

**Minutes of the
Albemarle Commission Board of
Delegates October 18th, 2018
7:00 PM**

Opening

Chairwoman Marion Gilbert called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Chairwoman Marion Gilbert led the Board in the Pledge of Allegiance.

Invocation

Vice Chairman Leroy Spivey led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Laura Rollinson with eleven (11) Members present.

Name

Clayton Riggs
Sandra Duckwall
Marion Gilbert
Elizabeth White
Rob Ross
Linda Hofler
Earl Pugh
Lloyd Griffin
Fondella Leigh
Leroy Spivey
Tracey Johnson

County

Camden
Camden
Currituck
Currituck
Dare
Gates
Hyde
Pasquotank
Perquimans
Tyrrell
Washington

Absent Members

John Mitchener

Chowan

Partners, guests, and staff present:

Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Malland was present. Staff members Cathy Davison, David Whitmer, Emily Nicholson, Laura Alvarico, Angela Welsh, Carolyn LaDow, Laura Rollinson were present. Also, in attendance was Revolving Loan Fund Committee member Gary Jordan, the Daughtrys, owners of Atlantic Craft Beer and Specialty Wine Distributors in Powell's Point.

Agenda (VOTE):

Board member Earl Pugh made a motion to amend the agenda by postponing Item 9a(Review of the Personnel Policy) until the November Albemarle Commission Board Meeting, moving Item 9e Closed Session in accordance with NC GS 143-318.11 (1) (6) (Personnel matter) to Item 12, and adding Item 9e as a review of Bylaws Article 7 Section II. His motion was seconded by Vice Chair Leroy Spivey, and with no further discussion, the motion carried unanimously.

Approval of August 16th Minutes (VOTE):

Chairwoman Marion Gilbert presented the August 16th, 2018 Albemarle Commission Board Meeting minutes. Board Member Linda Hofler made a motion to approve the minutes as written. Her motion was seconded by Vice Chair Leroy Spivey, and with no further discussion, the motion carried unanimously.

Public Comments:

Chairwoman Marion Gilbert opened the floor to Public Comments. No members of the public were present to make comments. Chairwoman closed the floor to Public Comments.

Unfinished Business:

Chairwoman Gilbert opened the floor to unfinished business. Attorney Leidy informed the board he had been in contact with the State Auditors concerning their request to review the closed session minutes. He stated he returned their call and had informed them the closed session minutes were available. He further stated they have not yet contacted him to review the closed session minutes.

New Business-Revolving Loan Fund:

Chairwoman Marion Gilbert opened the floor to Northeastern Workforce Development Board Assistant Director Emily Nicholson. Assistant Director Nicholson introduced RLF committee member Gary Jordan. Jordan and Nicholson introduced the Daughtrys, owners of Atlantic Craft Beer and Specialty Wine Distributors in Powell's Point. After presenting their loan request and answering questions presented by the board, Chairwoman Marion Gilbert opened the floor for a motion. Board member Rob Ross made a motion to approved the requested of a \$36,000 revolving loan as outlined in their application. His motion was seconded by Board member Earl Pugh. Board member Tracey Johnson opposed. All other board members were in favor. The motion carried by majority vote.

New Business-Nutrition Bids:

Chairwoman Marion Gilbert opened the floor to Area Agency on Aging Director Laura Alvarico to discuss the Bids for Senior Nutrition Meals. Director Alvarico stated in June of this year Golden Corral was awarded the bid to provide nutritional services to the Senior Nutrition Program in four counties. Golden Corral closed their business on September 13 without notice. Upon receiving notification of their unanticipated closure, she worked with current caterers and Captain Bob's in Hertford to provide meals to all 4 counties. Thanks to Trinity Services, Eastern 4-H Center and Captain Bob's, there was no disruption of services to nearly 375 clients on the program in these 4 counties. On September 24 Director Alvarico sent out an RFP for Nutritional Services. She had four local businesses that expressed interest, but she received only two bids- one from Trinity Services and one from Captain Bobs. In addition to the three counties they are already providing services in, Trinity submitted a bid for all four counties. Captain Bob's submitted a bid for Perquimans and Chowan OR Perquimans and Gates. Based on her programs budget and current relationship with these two organizations, her recommendation is that Perquimans and Chowan county be awarded to Captain Bob's and Gates and Pasquotank to Trinity Services. Board member Lloyd Griffin made a motion to award the Nutrition bids as outlined by Director Alvarico. His motion was seconded by Board member Linda Hofler and with no further discussion, the motion carried unanimously.

