him know.

Board Member Earl Pugh commented the passenger ferry and the trans system are more successful than anyone would have imagined.

Representative Goodwin spoke briefly about the ferries.

Board Member Lloyd Griffin asked Representative Goodwin and Hanig about the trawl nets, fishing and Spawn Bill. Representative Bobby Hanig responded by stating it will not move.

**Representative Bobby Hanig:**
Chairwoman Johnson introduced Representative Bobby Hanig and thanked him for coming to speak to the Board.

Representative Bobby Hanig discussed how he began as a Board Member on the Workforce Development Board and was asked to become the Chairperson on the Workforce Board. He was the Chairperson on the Workforce Board for four years. Then he became a Commissioner and now he is a Representative.

He spoke of how important the work that is done within the Albemarle Commission and how the programs are important to the Communities. He spoke of how committed he, Representative Goodwin and Senator Steinburg are to this region. They communicate and collaborate with each other for the good of Eastern NC. He stressed how we should think as a Region. He was surprised of the lack of communications between counties when he became a commissioner.

Board Member Lloyd Griffin spoke about the renewable energy amendments. One request that was sent off was trying to go from 20% to 40% on being able to tax these solar farms. He spoke of looking at the rate of return and the longevity on this. We are encouraging those to come here and it is impacting some of the land owners, however, there are some jobs that come with that. So, the economic developers in the state are not recruiting the companies that build the solar panels build the infrastructure. Therefore, we aren’t getting that segment of the job market. They use the resources the county gets in taxes. We sent a House Bill 251 someone proposed and we sent up a similar type of resolution. There is no need to give our taxes away when we don’t get any jobs for it.

Representative Hanig responded as he would check into it to see where it settled, however, he didn’t
think it moved.

Board Member Sandra Duckwall asked for more information on the passed bill to allow donations of unexpired Drugs. Representative Hanig explained currently under the state law pharmacies can donate prescription drugs to free clinics or whomever needs them. Currently they cannot be donated if they are 6-months from expiration. We have allowed them to be donated up until the day they are expired. Board Member Duckwall asked if that was any pharmacy, Representative Hanig responded that it is any pharmacy.

Board Member Jordan Davis asked about the status of Senate Bill 377, the Windmill Bill. Representative Hanig responding by stating it hasn't moved. It passed through the Senate, went to the House and the House is not in support. Board Member Jordan Davis discussed how important windmills would be to Tyrrell County. Chairperson Johnson spoke about this being important to Washington County as well.

Chairwoman Johnson thanked Representative Hanig for taking the time to come and speak to Albemarle Commission.

Ex Officio Marion Gilbert commended Representative Hanig for staying true to his word. And thanked both him and Representative Goodwin for their service.

Old Business:
Chairwoman Johnson discussed the recommendation of Committees from the previous Board Meeting. The only recommendation given was the creation of a Clearing House Committee by Board Member Lloyd Griffin.

Chairwoman Johnson asked Board Member Lloyd Griffin what he would like the makeup of the Clearing House Committee to consist of. Board Member Lloyd Griffin requested it to consist of three (3) people. He stated communication could be by email, conference call, or FaceTime whereby Executive Director Melody Wilkins could ask for guidance on newly proposed projects.

Chairwoman Johnson asked for volunteers for this committee. Board Member’s Clayton Riggs, Lloyd Griffin and Chairwoman Johnson volunteered to be on the Clearing House Committee.

Board Member Rob Ross asked what the primary duties of this committee would be. Board Member Lloyd Griffin replied to help guide Director Wilkins how to proceed with outside requests she may receive.

Approval of June 2019 Minutes (VOTE):
Board Member Lloyd Griffin made the Motion to approve the Minutes as presented. His Motion was seconded by Board Member Linda Hofler. With no further discussion, the Motion carried unanimously.

New Business:

a. Safe Routes to School Grant Update
Director Angela Welsh reported that during March Albemarle Commission board meeting, the Board approved staff submitting application for a Safe Routes to School non infrastructure grant. She discussed how the grant is paid on reimbursement basis and is awarded for 3 years. A 20% match by Albemarle Commission is required and she stated that during the March board meeting, the Board voted to approve the submittal of the grant application with 20% of up to $30,000 per year for 3 years as well as a $20,000 annual administrative fee for the Albemarle Commission. The Finance Director, Executive Director and herself met to review it the recently received NCDOT agreement. She wanted to bring a couple of items to the Boards attention. For
the three years, Albemarle Commission is awarded $357,596. The State reimbursement rate is 80% and the Albemarle Commission is responsible for 20%. That 20% equals $71,519. During the Board Meeting in March, she reported the Board approved $20,000 annual administrative fee. Which means if we use all the Federal funds for the project in the amount of $357,596, the Albemarle Commission would be paying $11,519 total for 3 years out of pocket for the grant which would not be eligible for reimbursement. The difference of $11,519 is a result of the of $71,519 match versus $60,000 for 3 years’ worth of administrative fees earned.

Board Member Earl Pugh stated he thought the Board passed it to get a 20% administrative fee not $20,000 a year and it was 20% of the funds.

Board Member Rob Ross stated the difference is about $4,000 a year and that was what the Board was discussing.

Board Member Lloyd Griffin suggested to get the recording listen to the recording and have a discussion at the next meeting.

After some discussion, Chairwoman Johnson stated to bring the recording to the next meeting for further discussion.

RPO Director Welsh also wanted to point out in the agreement, if the Albemarle Commission decided to terminate the project without approval from the DOT. Albemarle Commission would be responsible for reimbursing the NCDOT 100% of all cost they had occurred associated with this project within 60 days of receipt of an invoice.

b. Budget Resolution to Write Off Revolving Loan Fund (RLF) Delinquent Debt

Executive Director Wilkins discussed the proposed Resolution to write off an RLF delinquent loan in the amount $37,060.10. Board Member Lloyd Griffin made a Motion to accept the Resolution as drafted. His Motion was seconded by Sandra Duckwall. With no further discussion, the Motion carried unanimously.

