

**Minutes of the
Albemarle Commission Board of Delegates
February 15th, 2018
6:20 PM**

I. Opening

Chairwoman Marion Gilbert called the meeting to order at 6:20 p.m.

II. Pledge of Allegiance

Tyrell County Delegate Vice Chairman Leroy Spivey led the Board in the Pledge of Allegiance.

III. Invocation

Tyrell County Delegate 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 10 members present.

Name	County
Clayton Riggs	Camden
Sandra Duckwall	Camden
John Mitchener	Chowan
William Smith	Chowan
Marion Gilbert	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Linda Hofler	Gates
Leroy Spivey	Tyrell
Tracey Johnson	Washington

Absent members:

Fondella Leigh	Perquimans
Earl Pugh	Hyde
Lloyd Griffin	Pasquotank

Partners, guests, and staff present:

Cathy Davison, David Whitmer, Susan Buckner, Laura Alvarico, Angela Welsh and Laura Rollinson.

V. Approval of March Minutes (VOTE):

Chairwoman Gilbert asked for a motion to approve the minutes from the October 19th 2017 board meeting. Vice Chairman Leroy Spivey made a motion to approve the minutes. His motion was seconded by Clayton Riggs and, with no further discussion, the motion was carried unanimously.

VI. Consideration and Approval of New Facility Option (VOTE):

Chairman Marion Gilbert opened the floor to Albemarle Commission Executive Director Cathy Davison to review with the board members the documentation concerning the pros and cons of the different site locations and needed repairs for each of the location recommendations to house Albemarle Commission. Executive Director Davison reviewed every entry on the documentation and explained the scoring system she had used. Camden Delegate Clayton Riggs questioned if any current program would lose funding if any move was approved and asked what the indirect rate for programs is. Executive Director Cathy Davison responded it is currently 31%, but programs are charged 26% and 5% is going towards fund balance. Camden Delegate Clayton Riggs made a motion to enter into negotiations with the recommended Pasquotank County location. His motion was seconded by Chowan Delegate John Mitchener and with no further discussion, the motion was carried unanimously by a rollcall vote.

VII. Program Reports

NWDB

NWDB Director David Whitmer advised the board NWDB is fully staffed with the recent hiring of the Business Engagement Coordinator, Clay "Randy" Foreman. Director Whitmer advised the board that the Career Centers have been successful with their Veteran Stand Down events, helping veterans find careers and training. He went on to say there are new standards out for Career Centers to be certified and the centers are currently working towards the new standards. He advised the board Heidi O'Neal, Outreach Specialist, has entered into a partnership with the local libraries through the Innovation Grant to train library staff how to assist the public in using the NCWorks website and features. Heidi O'Neal has also reached out to and met with Kristi Harris to be able to enter into the local high schools and work with the senior students. Director Whitmer discussed the Career Pathway Events that have been held and the Advanced Manufacturing Award. He advised the board staff are working with Beaufort Community College with ACT Work Ready. Director Whitmer also advised the board of the WIOA Call Sharing, advising all local partners had to sign. He updated them that he has obtained 21 signatures to date. He advised the board the Youth Services and Adult/DW Services were put out to bid, and the One Stop Operator would be put out to bid March 2nd, 2018. Director Whitmer explained to the board NextGen Program has put a Career Café in place with cohorts that include a place for youth and businesses to meet and offer soft skill training. Camden Delegate Clayton Riggs informed the board Lowes will be hiring up to 40 people.

Economic Development

Executive Director Cathy Davison advised the board of the recent meetings she has attended concerning the algae within our region and the effects on the Chowan River, Perquimans River and the Pasquotank River. She advised the board of the by state meetings, including North Carolina and Virginia. She spoke about NOAA Coastal Grant that has been resubmitted, with funding of \$650,000 for coastal management and resilience planning for both the ocean and sound side coasts. Executive Director Davison advised the board that 25 local emergency management personnel attended a Ready Rating Workshop offered by the American Red Cross at Albemarle Commission. She advised the board members of the Aging Conference. She discussed the Innovation Grant awarded to Elizabeth City State University. She discussed branding, GIS mappers and resource maps. Executive Director Davison reviewed the Broadband results with the board members. Executive Director Davison advised the board members North Carolina has up to \$2,000,000 single family rehabilitation funding for houses that were damaged by Hurricane Matthew and encouraged the members to advise their counties. She did advise of the \$25,000 per home limit.

Aging

Director Laura Alvarico reviewed the January report with the board, explaining the meals delivered were down due to the recent inclement weather and snow days. She advised the board of the upcoming March for Meals to be held in the Spring which will allow the agency to apply for grants towards hunger and isolation. Director Alvarico was asked if there was a radius limit on meal delivery. She advised there is typically a 10-mile radius, however, if someone was in great need, she would do what was possible to assist that person. Director Alvarico advised the board members that the Santa for Seniors event was a huge success, allowing 35 local seniors to receive a visit from Santa and gifts. These seniors were identified as having no local family. Director Alvarico advised the board members the Meals on Wheels Food Vendor has been placed out to bid and two board members would be needed to review bids. Camden Delegate Clayton Riggs and Gates Delegate Linda Hofler agreed to assist. Director Alvarico advised the board she would be hosting Advocacy Training next week at Albemarle Commission and is putting together a Healthy Aging Conference. She discussed the need for Dementia friendly communities and is looking for communities willing to participate. She discussed the upcoming Senior Games that would be taking place at various locations throughout the region. She advised the board all staff has been trained in Dementia Friends. She explained to the board due to recent changes in the Health Care System, non-medical services could now be funded.

