

**Minutes of the
Albemarle Commission Board of Delegates
March 15th, 2018
7:02 PM**

I. Opening

Chairwoman Marion Gilbert called the meeting to order at 7:02 p.m. She welcomed Camden County Delegate Garry Meiggs back.

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 8 members present.

Name

Sandra Duckwall
Garry Meiggs
John Mitchener
Marion Gilbert
Linda Hofler
Earl Pugh
Fondella Leigh
Leroy Spivey
Tracey Johnson

County

Camden
Camden
Chowan
Currituck
Gates
Hyde
Perquimans
Tyrrell
Washington

Absent members:

Clayton Riggs
William Smith
Elizabeth White
Rob Ross
Lloyd Griffin

Camden
Chowan
Currituck
Dare
Pasquotank

Partners, guests, and staff present:

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

V. Approval of March Minutes (VOTE):

Chairwoman Gilbert asked for a motion to approve the minutes from the February 15th, 2018 board meeting. Board Member Garry Meiggs made a motion to approve the minutes. His motion was seconded by Board Member Sandra Duckwall and, with no further discussion, the motion was carried unanimously.

VI. Approval of Senior Nutrition Meal Bids (VOTE):

Chairwoman Marion Gilbert opened the floor to Albemarle Commission Area Agency on Aging Director Laura Alvarico. Director Alvarico informed the board that she, Camden County Board Member Clayton Riggs and Gates County Board Member Linda Hofler had meet and reviewed all bids received for the Senior Meals. She stated only three bids in total were received. Trinity, Golden Corral and Eastern 4-H all submitted bids. After the committee reviewed all bids, a resolution was created to award the bids as follows: Easter 4-H was awarded Hyde County, Tyrrell County and Washington County. Golden Corral was awarded Chowan County, Gates County, Pasquotank County and Perquimans County. Trinity was awarded Camden County, Currituck County and Dare County. Director Alvarico noted Eastern 4-H raised their bid price \$1.30 per plate since the last bid. Washington County Board Member Tracey Johnson asked Director Alvarico if Chowan County is giving any money towards their services received. Director Alvarico answered they currently are not.

Resolution Accepting Bids for FY 2019-2020

Title III-C Nutritional Services

WHEREAS, the Albemarle Commission followed the bid process in accordance with N.C.G.S. 143-129(a) to provide Title III-C Nutritional Services for the 10 counties located within the Region R Planning and Service Area; and

WHEREAS, the Albemarle Commission prepared written specifications for the Title III-C Nutritional Services; and

WHEREAS, the Albemarle Commission received written proposals for Title III-C Nutritional Services; and

WHEREAS, it is the recommendation of the Senior Nutrition Food Service Bid Committee to award the Title III-C Nutritional Services contracts to the following bidders:

Recommendation:				Golden Corral
	# of Meals	Price	Total Cost per day	Eastern 4-H
				Trinity
Camden	48	5.75	276.00	Trinity
Chowan	61	5.15	314.15	Golden Corral
Currituck	62	5.75	356.50	Trinity
Dare	60	5.75	345.00	Trinity
Gates	37	5.15	190.55	Golden Corral
Hyde	31	7.45	230.95	Eastern 4-H
Pasquotank	89	5.15	458.35	Golden Corral
Perquimans	64	5.15	329.60	Golden Corral
Tyrrell	30	7.45	223.50	Eastern 4-H
Washington	53	7.45	394.85	Eastern 4-H
TOTAL			3,119.45	

<u>Vendor</u>	<u>Counties</u>	<u>Price Per Meal</u>
Golden Corral	Chowan, Gates, Pasquotank, Perquimans	\$5.15
Trinity Services, Inc.	Camden, Currituck, Dare	\$5.75
Eastern 4-H Center	Hyde, Tyrrell, Washington	\$7.45

NOW, THEREFORE, BE IT RESOLVED by the Board of Delegates for the Albemarle Commission that the bids as presented are accepted and the appropriate Albemarle Commission officials are authorized to execute the necessary documents to enter into a multi-year contract with the vendors.

Vice Chairman Leroy Spivey made a motion to approve the resolution as written. His motion was seconded by Chowan County Board Member John Mitchener and with no further discussion, the motion was carried unanimously.