Staff Reports

RPO:
Board Member Clayton Riggs asked Director Welsh about the Transportation Authority facing a $256,000 cut, ICPTA article. He asked if there was anything that the community could do to help with this. Director Welsh discussed ICPTA asked for letters of support from the RPO, which were sent. Board Member Clayton Riggs discussed his concerned about the funding cut and how it will affect the community that uses and need this transportation.

Chairwoman Johnson suggested as a Board they should draft something up to send to our representatives, as our Counties rely on this transportation.

Report of the Executive Director:
Executive Director Wilkins noted Albemarle Commissions financial audit will be done on September 11th and 12th. She mentioned all the department heads have been asked to be in the office in case of any questions. Thompson, Price, Scott, Adams & Co PA will be conducting the Audit. She stated NWDB met Tuesday July 16th and elected their Chair and Vice Chair. Zach Bray was re-elected as Chair, and Philip Stovall was selected as Vice-Chair. She mentioned July 28th marks her 6-month anniversary with the Commission. Each Board Member was given an evaluation form with a postage marked envelope to complete and return prior to the August Board Meeting. Executive Director Wilkins gave an overhead presentation to the Board on the status of the Revolving Loan Fund (RLF) program. There was discussion between the Board and the Staff. Further consideration of the RLF will take place at the August Board Meeting.
Report of Committees
None

Chairperson Comments:
Chairwoman Johnson stated the Commissioners have a state wide conference in August. She would appreciate if the Board Members would come and give support, as she runs for the Presidency of that organization.

Board Member Comments:
Board Member Clayton Riggs stated Camden County is on schedule for the opening of their new waste water treatment plant at the end of July.

Board Member Robert Kirby mentioned the Edenton Steamers.

Board Member Lloyd Griffin stated Pasquotank County passed their budget.

Board Member Linda Hofler stated Gates County passed their budget and are preparing for an audit.

Adjournment
Chairwoman Johnson adjourned the meeting at 8:19 p.m.

Chairwoman of the Board
Tracey A. Johnson

Attested by:

Clerk to the Board Ashley Stallings
7. PUBLIC COMMENTS
8. Old Business
9. NEW BUSINESS

a. Presentation on Water/Sewer Infrastructure
   C. Ruffin Poole, Aqua

b. Resolution for Managed Care Ombudsman Funding Through the NC Association of Regional COG’s VOTE

c. Consideration of the Revolving Loan Fund Program VOTE

d. Closed Session

   To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
Presentation on Water/Sewer Infrastructure

C. Ruffin Poole, Aqua
A RESOLUTION
APPROVING TO ENDORSE THE APPLYING FOR THE MANAGED CARE
OMBUDSMAN FUNDING THROUGH THE NC ASSOCIATION OF REGIONAL
COUNCILS OF GOVERNMENT

ALBEMARLE COMMISSION’S
BOARD OF DELEGATES

August 15th, 2019

RESOLVED, by the Board of Delegates of the Albemarle Commission, that

WHEREAS, The NC Association of Regional Councils of Government
responded with RFP regarding offering this service through the 16 COGs.

NOW THEREFORE BE IT RESOLVED that Albemarle Commission’s Board of
Delegates hereby approves:

The Albemarle Commission to endorse the applying for the Managed Care
Ombudsman Funding through the NC Association of Regional Councils of
Government.

This Resolution Shall become effective upon adoption.

Adopted this ___________ day of August, 2019.

__________________________________
Tracey A. Johnson, Chairperson

ATTEST:

___________________________________
Ashley Stallings, Program Administrative
and Benefits Coordinator
To: Albemarle Commission Board of Delegates  
From: Melody Wilkins, Executive Director  
Date: August 8, 2019  
RE: Staff Recommendation on Revolving Loan Fund (RLF)

Attached to this Recommendation are five options regarding Albemarle Commission’s RLF program each detailing the estimated dollar impact of alternatives. Figures were compiled by EDA RLF Staff and will need a complete review by EDA RLF Staff once a decision is made by the Albemarle Commission Board of Delegates.

Please note that Option 4 (page one) takes into account the write off of a bad debt in the amount of $37,060.10 approved by the Board of Delegates at the July, 2019, board meeting. In light of the recent write off, the EDA RLF absorbed 75% of the delinquent debt for a savings to the Commission of an approximate $27,795.

Option 4, page two, is primarily included for informational purposes since figures were based on continuing to carry the aforementioned delinquent loan on the Commission’s book which is no longer the case.

Staff Recommends: Full Voluntary Termination of the Albemarle Commission RLF by Agreement with US Economic Development, RLF Program, which necessitates the refund of an approximate amount of $252,436 representing EDA RLF capital base and due to EDA RLF within 30 days of agreement with EDA.

Albemarle Commission still owns and services the three remaining loans with proceeds going to the Albemarle Commission for an estimated total principal amount of $71,373. Remaining active loan portions are not subject to EDA regulations if Termination of RLF is accepted by the Board of Delegates. Also, Albemarle Commission keeps an approximate $12,772 in cash not subject to EDA regulations.
Estimated dollar impact of alternatives for Albemarle RLF - INDICATIVE ONLY - Will need complete review
Pro forma for writeoff

Capital as of 6/30/2019

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<th>Grant rate</th>
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<td>EDA portion</td>
<td>75%</td>
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<tr>
<td>Albemarle portion</td>
<td></td>
</tr>
<tr>
<td>Total RLF capital base</td>
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Previous capital of $373,640.82 minus $37,060.10

1 Enter into an agreement with another organization to operate the RLF on behalf of Albemarle
Operating organization must operate in accordance with RLF Plan
(EDA may amend Plan with EDA approval)
RLF stays on Albemarle's balance sheet, admin costs? Zero impact on balance sheet
Albemarle is responsible for semi-annual reporting and audit

2 Transfer to a recipient organization that does not have an existing RLF
Replacement grant per DOC Grants Manual 16.V.1
Recipient organization must submit application to EDA for the grant dollars
Must confirm the RLF is still needed
Recipient organization may or may not be able to consolidate
Need MOU for how lending area would be treated and other topics such as liability
Entire capital base moves to the recipient organization $336,580.72