New Business-Nutrition Vehicles:

Chairwoman Marion Gilbert opened the floor to Area Agency on Aging Director Laura Alvarico to discuss her request to purchase three vehicles for her program. Director Alvarico advised the board the Fleet account currently has a fund balance of \$135,337.87. She stated the current nutrition vehicles both have over 100,000 miles and are starting to have serious reliability issues. She submitted quotes she had received for the purchase of two new nutrition vehicles and one minivan to be used to transport her board members to and from events. Board member Clayton Riggs made a motion to approve the purchase of three vehicles for Director Alvarico's program not to exceed \$85,000 combined with the stipulation the current vehicles be sold via GovDeals.com and that money be placed back into the Fleet account. Board member Rob Ross seconded the motion and with no further discussion, the vote carried unanimously.

New Business-Bylaws:

Chairwoman Marion Gilbert opened the floor to Board member Clayton Riggs who had requested a chance to discuss Albemarle Commission Bylaw Article 7 Section 2. Board member Riggs stated it had been brought to his attention Executive Director Davison had attended the NADO meeting this past week. He stated the board had been receiving her weekly calendar and had not received one this past week. Board member Rob Ross provided Board member Riggs with a calendar with the Executive Directors schedule that included attending the NADO meeting that had been provided by Executive Director Davison at the August board meeting. Chairwoman Gilbert also stated the board had been given Davison schedule months in advance. Board member Sandra Duckwall inquired to Executive Director Davison why she had attended the meeting given her short amount of time remaining at Albemarle Commission. Chairwoman Gilbert advised board member Executive Director Davison would address that concern during her report to the board. Chairwoman Gilbert closed the floor to New Business.

Reports

Chairwoman Gilbert opened the floor to the staff to present their reports.

Transportation:

Chairwoman Gilbert opened the floor to ARPO Director Angela Welsh. Director Welsh advised the board she is waiting for the MPOs and RPOs to pay their invoices for their share of the Eastern North Carolina Freight Plan, Cambridge Systematics had been awarded the contract and they project should start in November. She advised the board of the Merger Team meetings attended. Director Welsh stated her meeting with Kris Noble in Hyde County was moved to November due to Hurricane Florence. She discussed the awarding of the Spot 5.0 points. Director Welsh provided the board with information concerning the NC 2050 plan, which is the plan to update the State's long-range transportation plan. Director Welsh also stated that members of the community had been frustrated and confused by DOT when told DOT was going to widening the road, when the plan was actually to widen a lane. Chairwoman Gilbert inquired what could be done by the ARPO to alleviate this miscommunication? Director Welsh stated she has spoken to DOT several times already concerning how their engineering jargon is confusing to the general public.

Employment:

Chairwoman Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Director Whitmer advised the board his program is currently seeking to fill a Career Advisor position in Dare county. He advised the board his program is attempting to find its third member for the Finance committee. Director Whitmer stated Heather Collins, Beaufort County Community College Director of College and Career Readiness has been appointed to sit on the NextGen committee. Director Whitmer advised the board he is having a hard time filling the Elizabeth City Career Center Manager position. He stated all applications have to be approved at the state level and the applicants are not highlighting all the required key points on the applications they are submitting. He advised the board he had requested and has received \$75,000 from DWS to fund the Business Engagement Coordinator position. He stated his program has been awarded a \$17,894 Enhancement grant and that the program can apply for as much as \$200,000. Director Whitmer advised the board his programs Fiscal Monitoring is complete with no findings. He advised the board his programs EEO Monitoring is complete, and although the actual report has not yet been received, he was advised there were no findings. In addition, he stated the monitors were impressed with the EEO work and organization of materials by EO office Laura Rollinson and indicated they would use her work as a Best Practice to share with other boards across the state. Director Whitmer explained his program's application with COA for the Finish Line Grants has been approved in the amount of \$50,000. He advised the board his NextGen program had been awarded a NADO Innovation Award for their Career Cafes. Director Whitmer advised the board 80 to 100 local high school students had participated in this year's Real World simulation that was held at Museum of the Albemarle. He further stated the Department of Labor had seen an article of the event and had reached out stating how impressed they were with the event. Director Whitmer also advised the board Aldi's has reached out to him to hold a hiring event. Director Whitmer advised he is currently looking for a location to hold this event.

