ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING
DATE: Thursday, January 16, 2020
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission
A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING

Item 1. Opening
Item 2. Invocation
Item 3. Pledge of Allegiance
Item 4. Determination of a Quorum
Item 5. Adoption of January Agenda VOTE
Item 6. Approval of Minutes from November 2019 VOTE
Item 7. Public Comments
Item 8. Old Business
Item 9. New Business
   a. Selection of 2020 Officers VOTE
   b. Audit Presentation by Thompson, Price, Scott, Adams & Co (TPSA)
   c. Selection of Consultant for 2020 Essential Single-Family Rehab Loan Pool Program VOTE
   d. Resolution to Change Banks for Area Agency on Aging VOTE
Item 10. Staff Reports (if applicable)
Item 11. Executive Director’s Report
Item 12. Committee Reports
Item 13. Chairperson & Board Delegates Comments
Item 14. ADJOURNMENT

ATTACHMENT: BOARD TRAVEL REIMBURSEMENT SHEET

NEXT MEETING: February 20th, 2020 @ 6 P.M
1. Opening

2. Invocation

3. Pledge of Allegiance

4. Determination of a Quorum

5. Adoption of Agenda - VOTE
6. Meeting Minutes

Approval of the Albemarle Commission Minutes from the November 2019 meeting – VOTE
Minutes of the
Albemarle Commission Board of Delegates
November 17, 2019 5:35 PM

Opening
Chairwoman Tracey A. Johnson called the meeting to order at 5:35 p.m.

Invocation
Commissioner Robert Kirby led the Invocation.

Pledge of Allegiance
Commissioner Jordan Davis led the Pledge of Allegiance.

Determination of Quorum
The presence of a quorum was determined by Clerk and Administrative & Benefits Coordinator, Ashley Stallings, with Ten (10) Members present.

<table>
<thead>
<tr>
<th>Name</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton Riggs</td>
<td>Camden</td>
</tr>
<tr>
<td>Robert Kirby</td>
<td>Chowan</td>
</tr>
<tr>
<td>Harriett DeHart</td>
<td>Chowan</td>
</tr>
<tr>
<td>Linda Hofler</td>
<td>Gates</td>
</tr>
<tr>
<td>Earl Pugh</td>
<td>Hyde</td>
</tr>
<tr>
<td>Lloyd Griffin</td>
<td>Pasquotank</td>
</tr>
<tr>
<td>Fondella Leigh</td>
<td>Perquimans</td>
</tr>
<tr>
<td>Jordan Davis</td>
<td>Tyrrell</td>
</tr>
<tr>
<td>Tracey A. Johnson</td>
<td>Washington</td>
</tr>
<tr>
<td>Marion Gilbert</td>
<td>Ex Officio</td>
</tr>
</tbody>
</table>

Absent Members
Sandra Duckwall  Camden
Paul Beaumont    Currituck
Elizabeth White  Currituck
Rob Ross         Dare
Howard Swain     Dare

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

Staff members:
Melody Wilkins, Executive Director
Angela Welsh, RPO Director
Laura Alvarico, AAA Director
Emily Nicholson, Assistant NWDB Director
Jeri Hansen, Finance Officer
Ashley Stallings, Clerk and Administrative & Benefits Coordinator

Guests and Partners
None.

Agenda (VOTE):
Commissioner Lloyd Griffin motioned to adopt the agenda with any amendments, seconded by Commissioner Davis, motion carried unanimously.
Approval of October 2019 Minutes (VOTE):
Commissioner Clayton Riggs motioned to approve the Minutes as presented, seconded by Commissioner Earl Pugh, motion carried unanimously.

Public Comment:
None.

Old Business:
None.

New Business:

a. Consideration of Safe Routes to School Non-Infrastructure Project Proposals VOTE
Executive Director Melody Wilkins discussed the Safe Routes to School Non-Infrastructure Project RFP. RPO Director Angela Welsh received two proposals in response to the RFP, which she e-mailed to the Board’s Clearinghouse Committee members for consideration.

Commissioner Griffin discussed the budget and plan for the grant compared to the scoring Matrix. He recommended the Board accept the proposal submitted by NC State Institute of Transportation, Research, and Education for the Safe Routes to School Non-Infrastructure project. Chairwoman Johnson previously reached out to Director Welsh asking her to get in touch with the second company, as their proposal was not as detailed as the NC State proposal. Chairwoman Johnson agreed with Commissioner Griffin to accept the NC State proposal. Commissioner Riggs also recommended the NC State proposal based on their performance measures and experience.