3 Transfer to a recipient organization that has an existing RLF
Treated as a merger under CFR 307.18
Must confirm the RLF is still needed
Recipient can consolidate with existing RLF as part of the transaction
Need MOU for how lending area would be treated and other topics such as liability
Entire capital base moves to the recipient organization $336,580.72

4 Full termination for convenience
EDA recovers the Federal share of funds
Funds go to US Treasury and are not available for re-use in EDA programs
Cash payment within 30 days of agreement with EDA $252,435.54
Albemarle retains match share of capital (unrestricted) $84,145.18
Existing cash in RLF $265,207.37
Cash to Albemarle or (shortfall to pay to government) $12,771.83
Loans in portfolio $71,373.35

Albemarle keeps
Cash $12,771.83
Loans in portfolio (not subject to EDA regulations) $71,373.35
Total $84,145.18

5 Partial termination
EDA recovers the Federal share of funds (grant rate times amount terminated)
Funds go to US Treasury and are not available for re-use in EDA programs
Cash payment within 30 days of agreement with EDA
Estimated dollar impact of alternatives for Albemarle RLF - INDICATIVE ONLY - Will need complete review Per 6/30/19 ED-209

Capital as of 6/30/2019

| EDA portion | $ 280,230.62 | Grant rate 75% |
| Albemarle portion | $ 93,410.21 |
| Total RLF capital base | $ 373,640.82 |

1. Enter into an agreement with another organization to operate the RLF on behalf of Albemarle
   Operating organization must operate in accordance with RLF Plan approval
   RLF stays on Albemarle's balance sheet, admin costs? Zero impact on balance sheet
   Albemarle is responsible for semi-annual reporting and audit

2. Transfer to a recipient organization that does not have an existing RLF
   Replacement grant per DOC Grants Manual 16.V.1
   Recipient organization must submit application to EDA for the grant dollars
   Must confirm the RLF is still needed
   Recipient organization may or may not be able to consolidate
   Need MOU for how lending area would be treated and other topics such as liability
   Entire capital base moves to the recipient organization $ (373,640.82)

3. Transfer to a recipient organization that has an existing RLF
   Treated as a merger under CFR 307.18
   Must confirm the RLF is still needed
   Recipient can consolidate with existing RLF as part of the transaction
   Need MOU for how lending area would be treated and other topics such as liability
   Entire capital base moves to the recipient organization $ (373,640.82)

4. Full termination for convenience
   EDA recovers the Federal share of funds
   Funds go to US Treasury and are not available for re-use in EDA programs
   Cash payment within 30 days of agreement with EDA $ (280,230.62)
   Albemarle retains match share of capital (unrestricted) $ 93,410.21
   Existing cash in RLF $ 265,207.37
   Cash to Albemarle or (shortfall to pay to government) $ (15,023.25)
   Loans in portfolio $ 108,433.45

   Albemarle keeps
   Cash $ (15,023.25)
   Loans in portfolio (not subject to EDA regulations) $ 108,433.45
   Total $ 93,410.21

5. Partial termination
   EDA recovers the Federal share of funds (grant rate times amount terminated)
   Funds go to US Treasury and are not available for re-use in EDA programs
   Cash payment within 30 days of agreement with EDA
A RESOLUTION
APPROVING THE TERMINATION OF THE ALBEMARLE COMMISSION
REVOLVING LOAN FUND PROGRAM

August 15, 2019

RESOLVED, by the Board of Delegates of the Albemarle Commission, that

WHEREAS, a resolution accepting report of Albemarle Commission Revolving Loan Fund Program re U.S. Department of Commerce Economic Development Revolving Loan Fund (“EDA RLF”) Program,

WHEREAS, Albemarle Commission has presented its report on the EDA-RLF Program regarding the performance of the loan portfolio; and

WHEREAS, it is in the best interest of Albemarle Commission that the Albemarle Commission terminate by agreement the EDA RLF Program,

NOW, THEREFORE, BE IT RESOLVED by the Albemarle Commission and it is hereby resolved by authority of same:

SECTION 1. The Albemarle Commission Executive Director is authorized to expend up to $252,500 of the remaining monies in the EDA-RLF Program to end the Albemarle Commission’s EDA-RLF Program. Said recipient of the $252,500 may only be the Revolving Loan Fund Program, US Department of Commerce Economic Development for payment of federal share of funds owed upon RLF Termination.

WHEREAS, if monies from loans written off are recovered within three years of the executed agreement, EDA’s pro rata share of seventy-five (75%) percent will be returned to the U.S. Department of Commerce (EDA-RLF).

SECTION 2. The Albemarle Commission Executive Director is authorized to execute on behalf of Albemarle Commission whatever documents she deems necessary to carry out termination of the EDA-RLF Program.

SECTION 3. All resolutions, or parts of resolutions, in conflict herewith are repealed.

This Resolution is adopted pursuant to the provision of the Grant Agreement with the U.S. Department of Commerce’s Economic Development Administration. This Resolution shall become effective upon adoption.

Adopted this 15th day of August, 2019.

_______________________________________
Tracey A. Johnson, Chairperson

ATTEST:

_______________________________________
Ashley Stallings, Program Administrative and Benefits Coordinator
Closed Session

To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
10. Staff Reports
AAA Highlights:

- Staff have been busy closing out FY 2018-19. A final report detailing all of our services and events will be available in September.
- The AAA will be hosting 3 Scam Jams throughout the region in partnership with the Attorney General’s Office, Secretary of State’s Office and Department of Insurance. Events are scheduled to take place in Currituck on September 6, Hyde County on October 3 and Chowan County on October 4. For more information, contact Laura Alvarico at 252-404-7078 or lalvarico@accog.org.
- The AAA Regional Long-Term Care Ombudsman Program hosted a Mental Health First Aid for Older Adults training on July 30 and 31. Each session was be limited to 30 attendees. Attendees included staff from long-term care facilities, home health, Departments of Social Services and Senior Centers.
- Operation Fan/Heat Relief will continue through September 2019. 131 boxed fans have been purchased to be distributed to older adults in need. If you know of anyone in need, contact Ashley Lamb at 252-404-7088 for more information.