Administration

Executive Director Cathy Davison stated it has been 3 years since she was hired. When she first began, she states she meet with all staff individually to discuss their needs and goals for their programs overall and that that process would begin again. She further advised the board that Albemarle Commission is now fully

staffed. Executive Director advised the board she has initiated a healthy potluck meal once a month to promote wellness and allow for fellowship between staff. The potlucks are held the second Friday of every month. She informed the board that the Prudential Retirement Planner will be at the March 9th potluck to review changes and plans with staff. Executive Director Davison explained to the board that Health Department had made errors on tax wage withholdings on some staff members. She explained that she and the Finance Director, Susan Buckner worked with the Health Department payroll until all issues were resolved. Camden Delegate Clayton Riggs inquired why it took ten days to resolve. Executive Director Davison explained that she took the employees pay very seriously and had reached out to the auditor to ensure that the matter was handled correctly. She further explained that the Health Department payroll staff are the ones who enter and must correct all payroll issues when they arise. She assured the board that she and Finance Officer Buckner worked diligently to have the issue resolved as quickly as possible once they were made aware there was an issue. Executive Director Davison asked the board if the Impact Report used for the Annual report was helpful and asked if they want her to continue it. The board advised her the report was helpful and to continue to produce it. Executive Director Davison advised the board the 50th Anniversary was this year and asked the board members to volunteer to make the event a success.

Mapping, Planning and Transportation

Director Angela Welsh informed the board the Local Input Methodology had to be restructured in format only to always for uniformed access on websites to allow the general public to access information easier. She stated the changes would be in location only. Director Welsh informed the board 187 meetings have been held and that the document is complete and online. She informed the board a recommendation has been issued by the state to raise fees on some Ferry routes, she noted Hyde county is opposed to any rate increase. Director Welsh advised the board the Title VI program is currently awaiting federal approval. Director Welsh informed the board she has partnered with Division 4 and part of Division 7 to meet with the consultant. She stated her portion of the consultant fee would be \$5000. She stated those funds are already in her budget. Director Welsh informed the board the RPO travel reimbursement policy which is the same as the Commission's has been approved by NCDOT to reimburse at the federal rate. Director Welsh informed the board she is currently working on dates to schedule a 3-day Drone Workshop for first responders, firefighters and the state highway patrol. Washington Delegate Tracey Johnson asked Director Welsh how the rating project works, she stated that she felt Newland Road needed to be reviewed as there are dire safety concerns. Washington Delegate Johnson further stated she felt the process needs more transparency. Director Welsh stated she would get the information to Washington Delegate Johnson.

Money

Finance Officer Susan Buckner provided the board with a breakdown of the current finances. Dare Delegate Rob Ross brought to her attention the format in which was used caused some incorrect information. Finance Office Buckner advised him she would obtain further data from the Health Department billing office and recreate the information in a better formatted method. Washington Delegate Tracey Johnson request a "Year to Date Amount of Budget Used" graph be included in the budget worksheet.

Chairwoman Comments

Chairwoman Marion Gilbert gave kudos to Executive Director Cathy Davison. She stressed the fact the Monday Briefing provided weekly by Executive Director Davison was an excellent form of communication keeping the board and general public up to date on Albemarle Commission's activities. Chairwoman Gilbert stated it had be brought to her attention that some were questioning the amount of travel for community outreach Executive Director Cathy Davison was currently doing. Chairwoman Gilbert advised the board that all requests for travel by Executive Director Davison are approved by her. Chairwoman Gilbert advised the board Ghost Harbor Brewery is open and appears to be a successful endeavor.

County Updates

The board members provided county updates. Dare Delegate Rob Ross advised the board Dare county is opposed to redefining the commercial fisherman license, he stated the general consensus is it is a concealed attempt to further eliminate commercial fishing. He advised the board a resolution opposing Offshore Drilling was adopted by Dare County. Camden Delegate Clayton Riggs advised the board bids have been approved for a Wastewater Treatment Plant on 158 corridor. Tyrrell Delegate Leroy Spivey advised the board he will not be running for reelection. Chowan Delegate John Mitchener advised the board it is the 350th anniversary of the Albemarle Region. He also advised the board 36 states have ratified the Equal Rights Amendment, 38 are needs for it to become a Constitutional Amendment.

Other Business/Old Business

Executive Director Cathy Davison asked the board if Albemarle Commission should begin drafting resolution in opposition to Off Shore Drilling in the Outer Banks. She was advised she could begin a draft to be reviewed.

Adjourn:

With no further discussions, Chairwoman Marion Gilbert requested a motion to adjourn. Gates Delegate Linda Hofler made a motion to adjourn. Her motion was seconded by Chowan Delegate John Mitchener. The meeting was adjourned at 9:38 p.m.


Chairwoman Marion Gilbert


Date

Attested:


Laura Rollinson, Program Administrative Coordinator



**ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING**

DATE: Thursday, February 15, 2018
TIME: 6 p.m. Work session & 7 p.m. Board Meeting
LOCATION: Albemarle Commission Offices

a light dinner will be provided at 6:00 during the work session

WORK SESSION

6:00 p.m.

