

**Minutes of the  
Albemarle Commission Board of Delegates  
April 19<sup>th</sup>, 2018  
7:00 PM**

**I. Opening**

Chairwoman Marion Gilbert called the meeting to order at 7:05 p.m.

**II. Pledge of Allegiance**

Tyrrell County Board Member Vice Chairman Leroy Spivey led the Board in the Pledge of Allegiance.

**III. Invocation**

Tyrrell County Board Member Vice Chairman Leroy Spivey led the board in the Invocation.

**IV. Determination of Quorum**

The presence of a quorum was determined by Program Administrative Coordinator Laura Rollinson with 11 members present.

| <u>Name</u>     | <u>County</u> |
|-----------------|---------------|
| Garry Meiggs    | Camden        |
| John Mitchener  | Chowan        |
| William Smith   | Chowan        |
| Marion Gilbert  | Currituck     |
| Elizabeth White | Currituck     |
| Rob Ross        | Dare          |
| Linda Hofler    | Gates         |
| Lloyd Griffin   | Pasquotank    |
| Fondella Leigh  | Perquimans    |
| Leroy Spivey    | Tyrrell       |
| Tracey Johnson  | Washington    |

**Absent members:**

|                 |        |
|-----------------|--------|
| Clayton Riggs   | Camden |
| Sandra Duckwall | Camden |
| Earl Pugh       | Hyde   |

**Partners, guests, and staff present:**

Cathy Davison, David Whitmer, Laura Alvarico, Angela Welsh, Carolyn LaDow, Emily Nicholson, and Laura Rollinson.

**V. Approval of March Minutes (VOTE):**

Chairwoman Gilbert asked for a motion to approve the minutes from the March 15<sup>th</sup>, 2018 board meeting. Board Member Tracey Johnson made a motion to

approve the minutes. Her motion was seconded by Vice Chair Leroy Spivey and, with no further discussion, the motion was carried unanimously.

**VI. Consideration of a Resolution Approving an Audit Service Contract with Thompson, Price, Scott, Adams & Company P.A. (VOTE):**

Chairwoman Marion Gilbert opened the floor to Albemarle Commission Area Agency Executive Director Cathy Davison. Executive Director Davison stated the firm Thompson, Price, Scott, Adams & Company P.A., has been used by Albemarle Commission previously with no issues or concerns. She presented the board with a resolution approving an audit services contract for Thompson, Price, Scott, Adams and Company P.A.

A RESOLUTION APPROVING AN AUDIT SERVICES CONTRACT  
TO PROVIDE AUDITING SERVICES  
BETWEEN THOMPSON, PRICE, SCOTT, ADAMS & CO., P.A.  
AND THE ALBEMARLE COMMISSION  
ALBEMARLE COMMISSION BOARD OF DELEGATES  
April 19, 2018

WHEREAS, an annual financial audit of the Albemarle Commission is required; and

WHEREAS, the Audit firm of Thompson, Price, Scott, Adams & Co., P.A. has been selected to continue providing auditing services to the Albemarle Commission; and

WHEREAS, Thompson, Price, Scott, Adams & Co., P.A. has provided a Contract to Audit Accounts at a cost not to exceed \$25,000.

NOW THEREFORE BE IT RESOLVED that the Albemarle Commission's Board of Delegates hereby approves entering into a contract to provide auditing services by Thompson, Price, Scott, Adams & Co, P.A. and directs the Chairman to execute the Contract to Audit Accounts.

This Resolution is adopted pursuant to the provisions of North Carolina General Statutes Chapter 159-34. This Resolution shall become effective upon adoption.

Board Member Lloyd Griffin made a motion to approve the resolution approving an audit services contract to provide auditing services between Thompson, Price, Scott, Adams and Company P.A. His motion was seconded by Board member Tracey Johnson and, with no further discussion, the motion was carried unanimously.

**VII. Consideration of Intraregional Cooperative Agreement for the NC Association of Regional Council of Directors (VOTE)**

Chairwoman Gilbert opened the floor to Executive Director Cathy Davison to explain the Consideration of Intraregional Cooperative Agreement for the NC Association of Regional Council of Directors resolution. The resolution below was

presented to the board. Board member Rob Ross inquired if there would be any cost associated and was advised there would not be.

**COUNCIL A RESOLUTION OF THE BOARD OF DIRECTORS AND MEMBERSHIP  
OF THE NORTH CAROLINA ASSOCIATION OF REGIONAL DIRECTORS, INC.  
(A NC NON-PROFIT CORPORATION), HEREINAFTER REFERRED TO AS  
THE NC ASSOCIATION OF REGIONAL COUNCILS,  
ESTABLISHES POLICIES WITH RESPECT TO THE ISSUE OF TERRITORIAL  
INTEGRITY AND JOINT AND MUTUAL CONSULTATION AND  
AGREEMENT ON COOPERATIVE PROJECTS SPANNING THE  
BOUNDARIES OF SUB-STATE REGIONS IN NORTH CAROLINA**

**WHEREAS**, The North Carolina Association of Regional Councils is the designated regional forum for North Carolina 's Regional Planning Commissions and Councils of Government formed pursuant to (GS 143-341 or).