VII. Facility Walk About

Chairwoman Gilbert requested all present Albemarle Commission Board Members and staff take a walking tour of the current Albemarle Commission office space. All present staff members were able to point out their areas of concerns, which included: lack of room to expand any programs, lack of privacy for both staff and clients, inability to have all staff members under one roof for unity, issues with the heating and cooling system, lack of on site to store needed items and records, as well as the previously noted issues of the windows, maggots, etc. Chowan County Board Member John Mitchener asked staff if the proposed floor plan at the Elizabeth City location would alleviate these problems. Director Alvarico explained to him her staff is actual on another phone line system, pays additional money for storage units, and her staffs nutritional items are store in a closet in the Programs Administrative Coordinators office. The move would alleviate the issues her staff now faces daily. Director Whitmer responded that his program does not have a money problem, it has a space problem. He is unable to grow programs, he has nowhere to house additional staff, that the move to the Elizabeth City location would allow a better oversite of the career center staff which plans to occupy some of the buildings space, providing a one stop shop for his clients. He explained he has two-part time staff that have to rotate the use of one space and that his newest hire actually had to be housed off site due to no office here. Vice Chairman Leroy Spivey asked staff if the lack of space has caused any other issues? Director Alvarico explained that 4 of her employees are housed in one room with make shift wall partitions that are falling apart. She went on to say that most of her clients are hard of hearing and anytime one of her staff are on the phone, it is next to impossible for the others to be making calls at the same time. She also stated client privacy is a big concern to her. Program Administrative Coordinator Laura Rollinson stated the need for her office to stay locked and secure due to personnel files, however, nutrition staff need to be able to access their nutritional supplies, which results in one staff member having to lose work time to allow the other staff member an opportunity to perform their work duties. Washington County Board Member Tracey Johnson asked the Directors if Indirect Rates were to rise due to the move, would their programs be able to continue their level of community support. Directors Whitmer and Alvarico both stated yes, their programs would be fine, the move and additional space would help their programs. Director Welsh stated she is located off site and does not have the same issues as those housed here, her special project fund would decrease from \$20,000 to \$10,000. Washington County Board Member Tracey Johnson asked her if the funds were ear marked for a specific project. Director Welsh stated that it was not, it was what was left over, however she stated she really doesn't receive help from anyone else, except when board meetings are held. She further stated her off site location is fine. Executive Director Davison again stated the desire to house all Directors under one roof for unity, less equipment charges and more contact with one another.

VIII. Indirect Cost Plan

Chairwoman Marion Gilbert opened the floor to Executive Director Davison to discuss the Indirect Cost Plan. Executive Director Cathy Davison explained to the

board the Indirect Cost rate and the Indirect Cost Allocation Plan. She informed them it is set off of the OMB Circular A-87. She informed the board the certificate rate has to be approved and was not until 2015-2016. She stated the methods and calculations must be submitted yearly. She went on to state that Directors Whitmer, Alvarico and Welsh are super stars in their field and a huge benefit to the counties we serve. Chairwoman Gilbert gave accolades to Executive Director Davison for her ability to work one on one with the other Councils of Government and form a great bond and resource forum to pull from and contribute to.

IX. County Dues

Chairwoman Gilbert opened the floor to Executive Director Davison to discuss County Dues. Director Davison stated in the 2015-2016 fiscal year, the rate was \$0.65. She stated that the first year, the rate was not raised due to the members lack of knowledge of the services provided and the value of the commission. She stated she and her directors worked hard at getting their name and services known in the serviced counties. The Weekly Briefings are an example of the outreach used. In the 2016-2017 fiscal year, the County Dues Rate was \$0.68, a 3-cent increase and at that time the board directed her to raise the rates to \$0.70 by the FY2017-2018. Direct Davison stated that grant services and regional grants increased during this time and the dues are utilized for matches to these additional grants. Director Davison advised that for the FY2018-19, the County Dues Rate will continue to be \$0.70

X. New Facility Discussion

Chairwoman Marion Gilbert opened the floor for all present Albemarle Commission staff to state their view on the Elizabeth City office location. Directors Whitmer, Director Alvarico and Director Davison stated the room to expand programs, additional office space and design for client privacy, one stop client services and additional storage space would be more cost effect and provide their staff with proper room to conduct their duties. Finance Officer Susan Buckner and Program Administrative Coordinator Laura Rollinson stated having all staff under one roof would provide a more efficient work flow and ensure all staff are able to receive the same services, as well as build unity within the Commission. Director Welsh stated that her current off-site location currently meets her needs.

XI. 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 Commissions activities and services. Vice Chairman Leroy Spivey stated word got back to him a false rumor had gotten out that someone is spreading and the rumor is that Executive Director Davison was given free reign to decide about a move. He reinstated the board had only given permission for talks to begin with the location owner. Board Clerk

Laura Rollinson provided all board members with a copy of the current Albemarle Commission Bylaws. Chairwoman Marion Gilbert stated that attendance will be monitored. Chairwoman Gilbert stated that her travels to the Whitehouse and Washington DC have left her hopeful due to the discussions taking place at the state and county levels. She stated discussions are taking place concerning dredging and broadbands in schools and rural communities.

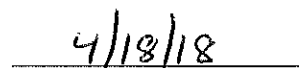
XII. Other Business/Old Business

Chairwoman Marion Gilbert opened the floor for any old or other business. Board Member Garry Meiggs discussed the meetings he had attended in Washington DC, stressing the point that the population being used to be considered rural is 50,000. Chowan County Board Member Mitchener discussed funding needed for rural areas east of I95. Washington County Board Member Tracey Johnson state North Carolina travels better than any other state, she stated our state is always well represented in the meetings she has attended in Washington DC. Chairwoman Marion Gilbert asked the board members to consider if it is the majority's thoughts an attorney should be present at every board meeting. She stated the expense is typically \$200 an hour plus expenses. Chairwoman Gilbert gave kudos to all Program Directors for their hard and steadfast work for our coverage counties.

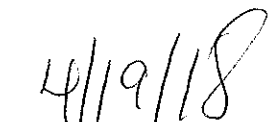
XIII. Adjourn:

With no further discussions, Chairwoman Marion Gilbert requested a motion to adjourn. Gates County Delegate Linda Hoffer made a motion to adjourn. Her motion was seconded by Vice Chairman Leroy Spivey. The meeting was adjourned at 9:45 p.m.


Chairwoman Marion Gilbert


Date

Attested by: 
Clerk to the Board, Laura M Rollinson


Date