FY 2016-17 Audit Presentation

Presentation of the Nomination Committee

Board Organization & Planning the Year Ahead

- CAMDEN
- CHOWAN
- CURRITUCK
- DARE
- GATES
- HYDE
- PASQUOTANK
- PERQUIMANS
- TYRRELL
- WASHINGTON
- COLUMBIA
- CRESWELL
- DUCK
- EDENTON
- ELIZABETH CITY
- GATESVILLE
- HERTFORD
- KILL DEVIL HILLS
- KITTY HAWK
- MANTEO
- NAGS HEAD
- PLYMOUTH
- ROPER
- SOUTHERN SHORES
- WINFALL

AGENDA

7:00 p.m.

- Item 1. Welcome and Opening Page 9
- Item 2. Pledge of Allegiance
- Item 3. Invocation
- Item 4. Determination of a Quorum
- Item 5. Approval of October 2017 Board Minutes Page 15
- Item 6. Consideration and Approval of Facility Option **(vote)** Page 27
- Item 7. Reports
 - Training (Workforce Development) Dave Whitmer
 - Economic Development Cathy Davison
 - Area Agency on Aging & Senior Nutrition Laura Alvarico
 - Administration Cathy Davison
 - Mapping, Planning & Transportation (RPO) Angela Welsh
 - Money Susan Buckner
 - Budget Amendments if Needed**
- Item 8. Chairwoman's Comments Page 41
- Item 9. County Updates
- Item 10. Other or Old Business
- Item 11. Adjournment

Attachment: Board Travel Reimbursement Sheet

NEXT MEETING

April 19th, 2018

Albemarle Commission Offices



Audit Report

Alan Thompson of Thompson Price Scott Adams & Co. will present the Albemarle Commission's Audit Report.

The auditor will present the FY 2016-17 Audit Report Review Presentation.

Cathy Davison

From: Cathy Davison
Sent: Friday, December 22, 2017 11:35 AM
To: Cathy Davison; criggs@camdencountync.gov; Jo Ann Austin; johnmitchener@live.com; Leigh Fondella (nccu1988@gmail.com); Leroy Spivey; lgriffin111@yahoo.com; lhofler@gatescountync.gov; Lynn Mathis; Lynn West; Marion Gilbert; middletownfarms@embarqmail.com; 'rob.ross@darenc.com'; Tracey Johnson
Subject: Board Nominations
Importance: High

The Nomination Committee present the following slate of officers for consideration at the meeting on January 18, 2018, the floor will be open for nominations the night of our meeting.

Marion Gilbert Chairwoman
Leroy Spivey Vice Chairman
Linda Hofler Secretary

We will also be saying good by to our current at-large members, Lynn Mathis, Perquimans County, Jo Ann Austin, Pasquotank County, and Lynn West, Washington County. Please recall that Debbie Davenport resigned in October due to her taking a position in Tennessee.

Currently, Sandra Duckwall has been appointed to fill the at-large position for Camden County. I have yet to hear from Chowan, Currituck and Gates Counties on the at-large appointment for their respective county.

Thank you for all that you do. I hope you have a wonderful Christmas holiday.

Cathy

Cathy Davison, ICMA-CM
Executive Director
Albemarle Commission
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Together Everything we Achieve is Meaningful
Through
Creative Regional Solutions



Proudly serving Northeastern NC Counties and Municipalities: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, Washington, Columbia, Creswell, Duck, Edenton, Elizabeth City, Gatesville, Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth, Roper, Southern Shores, and Winfall



Albemarle Commission Proposed 2018 Meeting Schedule

Below is the 2018 proposed schedule for the 2018 calendar year:

~~Thursday, January 18th, 2018~~

Thursday, February 15th, 2018

Thursday, April 19th, 2018 **Budget Workshop**

Thursday, June 21st, 2018

Thursday, August 16th, 2018 **Only If Needed**

Thursday, October 18th, 2018

Thursday, November 15th, 2018 **Annual Meeting**

Executive Committee Meetings

March

May

September



Opening
Pledge of Allegiance
Invocation
Determination of a Quorum

**Minutes of the
Albemarle Commission Board of Delegates
Meeting on October 19, 2017**

I. **Opening**

Chairman Marion Gilbert called the meeting to order at 7:06 p.m. The meeting was held at the Albemarle Commission's offices in Hertford.

II. **Pledge of Allegiance**

Vice-Chairman Leroy Spivey led the Board in the Pledge of Allegiance.

III. **Invocation**

Vice-Chairman Leroy Spivey led the Board in the Invocation.

IV. **Determination of a Quorum**

Program Coordinator, Sandra Powers presented the determination of a Quorum with the following nine (9) board members in attendance:

Name	County
1. Clayton Riggs	Camden
2. Marion Gilbert – Chair	Currituck
3. Rob Ross	Dare
4. Linda Hofler	Gates
5. Jo Ann Austin	Pasquotank
6. Lynn Mathis	Perquimans
7. Leroy Spivey – Vice Chair	Tyrrell
8. Tracey Johnson	Washington
9. Lynn West	Washington

V. **Approval of Albemarle Commission Minutes from September 21, 2017**

On a motion by Camden County Delegate Clayton Riggs, and with his motion seconded by Pasquotank County Delegate Jo Ann Austin the minutes were unanimously approved.

VI. **Presentation: Regional Legislative Agenda**

Executive Director Cathy Davison presented the Board with an overview of the Regional Legislative Agenda. A motion was made by Washington County Delegate Tracey Johnson and seconded by Perquimans County Delegate Lynn Mathias to tentatively approve the Regional Legislative Agenda with any changes or suggestions by the RTAC/RTCC Board. With no further discussion the motion was unanimously carried.