Home and Community Care Block Grant Services

As of August 8, 2019, July units of services were unavailable. This information will be included at the August Board Meeting.

Senior Nutrition Program (SNP)

Highlights

- The SNP partnered with the Edenton Steamers on July 31 to hold our second annual “Christmas in July.” Attendees received a discounted ticket for bringing donations of toiletries, personal care items and books for homebound clients. All items collected will be used to give to clients in need.
- Laura Rollinson, Administrative and Volunteer Coordinator, recently met with staff from the City of Elizabeth City in hopes of recruiting enough volunteers to begin a new route in Pasquotank County. Laura is also scheduled to meet with ECSU staff as well in the coming weeks. Currently Pasquotank County is the only county with a waiting list due to lack of volunteers.
- Three of the Senior Nutrition Program staff will be attending the annual Meals on Wheels American conference in Dallas, TX to learn more about national initiatives to combat senior hunger and isolation in rural communities. The conference will be held on August 27-29.
• Senior Farmer’s Market Nutrition Vouchers were distributed to congregate site participants in Camden, Currituck, Pasquotank, Perquimans and Washington Counties. Eligible seniors can use these vouchers to purchase $24.00 worth of fresh fruits and vegetables at local approved Farmer’s Markets.

**Senior Nutrition Program Totals:**

As of August 8, 2019, July units of services were unavailable. This information will be included at the August Board Meeting.

**Family Caregiver Support Program:**

As of August 8, 2019, July units of services were unavailable. This information will be included at the August Board Meeting.

**Regional Long-Term Care Ombudsman Program:**

During the month of July, the Regional Long-Term Care Ombudsman program provided the following services to residents of long-term care facilities throughout the region:

- 12 Resident complaint cases were opened
- 4 Resident complaint cases were closed
- 51 Hours were invested in complaint/case management
- 4 monitoring visits were made to local Nursing Homes
- 2 monitoring visits were made to local Adult Care Homes
- 0 monitoring visit was made to local Family Care Homes

Community Advisory Committee (CAC) Members are needed in the following counties: Camden (2), Chowan (3), Currituck (1), Dare (2), Gates (5), Pasquotank (4) and Tyrrell (1).

**Other Staff Updates & Initiatives:**

- Staff provided 7 educational events throughout the region including, Senior Medicare Patrol, Fall Prevention, Dementia Friends Elder Abuse and Neglect Reporting and AAA services.
- Staff continue to work with local Counties to explore and create Dementia Friendly Communities throughout the region.
- Staff recently met with Washington County to provide guidance and support for their efforts to become a dementia friendly community.
- A Senior Center Directors meeting will be held on September 13 at the Albemarle Commission Building in Hertford. Training and technical assistance will be provided to senior center directors on a variety of issues including Senior Center General Purpose Grants and Health Promotion and Disease Prevention Grants. These grants will be available to local senior centers in September.
To: Albemarle Commission Board of Delegates
From: Angela Welsh, ARPO Director
Date: August 1, 2019
RE: ARPO monthly report

Instead of a monthly report, staff has attached a copy of the yearly report we are required to submit to the NCDOT. The yearly report outlines tasks the ARPO completed in FY 18-19 as well as challenges and positive outcomes experienced.
ANNUAL REPORT

Prepared for the NCDOT Transportation Planning Branch

FY 2018-2019

Angela Welsh | ARPO Director | July 29, 2019
Who we are and what we do

The Albemarle Rural Planning Organization (ARPO) serves Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties. Rural Planning Organizations were formed, by the North Carolina General Assembly, in order to involve rural county and municipal governments as well as the public in transportation issues in their regions. The Albemarle Commission has served as the lead planning agency for the ARPO since May 2002. Since that time, the ARPO has been working cooperatively with the North Carolina Department of Transportation, local officials, and citizens to enhance transportation planning opportunities in our ten county region.

The ARPO is made up of the ARPO Director and two Boards; the Rural Transportation Advisory Committee (RTAC) and the Rural Transportation Coordinating Committee (RTCC). The RTAC consists of one elected official from each county, one elected official from each municipality and is the policy making body of the ARPO. The RTCC is made up of one planner or county manager from each county and one planner or municipal government manager from each municipality and is the advisory committee to the RTAC. The ARPO’s budget is $144,531.00 annually with our member counties required, by law, to contribute a 20% match of $28,906.00.

The Planning Work Program (PWP)

The Planning Work program (PWP) is a funding contract between the ARPO and the North Carolina Department of Transportation- Transportation Planning Division (NCDOT - TPD). The PWP lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed by the ARPO Rural Technical Coordinating Committee (RTCC), and approved by the Rural Technical Advisory Committee (RTAC), and the NCDOT - TPD. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will ever be requested from member counties. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

Data Collection and Assessment

During FY 18-19, the ARPO continued the mini-grant program which was created to support the implementation steps in the Albemarle Regional Bicycle Plan. In April, the ARPO RTAC Board awarded $7060.00 to the Town of Duck to cover the cost of printing their bicycle and pedestrian related brochures and maps. The ARPO also worked with the City of Elizabeth City on their Pedestrian Plan funding application Dare county on the Buxton bike path feasibility study, attended the NC ECG statewide committee meeting and as drafted the Safe Routes to School grant application. The ARPO Title VI plan was also
drafted and adopted by the ARPO RTAC Board in January of 2019. The ARPO continued collecting AADT maps and providing the information to member counties.

**Transportation Planning**

During FY 17-18, the ARPO finalized the last of our ten counties’ Comprehensive Transportation Plans (CTP’s) and no member counties requested amendments to their current CTP’s in FY 18-19. ARPO staff continued to work closely with the Highway 17/64 Association attending their quarterly meetings and providing them updates regarding our US17 (I-87) projects. Staff also participated in the local government economic development meetings regarding US 17 (I-87).