**WHEREAS**, North Carolina's Regional Councils are charged with the mission of delivering regional services to member units of local government;

**WHEREAS**, in the course of carrying out their work programs, North Carolina's Regional Councils may share resources and capacity that will enhance the statewide delivery of local, regional, state or federal services;

**WHEREAS**, it is the desire of the North Carolina Association of Regional Councils to promote a defined set of policies to provide a protocol for statewide service delivery, including jointly sponsored and executed projects and defining issues of regional importance;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the North Carolina Association of Regional Councils hereby establishes a policy that enhances its value by sharing member resources and capacity to deliver services to the State of North Carolina.
2. That the North Carolina Association of Regional Councils hereby endorses Regional Councils, or their affiliated or subsidiary organizations, to carry out activities in regions outside of their boundaries with consent when those services are to the benefit of the region and the state. That the terms "affiliated organization" and "subsidiary organization" shall be generally construed to mean any legal entity, created under any state or federal statute, formed for the purpose of carrying out and fulfilling a program of work, which organization or entity is housed within, is provided staff by, or shares more than a majority of its membership or board members with a Regional Council as denoted above.
3. This agreement does not supplant previous agreements.
4. The services provided as presented in Attachment A are subject to Change by the individual Regional Councils.
5. That this resolution shall be in effect from and after the date of its passage.

Board Member Lloyd Griffin made a motion to approve the Consideration of Intra-regional Cooperative Agreement for the NC Association of Regional Council of Directors resolution. His motion was seconded by Board member Linda Hofler and, with no further discussion, the motion was carried unanimously.

## **VIII. TEAAMM Reports**

### **Training: Workforce**

Chairwoman Marion Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Mr. Whitmer advised the board of the promotion of Emily Nicholson to Assistant Director. He advised the board his staff has been hard at work at job fairs, Career Cafes, Real World Trainings and center events. He advised the board his staff had responded to the three warrant notices of large layoffs, assisting Farm Fresh, DRS and Xenith Bank. He discussed Program Manager Lora Aples successful planning and participation in the Youth Summit in Cary North Carolina. He also advised the board of an upcoming Transportation and Logistics Round Table event that Emily Nicholson had put together. Board Member John Mitchener advised the board he still recalls his high schools Real Life Training event from his graduating year and how it is a useful teaching tool.

### **Economic Development**

Executive Director Davison referenced the Economic Development Report which would be a part of the Economic Development Board meeting.

### **Area Agency on Agency**

Chairwoman Gilbert opened the floor to Area Agency on Aging Director Laura Alvarico. Director Alvarico advised the board her staff had just finished their monitoring with no findings. She also stated there is not a waiting list for any county for meal delivery. She informed the board the fan program was starting, and to be sure to send referrals if they knew of anyone in need. She stated she is still working with every county who has expressed an interest with the effort to start a Dementia Friendly community group. Director Alvarico invited the board members to all join in on the upcoming Walk for Elder Abuse Awareness event that would be held in Pasquotank county.

### **Administration**

Chairwoman Gilbert opened the floor to Executive Director Cathy Davison to present the Administrative reporting to the board. Executive Davison presented the Board with the North Carolina Association of Regional Council of Governments 2018 Legislative Agenda. She explained the agenda, including the issue areas, plans and action items for each of the following: Rural Broadband, Regional Water Resources Management and Regional Delivery of Services. Director Davison also presented the board with the North Carolina Association of Regional Councils Service Inventory. The inventory outlines what regional/local services, federal/state services, and planning services are provided directly, provided by contract, or, are provided through partnership for Regions A-Q. She presented the status of the new facility lease negotiations with Alex Rich. She advised the board several NWDB staff members are still having to share and schedule office space, as well as Aging Staff. She made a

recommendation that a cubical area be put in the large conference room to allow the hiring of an Economic Development Project Manager. Director Welsh asked the board if she would be paid less money if a full time Economic Development Project Manager was hired. Executive Director Davison advised Director Welsh she would speak to her concerning the specifics of her salary. Board member Lloyd Griffin stated to Executive Director Davison we hired you to do all of that type of work. Board member John Mitchener asked if the position was filled, would the person work on Broadband. Executive Director Davison advised him that would be one project the position would work on. Director Davison advised the board she has received notice from the National Association of Development Organizations that she has been nominated by the State Chair of the NC Association of Regional Councils of Government to represent North Carolina and the Southeastern Region on the NADO Board. Director Davison also advised the board performance evaluations are being conducted on employees.

### **Mapping and Transportation**

Chairwoman Gilbert opened the floor to Regional Planning Director Angela Welsh. Director Welsh advised the board there is one project in Dare County that was approved to be funded out of the "statewide" pot of money. She also advised the board two Drone workshops were being held in Nags Head, through a partnership of ARPO and the NCDOT UAS (Drone) Division.

### **Money/Finance**

Chairwoman Gilbert opened the floor to Executive Director Cathy Davison to present the board with budgeting, grant and funding matters. Director Davison presented the monthly financial report, month to date expenditures, year to date expenditures, and available budget.

### **XI. Chairwoman Comments**

Chairwoman Marion Gilbert congratulated Executive Director Cathy Davison for her nomination by the State Chair of the NC Association of Regional Councils of Government to represent North Carolina and the Southeastern Region on the NADO Board. She also wished all board members who are up for reelection the best of luck.

### **XII. Other Business/Old Business**

Chairwoman Marion Gilbert opened the floor for any old or other business. Board member Lloyd Griffin requested an up to date fund balance be given at the next meeting.

**XIII. Adjourn:**

With no further discussions, Chairwoman Marion Gilbert requested a motion to adjourn. Board Member Tracey Johnson made a motion to adjourn. Her motion was seconded by board member Garry Meiggs. The meeting was adjourned at 8:35 p.m.

Marion Gilbert  
Chairwoman Marion Gilbert

6/21/2018  
Date

Attested by: L. Rollinson  
Clerk to the Board, Laura M Rollinson

6/21/2018  
Date