VII. **Program Director's Reports**

Training (Workforce Development)

NWDB Director Dave Whitmer reported that last week the Annual NCWorks Conference was held in Greensboro, NC. He reported that

they being thinking about this effort. She noted that the AAA is hosting a Chronic Disease Self-Management Program (CDSMP) at the Currituck County Senior Center. The program will six-week program will run from October 10 - November 14. Participants will learn tools needed to control chronic conditions and will receive a workbook and CD. This program is being offered at no charge.

Mapping, Planning & Transportation (RPO)

Planning Director Angela Welsh Albemarle shared the Rural Planning Organization update. She reported that all bicycle and pedestrian projects for Prioritization 5.0 have been entered and accepted by the SPOT office. She noted that the Draft STIP will be released in January of 2019. Director Welsh stated that the I-87 feasibility study should be complete in December. The feasibility study will include the maps as well as cost estimates for the I-87 projects.

Money

Executive Director Davison reviewed the financial statements with the Board. She also presented Budget Amendments #13-17 of the Albemarle Commission Budget. On a motion by Gates County Delegate Linda Hofler and with her motion seconded by Dare County Delegate Rob Ross, the budget amendments were unanimously approved.

A RESOLUTION APPROVING AMENDMENTS TO THE
FY 2017 -18 BUDGET OF THE ALBEMARLE COMMISSION

ALBEMARLE COMMISSION BOARD OF DELEGATES
October 19, 2017

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

WHEREAS, this Commission needs to amend its budget between Program budget line items to eliminate any negative balances within the Program budgets;

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

FYI 2017-2018 Budget Amendments #13-17

This Resolution is adopted pursuant to the provisions of North Carolina General Statutes Chapter 15C-433. This Resolution shall become effective upon adoption.



M E M O R A N D U M

To: Albemarle Commission Board of Delegates

From: Cathy Davison, ICMA-CM, Executive Director

Date: February 8, 2018

Re: Facility Options with Recommendation

CAMDEN
 CHOWAN
 CURRITUCK
 DARE
 GATES
 HYDE
 RASQUOTANK
 PERQUIMANS
 THRELL
 WASHINGTON
 COLUWMBIA
 CRESWELL
 DUICK
 EDENTON
 ELIZABETH CITY
 GATESVILLE
 HERTFORD
 KILL DEVIL HILLS
 KITTYHAWK
 MANTOE
 NAGSHEAD
 PLYMOUTH
 ROPER
 SOUTHERN SHORES
 WINFALL

Over the last three and half years, the Albemarle Commission has worked to provide effective and efficient comprehensive services to our County Members and municipalities within those counties supporting the good work of our Aging, Senior Nutrition, Rural Transportation Planning, and Workforce Development Programs. As you are aware, we have ramped up our Economic Development and Administrative Service (Indirect) Programs.

You are being provided this analysis for the facility options with a recommendation on what option is the best for the Albemarle Commission as a whole and with the expectation of a formal decision being made at your meeting on February 15, 2018.

Based on the criteria utilized to express the need for a new facility each facility option has been evaluated with the criteria as listed below.

CRITERIA

PARKING

The facilities listed below would have parking to meet the current and future needs of the Commission's Programs and the services that we provide to our participants and members:

Port Elizabeth City
 Edenton Village Center

The remaining facilities **DO NOT** have adequate parking to meet the current and future needs of the Commission's Programs:

Current Facility
 Current Facility with an Addition
 Current Facility with Conveyance
 Colonial Tire Building

STORAGE

The facilities listed below would have storage space to meet the current and future needs of the Commission's Programs:
 Port Elizabeth City
 Edenton Village Center
 Colonial Tire Building

The remaining facilities **DO NOT** have adequate storage to meet the current and future needs of the Commission's Programs (please note the Commission is paying for two external storage facilities as well as utilizing storage of Aging and Nutrition program records and supplies in the storage shed behind the current facility which is not in compliance with the State's Records Retention Standards):

Current Facility
 Current Facility with an Addition
 Current Facility with Conveyance

MEETING SPACE

The facilities listed below would have adequate meeting space to meet the current and future needs of the Commission's Program:

Port Elizabeth City
 Edenton Village Center
 Colonial Tire Building

The following Partners have indicated and committed to providing training at a new facility which is also a revenue generator for the Commission:

UNC School of Government (committed)
 NC League of Municipalities (committed)
 NC Rural Center (Committed)
 NC County Commissioners Association
 Small Business Center

The remaining facilities **DO NOT** have adequate meeting space to meet the current and future needs of the Commission's Programs:

Current Facility
 Current Facility with an Addition
 Current Facility with Conveyance

CO-LOCATION OF THE NCWORKS CAREER CENTER (Potential)