**Prioritization and Program Development**

P5.0 project prioritization continued in FY 18-19 and concluded in January of 2019 when the Draft State Transportation Improvement Plan (STIP) was released. Gearing up for P5.0, I revised the ARPO Local Input Methodology, entered projects, and reviewed all SPOT office project spreadsheets forwarded to us for review.

**Project Development**

In FY 18-19, I continued to participate in the merger process as a member of the merger team. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects. FY 18-19 merger project meetings included: the JLOTIC meetings in Ocracoke and Manns Harbor, the Colington road project in Dare county, the proposed US 158 widening in Gates county, the US 158 project in Dare county, and the US 158 widening in Camden/Currituck counties.

**General Transportation Planning**

In FY 18-19, I continued attending required NCARPO quarterly meetings and the NCAMPO MPO/RPO yearly conference, Albemarle Commission meetings, and Southern Albemarle Association meetings. ARPO staff also began participating in the drafting of the regional freight mobility plan for Northeastern North Carolina.
Administration of Transportation Planning and Policies

As a requirement of funding, I prepared the PWP for FY 19-20, prepared quarterly invoices and progress reports for FY 18-19, coordinated RTAC Ethics requirements, prepared RTCC and RTAC meeting agendas, hosted RTCC and RTAC meetings, updated the ARPO social media page and website on a regular basis, and continued responding to member requests. FY 18-19 included more administrative work than in past years as the NCDOT Title VI office has required all RPO’s to draft a Title VI plan and the Federal Highway Administration (FHWA) reviewed the State of North Carolina RPO program and required some minor changes in travel expenditures and the PWP process.

Challenges and shortcomings

It is still difficult to help ARPO members understand the STI process although we have made some changes to the process of allocating local input points which seems to help them understand a bit more.

We have not completed the Regional Bicycle website we were collaborating with the Albemarle Commission on. The ARPO will be completing the project on our own.

Positives

TAC and TCC meeting attendance continue to be the highest since the ARPO’s inception.

The ARPO mini-grant opportunity was well received by members of the ARPO and will help with bicycle and pedestrian safety education.

The ARPO’s weekly transportation updates provided by email to members each Friday has been well received and local media is also picking up stories from them.

The ARPO’s “Legislative Updates” which are emailed to RPO Directors across the state are well received.

The ARPO continued to partner with the Northeastern Workforce Development Board on a workforce transportation initiative with Enterprise Rent-A-Car.

The ARPO continues its strong working relationships with its members, RPO’s across the state, and transportation related organizations.
Proudly serving Northeastern NC Counties and Municipalities:
Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans,
Tyrrell, Washington, Creswell, Duck, Edenton, Elizabeth City, Gatesville,
Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth,
Roper, Southern Shores and Winfall

The Albemarle Commission
Monthly Financial Report
For the Month Ending June 30, 2019

<table>
<thead>
<tr>
<th>Program Accounts</th>
<th>Budget</th>
<th>YTD Expenditures</th>
<th>MTD Expenditures</th>
<th>Available Budget</th>
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<tbody>
<tr>
<td>210 - Indirect Fund</td>
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<td>$507,004.55</td>
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<td>320 - Economic Development Admin</td>
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<td>520 - Aging Program</td>
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<td>Workforce Development</td>
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<td>735 - WD-Adult/Dislocated Worker</td>
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<td>$2,344,950.65</td>
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NOTE: MTD amounts are included in the YTD amounts.

Total $7,672,782.00 | $5,200,911.90 | $829,453.71 | $2,471,870.10

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Ending Balance as of 06-30-2019</th>
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<tbody>
<tr>
<td>Wells Fargo - Commercial Checking</td>
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<td>Public Funds</td>
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<td>NC Cash Management</td>
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<td>NC Cash Management - EDA Acct</td>
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<tr>
<td>Xenith Bank - AAA Senior Nutrition</td>
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</table>
Northeastern Workforce Development Board Report to Albemarle Commission Board:

July 2019

Dave Whitmer, NWDB Director

I. Organization Structure/staffing:
We are currently recruiting for a Career Advisor.

II. Counts
Below are numbers from our three NCWorks Career Centers for July:

<table>
<thead>
<tr>
<th></th>
<th>New Customers</th>
<th>Total Customers Served</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCWorks Career Center, Chowan County</td>
<td>27</td>
<td>329</td>
<td>1,005</td>
</tr>
<tr>
<td>NCWorks Career Center, Dare County</td>
<td>12</td>
<td>95</td>
<td>422</td>
</tr>
<tr>
<td>NCWorks Career Center, Elizabeth City</td>
<td>46</td>
<td>717</td>
<td>2,547</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>85</strong></td>
<td><strong>1,141</strong></td>
<td><strong>3,974</strong></td>
</tr>
</tbody>
</table>

Some of the services provided include the following:

- Creating and Posting a resume
- Applying for a job
- Obtaining instructions on how to use NCWorks Online
- Job search assistance and career counseling
- Interview preparation

Current participant counts for WIOA Title I training services are as follows:

93 Adults
8 Dislocated Workers

III. Board Organization

**Board Membership:** The Consortium appointed JD Williamson of Williamson CPA, PLLC to the board as a “Business” representative.

**Board Officers:** At their meeting on July 16, the NWDB reelected Zach Bray to serve as Chair and elected Phillip Stovall to serve as Vicechair.