AAA& Senior Nutrition:

Chairwoman Gilbert opened the floor to Area Agency on Aging and Senior Nutrition Director Laura Alvarico. Director Alvarico advised the board in August, BlueCross BlueShield awarded \$10,000 per Tier I county for the next three years towards nutrition. She explained our local area has 8 such counties, which will have \$240,000 available to her program over the three-year span. She advised the board on November 5th, a workshop will be held to help First

Responders know how to interact with those suffering from dementia. Director Alvarico also provided an overview of all the session material, including the Hello Game, Falls Prevention, Using Teep's Skills and Financial and Estate Planning that will be conducted during her programs conference held November 8th, 2018 at Kermit E White.

Money:

Chairwoman Gilbert opened the floor to Finance Officer Carolyn LaDow. Finance Officer LaDow presented the Finance Report. She advised the board the commission is at 25% and on track to spend as reported. Finance Officer LaDow made a request that a motion be made to move \$36,000 over to allow the RLF granted to be funded. Clayton Riggs made a motion for the \$36,000 for the RLF be moved over in the budget from the RLF Fund Balance. Board member Earl Pugh seconded his motion. Board member Tracey Johnson opposed the motion. All other board members were in favor, the motion carried by majority.

Report of the Executive Director:

Chairwoman Gilbert opened the floor to Albemarle Commission Executive Director Cathy Davison. Director Davison advised the board she attended the NADO meeting this week, and along with delegate Tracey Johnson, accepted the NextGen's Career Café NADO Innovation Award. Director Davison advised board member Sandra Duckwall that is in fact was one of the reasons why she had attended the NADO meeting, to accept the award on behalf of her staff. Director Davison advised the board her table also won the NADO table award (most visited). Director Davison went on to explain that the other reason she attended was to meet with EDA Regional Director regarding the Perquimans Marine Industrial Park \$2.4 million EDA Grant which will match the \$2.9 million allocation from the General Assembly that the Albemarle Commission was instrumental in securing for Perquimans County. Director Davison reminded the board members the Annual Meeting has been rescheduled to March 21st. She also reminded the board members due to Hurricane Florence, the NCDEQ Infrastructure Meeting had been postponed. Director Davison advised the board all staff received Accounting Policies Procedures training and received a manual during the September staff potluck. She advised the board of all current grant updates. She advised the board she continues to work with NCGrowth, ECSU and other economic partners on the InnovateEC Project. Director Davison also provided a CREDS update. She shared with the board the letter received from Phillip Paradise Jr., Regional Director, commending Albemarle Commission and the CEDS committee on developing an innovated, regionally-driven economic development strategy.

Closed Session NCSS 143-318 (11) (I) (6):

Board member Earl Pugh made a motion to go into closed session in accordance with North Carolina General Statue 143-318. (11) (I)(6) for a specific personnel matter. His motion was seconded by Board member Clayton Riggs and with no further discussion, the motion was carried unanimously. The Board entered into closed session on 9:03 pm.

Open Session:

Board member Earl Pugh made a motion to return to open session. His motion was seconded by Board member Clayton and with no further discussion, the motion was carried unanimously. Chairwoman Marion Gilbert returned the Board to open session at 10:02 pm.

Board Member Comments:

Chairwoman Gilbert advised the board the Nomination Committee for the new Chairman and Vice Chairman of the Board includes board members Tracey Johnson, Linda Hoffer and Rob Ross. Board member Lloyd Griffin nominated himself for Chairman. Board member Clayton Riggs nominated himself to be Vice Chairman of the board. The committee will report back to the board at the November meeting. Board member Lloyd Griffin advised the board he had drafted a letter as the Chairman of the RTAC with the ARPO stating they are in opposition to any funding for the Ferry Project. Board member Leroy Spivey stated Tyrrell supports the idea only, not funding the project. Board member Linda Hoffer stated Gates has broken ground on the new school building. Board member Earl Pugh stated Hyde county was still recovering from Hurricane Florence, over 300 homes were affected. Chairwoman Marion Gilbert wished everyone well that was seeking reelection.

Adjournment

Board member Lloyd Griffin made a motion to adjourn the Board meeting. His motion was seconded by Board member Linda Hoffer and with no further discussion, the motion was carried unanimously. The meeting adjourned at 10:15 pm.

Marion Gilbert
Chairwomen of the Board Marion Gilbert

11/15/18
Date

Attested by:

Laura Rollinson
Clerk to the Board Laura Rollinson

11/15/18
Date