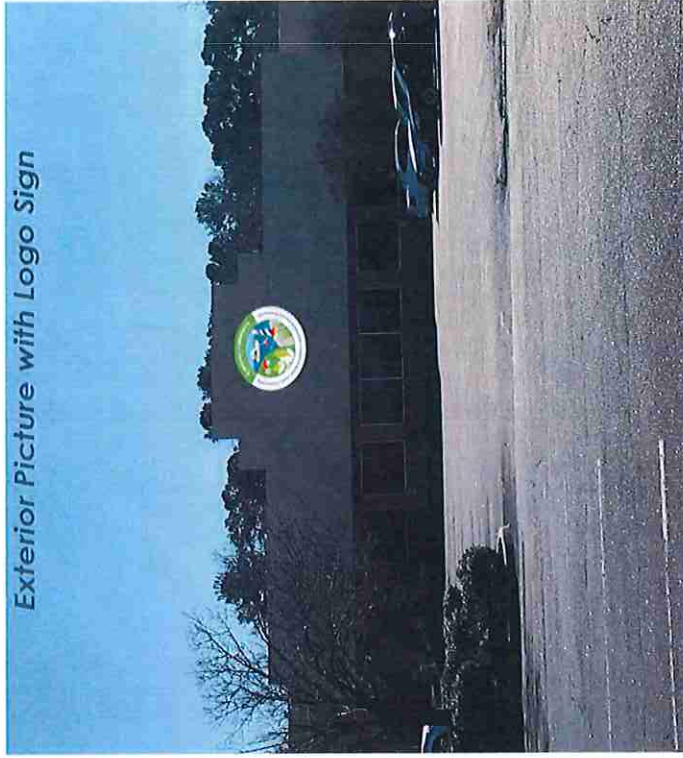
The facilities listed below would have the potential for the co-location of the NCWorks Career Center, Elizabeth City, and with the decision of the Board this evening the Regional Operations Director is prepared to submit the request to the State's Property Office for approval:
 Port Elizabeth City

The remaining facilities **DO NOT** have the potential for the co-location of the NCWorks Career Center, Elizabeth City:

Current Facility
 Current Facility with an Addition
 Current Facility with Conveyance
 Colonial Tire Building
 Edenton Village Center

FACILITY PICTURES

Exterior



Interior



Looking from the front door



Looking to the front doors



Look from the right side

RECOMMENDATION

Based on the above criteria review, it is my recommendation that the Albemarle Commission enter into lease negotiations with the owner of the **Port Elizabeth City facility** which will also allow for the NCWorks Career Center – Elizabeth City to submit their documentation to the State for approval to co-locate with the Commission at that facility. With this approval, we would be able to provide adequate notice to Perquimans County that it is our intent to vacate the current facilities allowing the County to budget for the change in their revenue as well as the movement of their other departments into our current facilities. While our current lease indicates we only have to give a 90-day notice, I believe it would be beneficial for all that we provide our notice as soon as we have a firm move-in date from the owner of the Port Elizabeth City property.

Thank you for your consideration of my recommendation as I believe it is the best for the overall organization as we continue to provide efficient and effective services throughout the Region.

FACILITY RANKING WITH EXPENSES & OPTIONS

*First Year Only	**Proposed	♦Proposed Paid by the DWS	Current	Current with Addition	Current with Conveyance	Edenton Village Center	Port Elizabeth City	Colonial Tire Building
P-Positive I-Issue								
Rate Per Square Foot (before build out)	\$10.50	\$10.50*			\$5.90	\$8.50	\$6.50	n/a
Triple Net (common area upkeep/taxes)	n/a	n/a			\$1.75**	\$1.75	\$1.50	n/a
Square Footage	10,984	12,984			10,984	17,000	24,865	17,000
Main Office + Storage + Add'l Offices	5,620	3,620			5,620	0	0	0
Additional Offices Needed Square Footage	\$45,625	\$43,125*			\$84,022	\$144,500	\$147,798	n/a
Lease/Mortgage Payments (all offices & Storage)	0	0			\$20,000	\$20,000	\$20,000	\$20,000
Utilities								
Off-Site Meeting Expense	\$13,000	\$13,000			\$13,000	0	0	n/a
Build Out Expense					\$750,000	\$800,000	\$850,000	n/a
Moving Expense	0	\$3,000			\$3,000	\$20,000	\$20,000	\$20,000
Equipment & Fixtures					\$20,000	\$20,000	\$20,000	\$20,000
Parking	I	I			I	P	P	I
Environmental & Facility Issues	I	I			I	I	n/a	n/a
Requires Build Out					I	I	I	I
Member Approval Required to Own Real Property					I			
Co-Location NC Works Career Center (6,750 sq ft)							P (\$60,750)♦	
Maintain Current Tenants	I	I			I			
Partnership Trainings (SOG, NCCCA, NCLM, Rural Center)						P	P	P
TOTAL (1st Year)	\$58,625	\$59,125*			\$890,022	\$1,004,500	\$997,048	n/a
Total After 1st Year	\$58,625	\$59,125*			\$97,800	\$165,500	\$107,048	n/a
RANKING	4	5			6	2	1	3



Program Directors Reports

Trainning (Workforce Development)

Economic Development

Area Agency on Aging & Senior Nutrition

Administration

Mapping, Planning & Transportation (RPO)

Money

- Monthly Financial Report
- Budget Amendments (If Necessary)

IV. Updates

- **Career Centers:**
 - We continue with our live broadcast on ECSU's radio station, WRVS – NCWorks Career Center Corner. Please tune in to 89.9 at 7:30am on the second Tuesday each month.
 - A Veteran's Stand Down was held at the Center in Elizabeth City. This was open to homeless veterans and all veterans in need and was an opportunity for them to receive needed resources.
 - A Veteran's Stand Down was held at the NCWorks Career Center in Dare County on January 17. This is open to homeless veterans and all veterans in need and was an opportunity for them to receive needed resources.
 - The Career Center in Elizabeth City participated in Hire a Vet Week by hosting three hiring company's (Regulator Marine, ISHPI, and Newport News Shipping Company). Interviews with Veterans were scheduled for each of these companies).
 - The NCWorks Commission has released new Career Center certification criteria and have required that all Centers meet the criteria. Larry Donley and I, have been working with our Center Managers to get this completed.
 - The NCWorks Career Center Committee has implemented a "performance dashboard/tracking" system to measure and monitor the performance of the career centers.
 - NCWorks Outreach Specialist (Heidi O'Neal – hired through the Innovation Grant) has lead efforts (with help from Center Staff) to start training library staff from the Pettigrew Library System to use NCWorks so they can assist library customers and become an "NCWorks Access Site". She has started working with the libraries to implement virtual career advising. She has also conducted NCWorks Online workshops for library customers and has provided resume and job search assistance.
 - Heidi O'Neal, NCWorks Outreach Specialist, is leading a project to standardize the materials that our centers provide to job seekers and employers. We plan to hire a professional to design these materials.
- **Working Smart: Soft Skills for Workplace Success:** We continue to provide the Working Smart soft skills throughout the region.