**Board Committees:** At the July 16 NWDB meeting, each committee presented their PY 19 Strategic Action Plan. The goals of each committee for the coming year have been incorporated in the NWDB One-Page Strategic Plan which is attached.
IV. Updates

- **Career Centers:**
  - Our live broadcast on ECSU’s radio station (WRVS FM – 89.9), NCWorks Career Center Corner, will resume next Fall.
  - We have submitted our application to have our Career Center System re-certified. We are awaiting the certification team to come for a site visit.
  - The Center in Elizabeth City held four hiring events in July as follows:
    - NC Dept of Public Safety (DPS): July 9
    - PeopleReady (staffing agency): July 18
    - RPC Contracting: July 24
    - PeopleReady: July 31
  - The Center in Dare hosted two hiring events in July as follows:
    - NC DPS: July 10
    - Monarch of NC: July 18
  - The Center in Edenton is hosting a “Back to School Bash” on August 9. This is a recruitment event for our adult and youth programs.
  - The Center in EC hosted their bi-monthly Career Center Partners meeting on July 17 at COA. The intent of the partners meeting is to identify and work to find solutions to common challenges and to ensure that services of all partners are available at the Career Centers. One of the tangible outcomes of the partners meetings is that ICPTA is now providing the center with free bus tickets to be given to center customers to attend job interviews and their first few days of work.
  - Center staff participated/will participate in the following community events:
    - iEmpower Youth Leadership Conference: July 11
    - Welcome to Elizabeth City Expo/US Coast Guard: July 24
    - National Night Out (Dare and Perquimans Counties): August 6
  - We are opening a NCWorks Career Development Center at COA’s campus in EC. The center will be branded as an “NCWorks” site and will be staffed 5 days a week. There will be a Career Advisor from the Elizabeth City Career Center at the COA center two days a week. COA will provide a staff person who will be trained by NCWorks staff to work at the center five days a week. The Elizabeth City Center Manager and Assistant Manager will also work at the COA center on occasion.

Students who come to the COA center will be provided many of the same services that can be obtained at any other career center. They will be able to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. We will also conduct regularly scheduled workshops at the COA center and our NextGen staff will conduct a monthly Career Café.
Opening date for the new Career Development Center is August 6. We are also holding a ribbon cutting on August 6 at 10:00am. Please join us if you are able to.

- **Career Pathways:** We continue our regional career pathway work. We have created four pathways, two of which have received certification from the NCWorks Commission. The pathways are regional and are intended to be used as a template either as is, or for making improvements to existing local pathways. The pathways were created with input from numerous partners including eight: community colleges, ESCU, Economic Developers, CTE Directors, three workforce boards, and employers. You can find more information on our three pathways at the following website: [www.nencpathways.org](http://www.nencpathways.org)

We have started to work towards local implementation certification for our Business Support Services career pathway. College of the Albemarle will conduct a training for our Career Center staff in August to ensure they know all of the program offerings and careers related to Business Support Services.

The NENC Executive Leadership Committee developed and approved the PY 19 Projects and Activities Workplan.

- **ACT Certified Work Ready Communities:** Below is an update on where we are at with Work Ready Certification in our region.
  
  - Chowan, Perquimans, Washington, and Hyde Counties have been certified.
  - Gates County has met all certification requirements and their application has been submitted.
  - Tyrrell County’s current status reflects “95% of Goals Attained”. Tyrrell needs 3 more transitioning CRCs (Career Readiness Certificates) in order to earn the NC Work Ready Communities certification. All other goals have been met.

- **Enhancement Grant:** We continue to implement our Enhancement Grant. Below is a summary of the grant.

  The theme of the NWDB Enhancement Grant revolves about the theme of B.O.O.S.T. NWDB needs a boost in many areas to reach its goal of fostering the employment of individuals in its 10-county region. NWDB seeks to **BOLSTER** the technology used for center customers, human resource development students and employer services, **OPTIMIZE** the course offerings of the newly created Career Essentials program at the College of the Albemarle’s Edenton-Chowan campus, **OBTAIN** updated aptitude assessments for center customers, **SUSTAIN** the NCWorks Outreach Coordinator to continue the offering of career services at partner agencies and community events and to **TEACH** teachers of the region about the dynamics of manufacturing occupations with the goal of encouraging the emerging workforce of students to enter the growing field. Fulfilling the B.O.O.S.T. components presented in this grant will allow the workforce board and career center personnel to make a concerted and strong push to increase the center services to job-seekers and employers in the region and to fill the workforce gaps that plague employers.

  **Recent workshops conducted by our NCWorks Outreach Coordinator (funded through the Enhancement Grant) are as follows:**

NWDB Report to Albemarle Commission Board – July 2019
- NCWorks for Jobseekers: Washington County Library – July 10
- NCWorks for Jobseekers: Tyrrell County Library: July 24
- NCWorks for Jobseekers: Hyde County Library: July 24

Other activities through the Enhancement Grant:

- In the effort to expose middle and high school students to local job opportunities & career ladders, NWDB has partnered with the Edenton-Chowan School System and College of the Albemarle to plan and execute for a photography campaign to take photos of “homegrown employees” that have enjoyed successful careers at various businesses across Chowan County. These photos will be enlarged and designed to resonate with students, using the hashtag #worklocal, and will be displayed on the walls at John A. Holmes High school. We plan to use this as a pilot project and potentially replicate it throughout our region.

  The photos have been printed on large sheets of metal and were delivered to John A. Holmes on July 10th. There was an article published in the Chowan Herold which is attached.

- NWDB and COA have announced a boot camp for Career and Technical Education “influencers” within our local school districts. The camp is set for August 5-8, 2019, from 9:00 a.m. – 3:00 p.m. at COA’s Regional Aviation and Technical Training Center in Currituck. The 4-day boot camp will offer 20 spots for local high school teachers, administrators and/or counselors to experience firsthand the opportunities offered through manufacturing’s high-tech and high-wage careers. Through visits with local businesses, these “CTE Influencers” will gain knowledge and accessibility of the employment opportunities in the surrounding area to share with their high school students as they prepare for their future.

- **Finish Line Grants (FLG):** Governor Cooper recently announced the new Finish Line Grants. These are grants that Community Colleges can apply for in partnership with their workforce boards to help students “cross the finish line”. The grants are for students who are at least 75% complete with their academic program and have experienced some type of emergency – such as needing auto repairs, help with rent or utilities, unexpected medical expenses, etc. They can be eligible to receive a grant in the amount of up to $1,000. **We continue to administer our $50,000 FLG grant in partnership with COA. To date, we have approved 33 applications.** The recipients received tires, money to cover rent, tuition, money for gas, etc. The grants have slowed down a bit due to the summer semester. We expect it to pick back up in the fall.

- Linda Cheatham, Assistant Secretary NC Department of Commerce Division of Workforce Solutions, will visit the northeast on August 22. I will meet with her along with the Directors of Region Q WDB and Turning Point WDB in Williamston. Afterwards she will visit our center in Elizabeth City.