Commissioner Griffin motioned to accept the recommendation of NC State, seconded by Commissioner Riggs, motion carried unanimously.

b. Consideration of Essential Single-Family Rehab Loan Pool (ESFRLP) VOTE
Executive Director Wilkins discussed the ESFRLP for 2020 for Chowan, Perquimans, and Washington Counties. Albemarle Commission currently administers this grant for Camden, Currituck, Dare, Hyde, and Pasquotank Counties. The counties can apply for this grant directly; however, some counties prefer the Commission administer the grant. The Commission can apply as the grantee, managing the project. Applications for the three counties are due December 12, 2019. This grant requires no matching funds.

The Commission has issued a RFP for consulting services for this grant, which expires on December 2, 2019. Director Wilkins asked the Board to consider having our current consultant, McDavid Associates, Inc., prepare the applications on behalf of the three eligible counties with the knowledge that the 2020 grant sub-administration will not be awarded until after the RFP expires. Director Wilkins requests the board to review the responses to the RFP and choose a consultant during the January Board Meeting.

Commissioner Davis motioned to accept McDavid Associates, Inc. as preparers of the County applications, seconded by Commissioner Fondella Leigh, motion carried unanimously.

A Resolution approving Executive Director Wilkins to authorize payment to McDavid Associates, Inc. for completion of the county applications was presented.

Commissioner Davis motioned to adopt the Resolution, seconded by Commissioner Linda Hofler, motion carried unanimously.
Staff Reports

RPO: 
RPO Director Angela Welsh announced the DOT is working on transportation awards. She said if any of the counties would like to submit a project she would submit it on their behalf. Projects are due by December 16, 2019 and they must be innovative and transportation related projects.

Commissioner Earl Pugh asked Director Welsh if she knew anything about the passenger ferry. Director Welsh stated it is currently tied up in litigation, and they were not sure if it would be cleared up by the new season.

AAA: 
Area Agency on Aging (AAA) Director Laura Alvarico received notice AAA would be receiving a $10,000 grant from the Southeast Area Agencies on Aging Association to provide relief for Hurricane Dorian. The Agency will be focusing on Dare and Hyde Counties, as well as Ocracoke. AAA was also included in a grant awarded to UNC Ashville. AAA staff are working with UNC Ashville staff to get AAA Medicare Accredited. This would allow AAA to provided diabetes self-management programs and bill Medicare. AAA is currently doing outreach via surveys and meetings to determine the area’s needs for the Area Plan due May 2020. The Santa for Seniors project is currently underway. This project will provide gifts for 32 home delivered meal clients that do not have family in the area. In October, AAA partnered with the American Red Cross to install 48 smoke detectors for home bound clients in Camden and Currituck Counties. Finally, Director Alvarico advised the Board that nutrition bids need to go out in January. She would like a committee to be chosen, from the Board Members, at the January Board meeting, to review all bids. Bid decisions must be made by March.

NWDB: 
Assistant NWDB Director Emily Nicholson discussed their partnership with College of the Albemarle for a Telephonics event in Pasquotank County, which will bring 75 new jobs to the County. These jobs will be mostly technical positions. This event had over 180 people in attendance. COA will provide customized training for the prospective applicants. Assistant Director Nicholson mentioned NWDB is in need of two private sector representatives, from any county, for the NWDB Board. Finally, Assistant Director Nicholson announced all three Career Centers have received their certifications from the Governor.

Finance: 
Finance Officer Jeri Hansen briefly spoke about the Audit report. Chairwoman Johnson advised the Board the Auditors would be at the January meeting to discuss the report in details.

Report of the Executive Director: 
Executive Director Wilkins informed the Board the application for the 2020 Economic Development Planning Grant has been submitted and passed the first level of review with the EDA. The progress reports for the current Planning grant are due December 1, 2019. Director Wilkins has been talking to Commissioner Kirby, as well as fellow COG Directors about Broadband connectivity challenges in rural areas. Additionally, Director Wilkins reached out to James Corrin with the NC Broadband Infrastructure Office about the topic. Mr. Corrin has agreed to lead a Broadband 101 session at the Commission for any County Managers, Economic Developers, IT personnel, etc. The session will be from 10:00 a.m. – 2:00 p.m., on a date to be announced, with lunch provided by the Commission.

Director Wilkins recently presented services offered by Albemarle Commission at the Hyde and Dare County’s Board of Commissioners meetings. Director Wilkins also attended the quarterly Manager/Chairperson meeting on November 5, 2019 at the Perquimans library. At the meeting, it was agreed to change the meeting date to the second Tuesday of the month since Tyrrell County holds their monthly commissioners’ meetings on the first Tuesday and therefore unable to attend.
Committee Report

a. **Selection of Nominating Committee – Officers 2020**
   Chairwoman Johnson asked the following Board Members to be on the Nominating Committee for 2020 Officers:
   
   - Commissioner Earl Pugh
   - Commissioner Fondella Leigh
   - At-Large Member Harriet DeHart

   All members agreed to be a part of the Nominating Committee for 2020 Officers.