Current Completion Numbers:

Participants who have completed all 16 lessons: 26 (there was an error in the previous report; the number reported should have been 25)

Participants who have completed at least on module: 120
(Does not include those who completed all 16 lessons; a module consists of 4 or 5- 1 1/2hour lessons)

We have continued with our collaboration with COA's Basic & Transitional Studies Department. We have incorporated Working Smart in their Student Success classes starting the Fall. We continue to have a good turnout (10 to 20) per class and are also able to get the students enrolled in NCWorks Online.

- **Career Pathways/Pathways to Prosperity:** 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
 - We have launched our new career pathways website!! Please visit www.nencpathways.org to learn about our career pathways work. We were able to pay for this through our career pathways grants. We have also created social media pages (facebook, Instagram, and twitter). Links can be found on the top right side of the website.

was approved by the Leadership Committee has been attached. We will also have to resubmit for bid for One-Stop Operator services.

V. Business Services Highlights

• **WIOA Innovation Service Delivery Grant:**

- NWDB was awarded a \$250,000 grant, alongside two partnering workforce boards. Three NCWorks Outreach Coordinators are carrying out the implementation of the grant in the Northeastern Prosperity Zone. Heidi O’Neal is the NCWorks Outreach Coordinator for NWDB.
 - 4 libraries in the NWDB region have been trained on how to help patrons navigate NCWorks online. Job search and resume building workshops will be held at various libraries to help patrons directly.
 - In the NWDB region, this grant will provide 500 FREE Career Readiness Certificates (CRCs) to individuals that are unemployed, underemployed, enrolled in basic education courses or have recently exited the military. Individuals can inquire with one of the career centers for more information.

• **Career Pathways:**

- Career Pathways is now on social media – search for @nencpathways!
- The new website for Career Pathways was launched. Please visit www.nencpathways.org

• **Employee Training Grant:**

- NWDB continues to accept applications from businesses to use to train their employees in areas where skills deficiencies exist. The Employee Training Grant awards businesses up to \$10,000 for trainings that they can send employees through in order to increase their skills and/or certifications. Board members that sit on the Business Resources & Opportunities Committee will score applications as they are received.
 - Five grants are in progress with LSI Marine, Mitro Digital, Identify Yourself, B&M Contractors & Moneysworth Linen.

• **On-the-job Training:**

- OJT Contracts are in place at LSI Marine in Currituck for the position of a Barge Operator and at B&M Contractors in Pasquotank for the position of an Electrician Helper.

• **Miscellaneous Business/Partner Agency Outreach:**

- Staff is in the process of recruiting a Business Engagement Coordinator who will be responsible for enhancing our business relationships across the region.
- Staff is coordinating a BusinessU training on Feb 23 with will bring together “business-facing” agencies from across four workforce board regions with the goal of enhancing our partnerships with businesses and across agencies.
- Staff is assisting with a wage study for a local employer in the effort to reduce their turnover issues.
- Staff is working to organize a CDL “Industry Roundtable” for local businesses recruiting for CDL openings. This effort stemmed from a high demand for CDL drivers from our area businesses.
- Staff met with Daedalus Boats in Edenton, a startup business that will soon be manufacturing carbon fiber yachts for customers across the world.

- Soft Skills Collaboration – The Working Smart” Soft Skills for Workplace Success course with COA’s Basic & Transitional Studies is ongoing. People not enrolled in COA’s Student Success are welcome to attend.
- Program Coordinator and Career Advisor met with Columbia HS to introduce the Career Café. Monthly event designed to prep participants and other students for post-secondary education, career options and other activities to prep for adult life.
- Career Advisor met with CTE Director at Mattamuskeet HS about the NEXTGEN program.
- **Marketing/Recruitment:**
 - Program Manager followed up with COA-Manteo Adult High School students and received applications for NEXTGEN.
- **Youth Activities**
 - Alternative Secondary Schools: Five participants are currently enrolled in Adult Education classes. One participant completed their HS equivalency this month.
 - Work Experiences (WEX): Five work experiences for youth are in progress, two more WEX and one job shadow are being coordinated.
 - Support Services: Transportation, childcare and other services are provided to youth participants on a regular basis as needed for educational and career pursuits.
 - Occupational Skills Training: Seventeen participants are currently enrolled in post-secondary education.
 - Tutoring: Two youth are currently participating in tutoring services this program year.

CREDS UPDATE CONTINUED

The five components of the CREDS

(Comprehensive Regional Economic Development Strategy)

1. Natural Resources & Water Quality
2. Broadband & Infrastructure
3. Education and Training
4. Branding—Regional Identity
5. Outreach

Broadband & Infrastructure

- We are finalizing the county reports in partnership with the State's Broadband Information Office and it is anticipated that the reports will be distributed during the Spring. Each County will have the opportunity to create an RFP to attract legacy and non-legacy providers.
- We continue to provide information from the demand aggregation survey to the Electric Cooperatives throughout the Region (Albemarle, Roanoke, Tideland, and Cape Hatteras) as they continue to analyze the business opportunity to provide broadband service throughout the Region.
- We continue to look for grant funding opportunities for this program
- We are currently working with Currituck County and Perquimans County on infrastructure grants to support economic development activities in those respective counties.
- With the RPO's bike/ped planning process, we will be able to work together to put all of access information into one app or website.