- **NCWorks NextGen:** Our NextGen (Youth) program is currently working hard on planning for the 4th annual Real-World Simulation event to take place on Oct 2nd at Camp Gale in Perquimans County. More volunteers are needed, so please let us know if you are interested. NextGen is also currently working on developing a youth mentorship program.

- **Facebook:** If you have not done so already, please like our Facebook page. Every day we post information about everything we are doing throughout the region. [https://www.facebook.com/NWDBworks/](https://www.facebook.com/NWDBworks/)
CAREERS
Continued from B5

salary of $65,000.

Three local businesses chose to be the first to participate in this effort: Colony Tire, Jimbo’s Jumbos of Hampton Farms and Albemarle Boats.

With openings in auto repair, logistics and fabrication (respectively), these businesses acknowledge the value of recruiting the emerging workforce (i.e., high school students) as early as possible and via more modern channels. NWDB coordinated with the businesses to determine employees and positions to highlight.

Several 20-inch by 20-inch metal print photos were designed and developed by local photographer, Kip Shaw, to resonate with students, using the hashtag #worklocal, and will be displayed on the walls at John A. Holmes High School.

NWDB hopes to expand this effort by recruiting more businesses to participate in the #worklocal campaign so more employees can be photographed for future posters. Exposing students to local careers, which can be attained by earning short-term certifications, degrees or diplomas at our community colleges, such as COA, is the ultimate mission. There is no cost to the business to participate in this #worklocal campaign.

NWDB encourages more local employers to participate in initiatives like this where they can increase their chances of filling current and future openings by generating more interest in local careers among our student population.

The Northeastern Workforce Development Board provides oversight to the NCWor Career Centers located in the surrounding northeastern county which includes Camdenton, Dare, Gates, Hyde, Pasquotank Perquimans, Tyrrell and Washington.

For information, contact Emily Nicholson, Northeastern Workforce Development Board, enichols@accog.org or at 252-404-7089.

Partnership highlights Chowan County careers

COA, Edenton-Chowan Schools launch work local movement at JAHHS

SUBMITTED REPORT

More than half of the open jobs in North Carolina over the next five years are projected to be in trade-specific occupations not requiring a four-year degree. In the effort to expose students to local job opportunities and career ladders, NCWorks, powered by the Northeastern Workforce Development Board (NWDB), partnered with the Edenton-Chowan School System and College of The Albemarle to execute a photography campaign of “homegrown employees” who have prospered from successful careers at various businesses across Chowan County. Contrary to popular opinion, trade-specific occupations offer strong wages and the opportunity for career growth. For example, manufacturing occupations in Chowan County and surrounding areas had a yearly average

See CAREERS, B6
Ribbon Cutting Ceremony
August 6, 2019 at 10am

COMING AUGUST 6, 2019 TO COLLEGE OF THE ALBEMARLE!

CAREER DEVELOPMENT CENTER

M-Thurs. 9a-4p • Fridays 9a-12p

AE Building, COA Campus
Call the NCWorks Career Center at
252-331-4798 or Kelvin Brown at COA,
252-335-0821 ext. 2243
for more info.

Visit the center to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. Weekly workshops will also be available at the center.

NCWorks is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.
11. Executive Director Report
• As you are aware, algal blooms have occurred and intensified in the Chowan River Basin and Albemarle Sound region over the last five years, including warnings issued by state officials this year. You are invited to an informational forum on algal bloom on Saturday, August 24th, from 8:30 am to 12:00 pm at COA, Culinary Arts Building in Edenton. An informational sheet is attached to this report. Please share the invitation with your elected officials and concerned citizens.

• On July 31, 2019, I had a telephone meeting with Hillary Sherman of US Economic Development Administration to discuss projects across Region R. Hillary and I are meeting in Hertford on August 21, 2019, to review the status of local projects including the Perquimans County Basin Project.

• On August 6, 2019, the Elizabeth City Area Chamber of Commerce held a ribbon cutting Ceremony for NC Works Career Development Center at the College of the Albemarle, AE Building. NC Works Career Development Centers will now hold office hours Monday through Friday at COA, Elizabeth City.

• On August 6, 2019, Albemarle Commission hosted the quarterly meeting of County Commission Chairs and County Managers at the Perquimans County Library in Hertford.

• The Albemarle Commission hosted a free introductory training opportunity about human trafficking on Wednesday, August 7th, 2019 from 1 p.m. to 3:30 p.m. The training was geared for any local government workers who perform their duties near homes, businesses, public spaces, waiting rooms, or near public transportation. The trainers for this event were Margaret Henderson, The School of Government, and Nancy Hagan, Project NO REST, from UNC-Chapel Hill.

• A Basic Financial Workshop for NC Rural Communities will be held from 8:00 am until 4:30 pm on August 13th, at Martin Community College in Williamston. So far, 45 participants plan to attend. A registration form is attached to this report as there is still time for additional attendees. The Workshop is primarily for those involved with the financial matters of utilities such as elected officials, financial managers, town and/or county managers, drinking water and wastewater directors and other persons working in financial matters of utilities.

• Albemarle Commission, Mid-East Commission, ECU and NC East Alliance are hosting a Disaster Recovery Resilience Funding Forum on August 28, 2019, from 1:00 pm until 4:00 pm at ECU, Willis Building Auditorium, Greenville. This event is relevant for elected officials, managers, planning staff, emergency managers, nonprofits, workforce entities including community colleges, water/sewer operations, and anyone supporting economic recovery in their communities. Please see the attached draft invitation.
Date: August 1, 2019

To: Albemarle Region Local Government Officials

Re: Forum on Algal Blooms in the Chowan River and Albemarle Sound

As you are aware, algal blooms have occurred and intensified in the Chowan River Basin and Albemarle Sound region over the last five years, including warnings issued by state officials this year. A diverse group of stakeholders continues to learn more about the blooms and their risks and addressing the causes and impacts through various avenues.