Chairperson Comments:
Chairwoman Johnson asked Commissioner Davis about the prison closing in Tyrrell County. Commissioner Davis stated the prison was scheduled to close the second week in December for 6 months, after which time they will re-evaluate whether or not the prison will re-open. This closure will create a large loss of revenue for the County, as well as the possible inability to repay bonds for new sewer lines. The current employees are being transferred to the prison in either Bertie or Pasquotank Counties, both medium security prisons. Commissioner Davis thinks the prison system will lose these employees, creating more of a revenue loss for the County. Chairwoman Johnson suggested a letter of support be sent by Albemarle Commission to keep the prison open. Commissioner Davis said a petition has been signed throughout the County and a resolution has been written. Chairwoman Johnson asked that the resolution be sent to all Board members.

Board Member Comments:
Commissioner Griffin received an e-mail from the Commissioner’s Association about the Golden Leaf Disaster Funds currently available in the amount of $15 million. Golden Leaf has posted the counties that are eligible for this funding, which include the whole coastal state. He will forward the email he received to the Board.

Chairwoman Johnson received an invitation to meet the new Director of Golden Leaf, but will be unable to attend. She and Executive Director Wilkins agreed to invite him to one of Albemarle Commission’s Board meetings to learn what we are about, and get an understanding of the direction he is taking Golden Leaf.

Commissioner Pugh informed the Board Ocracoke was opening up to visitors on December 2, 2019. He mentioned issues with Highway 12 being closed due to storms, as well as the ferries being full every run with supplies, volunteers and debris. Commissioner Pugh said there are about 40-45 homes that will need to be rebuilt.

Adjournment:
Commissioner Leigh motioned to adjourn the meeting at 6:22 pm, seconded by Commissioner Davis, motion carried unanimously.

________________________________
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. Selection of 2020 Officers VOTE

b. Audit Presentation by Thompson, Price, Scott, Adams & Co (TPSA)

c. Selection of Consultant for 2020 Essential Single-Family Rehab Loan Pool Program VOTE

d. Resolution to Change Banks for Area Agency on Aging VOTE
Selection of 2020 Officers
Audit Presentation
Thompson, Price, Scott, Adams & Co (TPSA)
A RESOLUTION
APPROVING MCDAVID ASSOCIATES INC TO OVERSEE 2020 ESSENTIAL
SINGLE-FAMILY REHAB LOAN POOL (ESFRLP) FOR CHOWAN, PERQUIMIANS
AND WASHINGTON COUNTIES

January 16, 2020

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

WHEREAS, a Request for Proposal (RFP) was published by the Albemarle Commission for a Consultant to manage the Essential Single-Family Rehab Loan Pool Programs (ESFRLP);

WHEREAS, McDavid Associates, Inc. was the only Consultant to respond to the RFP AND McDavid Associates, Inc. currently manages the same grant for five other Region R Counties through agreement with the Albemarle Commission;

WHEREAS, a resolution accepting McDavid Associates, Inc. to oversee the 2020 ESFRLP;

WHEREAS, the award is contingent upon NCHFA approving the Albemarle Commission’s application for three (3) counties for the 2020 ESFRLP;

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

This Resolution shall become effective upon adoption.

Adopted this 16th day of January, 2020.

_______________________________
Chairperson

ATTEST:

_____________________________________
Ashley Stallings, Administrative & Benefits Coordinator
November 27, 2019

Melody Wilkins, Executive Director
Albemarle Commission
512 S. Church Street
Hertford, NC 27944

Subject: 2020 ESFRLP Programs
Albemarle Commission
5105

Dear Melody:

Enclosed is McDavid Associates' proposal for the Albemarle Commission’s 2020 ESFRLP programs in response to the Commission’s solicitation for Program Management Services. McDavid Associates appreciates this opportunity to provide information to you about our firm and is truly excited about the possibility of continuing our relationship with the Albemarle Commission.

If you have questions or need additional information, please contact me at (252) 753-2139.

Sincerely,

McDavid Associates, Inc.