Branding – Regional Identity Outdoor Heritage/Culture—(Cultural Resource Assets)

- It would be exception to move forward with an RFP for Regional branding services for our Natural Resources
- Currituck County GIS staff have been helpful in compiling the sites and water accesses throughout the Region and the final map will be available shortly for the committee to review.
- The list of community heritage and cultural assets has been collected. The Historic Albemarle Tour is reviewing the list to make sure that nothing has been missed.
- In partnership with the Mapping group, there is a plan to have an electronic map for visitors to tour.
- Criteria has been put together for those areas / activities that tie NENC together: i.e.: family friendly, outdoor culture, what ties us all together, "What it means to be NENC.
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Outreach

- We continue to send out the Albemarle Commission's Weekly Briefing, and remain active on Facebook, Twitter, and Instagram
- We are hosting quarterly managers meeting. The last meeting was in December where the Department of Commerce's Prosperity Planner, Lee Padrick discussed the high level planning his does within the Prosperity Zone and how through that planning his team will send projects that will need grant funding to the Commission. This is another example of the ways the Commission is partnering with the Department of Commerce.
- Stewardship reports will commence once the individual Return on Investment reports are finalized. These reports will comprise the information for our annual report.
- The Commission and its programs continue to be members of the Region's Chambers of Commerce, as well the Committee of 100.



Area Agency on Aging & Senior Nutrition Program

December 2017

Home and Community Care Block Grant Services:

Home and Community Care Block Grant Services (not including Congregate/ Home Delivered Meals):

- **1,964** hours of in-home aide services throughout the ten counties
- **897** general and medical transit in nine counties, not including Dare County.
- **173** full days of adult day health care including 2 meals daily in five counties, including Camden, Chowan, Currituck, Pasquotank and Perquimans Counties.

Senior Nutrition Program (SNP):

Number of **Congregate** meals served

Number of **Home Delivered** meals served

COUNTY	FY 2018	FY 2017
Camden	196	249
Chowan	211	218
Currituck	301	370
Dare	385	359
Gates	135	182
Hyde	145	159
Pasquotank	693	558
Perquimans	499	494
Tyrrell	243	361
Washington	193	234
TOTAL	2,700	3,184

COUNTY	FY 2018	FY 2017
Camden	174	160
Chowan	478	409
Currituck	709	654
Dare	579	563
Gates	440	500
Hyde	343	318
Pasquotank	948	781
Perquimans	517	486
Tyrrell	165	117
Washington	457	448
TOTAL	4,810	4,436

- Income and donations received from congregate and homebound clients **\$ 4,991.80**
- **4** new clients added to the homebound program
- **6** new referrals made in the homebound program
- **6** clients reassessed for eligibility
- **2** clients receiving Ensure/ Glucerna
- **0** clients received extra food

Volunteer Program

- Total number of volunteers– **848**
- Total volunteer hours– **898**



Administration Report

January 2018

Personnel Update

As we embark on the new year, I will be asking to meet with each staff member individually. Similar to the meetings that I held when I first started three years ago; staff will be asked for honest input, recommendations, and concerns from staff members so that we can continue to move the Albemarle Commission forward. Our employees are the life of our organization and I, along with your program directors want to make sure that our staffs' needs, concerns and desires are being responded to and met.

We will also be looking at ways that we can truly start a wellness program for our employees. As you know reducing their stress and providing a healthy and supportive atmosphere for employees to work is helpful for the health of the overall organization.

Planning Committee Needed

This year marks the 50th Anniversary of the Albemarle Planning District Commission aka Albemarle Commission. If you would like to be a part of the planning for our Golden Anniversary Open House / Annual Banquet, please sign up on the sheet going around. I anticipate that we will have 3 meetings prior to September to put all the details together.

Impact Reports / Annual Report

We will be working on adapting the impact reports for each county as a part of our Annual Report. It is anticipated that we will have a printed annual report available at the meeting in April. With the Annual Report finalized, stewardship reports to the Board of Commissioners will commence this Spring.

Also, do you link having the Albemarle Commission monthly or bi-monthly report prepared for you so that you can share it with your fellow Commissioners?

Your feedback is important and desired.

NC Regional Councils of Government

I've been nominated by the Directors of the 15 other Councils of Government to serve as their Vice President of the NC Association of Regional Councils of Government. At this time the only additional work that is required is a monthly coordination conference call to plan for our bi-monthly meetings.



Albemarle Rural Planning Organization

October 15, 2017- February 15, 2018

Prioritization 5.0

All bicycle and pedestrian projects for Prioritization 5.0 were entered and accepted by the SPOT office. The Division Planner and I also completed a required review of the projects in December and reviewed all project costs in February. The ARPO's Local Input Methodology will go for approval by the ARPO RTAC on February 21, 2018. We should know if any of our projects are funded in the "Statewide" category sometime in March of 2018. The Draft STIP will be released in January of 2019. The STIP will detail which projects were funded through the P 5.0 process.