These organizations invite local officials and staff to attend a two-part forum on August 24. The first session, at 8:30 a.m., will provide the public and officials what we know and are learning about the algal blooms. At 11:15 a.m., a 45-minute “working” session will be geared toward improving communication from organizations researching and monitoring the status, impacts and potential health concerns of the algal blooms to communities where blooms occur.

We hope a representative(s) from your board or office can join us to learn from the presentations and participate in discussions at both sessions.

This special event is being offered by North Carolina Sea Grant, NC State University, University of North Carolina-Chapel Hill, NC Department of Environmental Quality - Division of Water Resources, Chowan Edenton Environmental Group, Town of Edenton, NC Department of Health and Human Services - Division of Public Health, Albemarle-Pamlico National Estuary Partnership and the National Oceanic and Atmospheric Administration-Beaufort Laboratory.

Please RSVP by completing this form: https://forms.gle/eukPgLbMMeazzLmrq9A, so we can inform you of any event updates.

Forum on Algal Blooms in the Chowan River and the Albemarle Sound

Saturday, August 24, 2019
8:30 a.m. – Noon

College of the Albemarle - Culinary Arts Building
118 Blades Street
Edenton, NC 27932

Contact: Gloria Putnam (NC Sea Grant) at Gloria.putnam@ncsu.edu or 919-513-0117.
Basic Financial Workshop for NC Rural Communities
August 13, 2019 8:00am until 4:30pm

Send the information on the form back to:

SERCAP, Inc
C/o Randy Welch
4328 Bland Road
Raleigh NC 27609

Or

Scan the application and email it to
rwelch@sereap.org

Or just call
919 805 5907 mobile

This is a continuation of our USDA Technical Assistance program for NC. This is a Work Shop in a Box basic financial workshop for those that are primarily associated with drinking water and waste water utilities of NC (see the agenda)

Elected officials, financial managers, town an or county managers, drinking water and wastewater directors-workers and other persons that are involved with the financial matters of your utilities

You will be engaged with up to date information on the financial working and the requirements from NC LGC and USDA. You should attend if you need answers to financial questions and just need a refresher.

All are invited

There is no fee charged for this training.

Financial Management Workshop—For Local Governments

Location:
Martin Community College
Building 2 Auditorium
1161 Kehuoke Park Road
Williamston NC 27892

Application

Name: ___________________________ email: _______________________

Mailing address:
____________________________________________ City: ____________ ZIP ____________

Position: i.e. Financial/Operator/Administrator/ Elected Official/consultant for:
____________________________________________

Note: 6 CEU’s will be offered to both the Drinking Operator and Waste Water operators’ licensee

You will receive a certificate in the mail at a later date

See attached proposed agenda

USDA

Water is life
Date: August 13, 2019
8:00-8:15 registration
8:15-8:30 Welcome by SERCAP Staff
**Purpose of the workshop etc-intro:** **Who is SERCAP, Inc** and what do we do -- John Crowder (Randy Welch NC Tap)
8:30-9:30 - Financial management issues relative to Utilities and Local Gov. including non-governmental entities—and non-profit utilities etc.—SERCAP (Paul Parker and John Crowder, SERCAP NC) We will use "**The Basics of Financial Management for Small-Community Utilities Handbook**" provided by RCAP
*9:30-9:45 - Break
9:45 -10:15 – Overview of USDA Programs (Dennis DeLong)
10:15-10:30 – Overview of Resource Agency Group (Francine Durso)
10:30-12:00 – Financial Overviews-Enterprise Funding Requirements (Sharon Edmundson)
This part of the program will provide the local government the statutory requirements of its finances especially the ones that want to take on debt or be approved for infrastructure funding.
*12:00-1:00 lunch (on your own)
*1:00-2:30 – How to read and Audit – Pre and Post Test (Sharon Edmundson and staff)
2:30-2:45 – Break
2:45-3:15 – How to do an effective Rate Study (Randy Welch)
3:15-4:15 – Break out session on Financial Troubleshooting
4:15-4:30 – Closing Remarks – Q and A and evaluations

**SERCAP Staff**
John Crowder, NC State Manager
Paul Parker, NC TAP
Randy Welch, NC TAP

**USDA Staff**
Dennis DeLong – State Specialist

**Local Government Commission (LGC)**
Sharon Edmundson – Director, Physical Management

**League of Municipalities**
Perry James – Municipal Operations Consultant
Harold Owens – Municipal Operations Consultant
Please Join Us!

DISASTER RECOVERY AND ECONOMIC RESILIENCE FUNDING FORUM

August 28, 2019
1:00pm to 4:00pm

Hosted By

Mid-East Commission, Albemarle Commission, East Carolina University, NC East Alliance

This event will provide information on economic recovery, will share disaster-specific funding opportunities and other funding resources that can be leveraged to support long-term recovery goals.

Speakers include representatives of: NC Office of Recovery and Resiliency, U.S. Economic Development Administration, NC Commerce, NC Division of Environmental Quality, Golden Leaf Foundation. All funding partners will present on their resilience funding opportunities. Following their presentations presenters will be available on-on-one to answer questions.

Please bring any potential projects/community needs to discuss. If you have a specific question please send it to the email below. Questions will be forwarded in advance to our funding panel.

This event will be relevant for elected officials, managers, planning staff, emergency managers, nonprofits, workforce development entities (including community colleges), water/sewer operators, and anyone interested in supporting economic recovery in their communities!

East Carolina University, Willis Building Auditorium
300 E 1st Street
Greenville, NC 27858

Parking is available in the adjoining parking lot without a parking pass during the hours of and on the date of the event

Please email: lwilliams@midEast.com org specific questions or subjects that you are seeking information for.

Please include in your email the number of participants from your organization or call the number below to reserve your spot.

For more information please contact:
Lisa Williams
Mid-East Commission
252-974-1843
12. Reports from Committees
13. Chairman & Board Delegate Comments
14. Adjournment

Delegate Members, please turn in your mileage sheet

NEXT MEETING

Thursday, September 19TH, 2019
6 p.m.
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This instrument has been preaudited in the manner required by the Local Gov't Budget and Fiscal Control Act.