I-87 feasibility study

The I-87 feasibility study was released in December. The feasibility study includes maps as well as other information for the I-87 projects. It also includes comments from the public and local governments along the corridor. A feasibility study is the first step in the process, it does not include any funding for the projects nor does it determine which projects will be built and when. The draft feasibility study can be found here:

<https://www.ncdot.gov/projects/us17-feasibility-study/download/us-17-draft-feasibility-study.pdf>

Ferry study

The Joint Legislative Program Evaluation Oversight Committee's 2015-17 Work Plan directed the Program Evaluation Division to review the ferry system with a focus on operations, savings, and fee structure optimization. The report is complete and can be found here:

https://www.ncleg.net/PED/Reports/documents/Ferry/Ferry_Report.pdf

The ARPO RTAC will be discussing the report at their February 21, 2018 meeting.

Title VI

ARPO Director upcoming meeting schedule

(Additional meetings added
as they come up)

•••

February 21, 2018- ARPO
RTCC and RTAC meetings
in Hertford

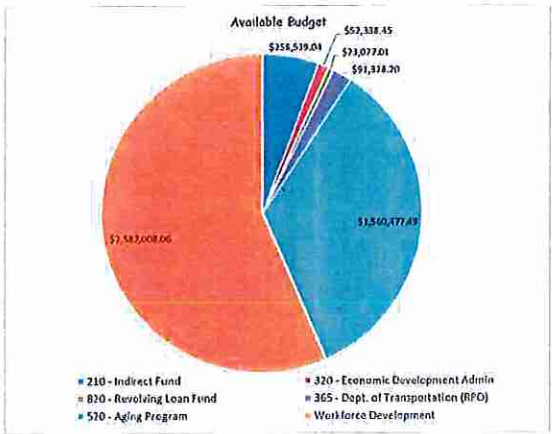
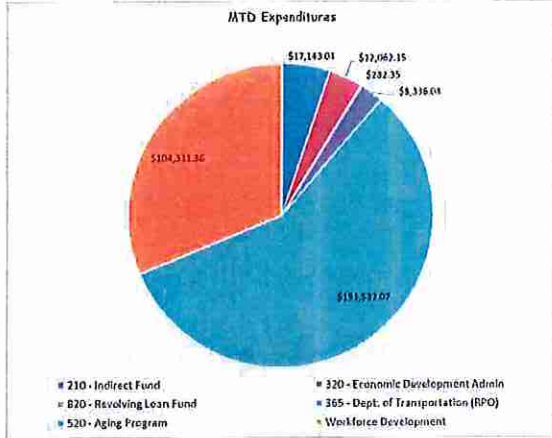


Proudly serving Northeastern NC Counties and Municipalities:
 Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans,
 Tyrrell, Washington, Creswell, Duck, Edenton, Elizabeth City, Gatesville,
 Hertford, Kill Devil Hills, Kitty Hawk, Manteo, Nags Head, Plymouth,
 Roper, Southern and Winfall

The Albemarle Commission
 Monthly Financial Report
 For the Month of December 2017

Program Accounts				
	Budget	YTD Expenditures	MTD Expenditures	Available Budget
210 - Indirect Fund	\$ 441,498.00	\$ 182,958.96	\$ 17,143.04	\$ 258,539.04
320 - Economic Development Admin	\$ 112,125.00	\$ 59,736.55	\$ 12,062.15	\$ 52,388.45
820 - Revolving Loan Fund	\$ 65,500.00	\$ 42,422.99	\$ 282.35	\$ 23,077.01
365 - Dept. of Transportation (RPO)	\$ 144,531.00	\$ 53,202.60	\$ 8,336.08	\$ 91,328.20
520 - Aging Program	\$ 2,577,823.00	\$ 1,017,345.51	\$ 191,532.07	\$ 1,560,477.49
Workforce Development				
715 - Incentive & Capacity Building (Incumbent Worker Program)	\$ 60,000.00	\$ 7,294.04	\$ 0.00	\$ 52,705.46
735 - WD-Adult/Dislocated Worker	\$ 1,797,950.00	\$ 360,770.39	\$ 46,540.59	\$ 1,437,179.61
790 - WD Administrative Fund	\$ 246,996.00	\$ 97,235.72	\$ 15,865.60	\$ 149,760.28
810 - Youth	\$ 904,373.00	\$ 201,800.79	\$ 30,178.24	\$ 702,872.21
814 - WD - Special Grants/Projects	\$ 250,000.00	\$ 28,286.51	\$ 11,746.93	\$ 221,713.49
	\$ 3,259,319.00	\$ 695,387.95	\$ 104,331.36	\$ 2,563,931.05
Total	\$ 6,600,796.00	\$ 2,051,054.76	\$ 33,687.05	\$ 4,549,741.24

Bank Accounts	
	Ending Balance
Wells Fargo - Commercial Checking	\$ 179,748.45
Public Funds	\$ 342,624.26
Wells Fargo - Money Market	\$ 1,724,102.18
NC Cash Management	\$ 204,471.22
Xenith Bank - AAA Senior Nutrition	\$ 104.81



**ALBEMARLE COMMISSION
TRAVEL REIMBURSEMENT-Board Member Travel**

This instrument has been preaudited in the manner required by the Local Govt Budget and Fiscal Control Act.

Name _____

Address _____

Date	Destination	Miles	Miles X .535	# of Meals	Meal Expense	Other	Total By Trip
Subtotal							

Total Reimbursement Due

Vendor # _____

SIGNATURES	ADMINISTRATION USE ONLY
Board Member Signature _____ Date _____	Budget Code 52100-523775