Milton D. Barnette, Jr., PE
Project Manager
Proposal for ESFRLP Program
Management Services

Albemarle Commission

2020 Essentials Single Family Rehabilitation Loan Pool Programs

3714 North Main Street / PO Drawer 49
Farmville, NC 27828
Phone: (252) 753-2139 / Fax: (252) 753-5422
Email: MDB@mc david-inc.com
# Table of Contents

General Qualifications Statement  
  Company Profile  
  Company History  
  Staff Profile  

Summary of Experience for similar programs  

Staffing  
  Project Management Team  
  Availability  
  Brief Resume’s  
  References  

Management Plan/Technical Approach/Project Schedule  
  Project Management Plan  
  Schedule of Services  
  Scope of Services  

Cost Effectiveness  
  Fee Proposal  

Attachments  
  Certifications  
  Experience Detail
Company Profile

HOME OFFICE
McDavid Associates, Inc.
3714 North Main Street
P.O. Drawer 49
Farmville, NC 27828
Tel: (252) 753-2139
Fax: (252) 753-7220

BRANCH OFFICE
McDavid Associates, Inc.
109 E. Walnut Street
P.O. Box 1776
Goldsboro, NC 27530
Tel: (919) 736-7630
Fax: (919) 735-7351

PROFESSIONAL REGISTRATION
Alabama
Florida
Georgia
Kentucky
Maryland
Mississippi
New Jersey
North Carolina
South Carolina
Tennessee
West Virginia

PRINCIPAL OFFICERS
Albert V. Lewis, Jr. Chairman
Richard B. Moore President
Frank Tyndall Lewis Vice President
David E. Gurley, III Vice President
Joseph McKemey Vice President
Joseph McKemey Secretary
Richard B. Moore Treasurer
Company History

McDavid Associates, Inc. is a professional corporation organized and operated under Chapter 55-B of the North Carolina General Statutes. Through our corporate office in Farmville and our branch office in the City of Goldsboro, McDavid Associates, Inc. provides consulting, civil engineering, land surveying, and planning services to units of government and private entities. Our extensive experience and professional staff provide flexibility to meet clients’ various needs and develop cost effective solutions.

McDavid Associates, Inc. was founded in 1956 by John J. McDavid, Jr. and has since been in continuous operation. During this time, the firm has successfully completed a diversified range of technical projects including water systems, water treatment plants, elevated storage tanks, sewer systems, sewer treatment plants, CDBG administration, CDBG applications, building designs, mall planning and development, street development projects, subdivision development, land development, planning reports, feasibility studies, site design, site layout, drainage projects, development of all types of State and Federal funding programs, and other types of technical services and land surveying.
McDavid Associates, Inc. Staff Profile

McDavid Associates, Inc.'s professional staff has extensive experience in state and federally funded housing programs as well as engineering and municipal engineering of all types. With few exceptions, all housing and engineering design projects undertaken by McDavid Associates, Inc. involve a complete range of services including program administration, engineering development and design, construction management and inspection services as required.

McDavid Associates, Inc. utilizes management design philosophies and has sufficient design professionals to maximize local benefit through project design. Every effort is extended to provide involved, personal service to insure the completion of a quality project.

McDavid Associates, Inc.'s professional staff has extensive experience in CDBG funding for all types of activities. Our firm has dedicated significant Staff resources to CDBG funding since 1982. This effort is headed by Mike Barnette who will also be the point staff member for this program.

The following is a summary of McDavid Associates, Inc. staff listed by discipline:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Engineers</td>
<td>8</td>
</tr>
<tr>
<td>Professional Engineers/Program Managers</td>
<td>1</td>
</tr>
<tr>
<td>Professional Engineer/Professional Land Surveyor</td>
<td>2</td>
</tr>
<tr>
<td>Professional Land Surveyor</td>
<td>1</td>
</tr>
<tr>
<td>Civil Designers</td>
<td>1</td>
</tr>
<tr>
<td>Draftsmen</td>
<td>4</td>
</tr>
<tr>
<td>Construction Inspectors</td>
<td>8</td>
</tr>
<tr>
<td>Housing Technicians</td>
<td>2</td>
</tr>
<tr>
<td>Survey Personnel</td>
<td>1</td>
</tr>
<tr>
<td>Administrative</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL STAFF</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>
ESFRLP Project Experience

McDavid Associates, Inc. has been extensively involved in housing programs funded through CDBG funding agencies and NC Housing Finance Agency since 1982. Program structures have varied from housing at scattered sites to programs which affected neighborhood areas through treatment of housing and infrastructure needs. Milton D. Barnette, Jr. PE, “Mike” is the housing Program Manager for McDavid Associates, Inc. and has personally managed over 200 CDBG related programs.

McDavid Associates has been steadily involved with NCHFA programs since FY2015 programs. McDavid became heavily involved NCHFA program management with funding of the 2017 ESFRLP-DR and ESFRLP programs. Much of the increased NCHFA participation was influence by the State directing all of the CDBG federal funds received by the State into infrastructure improvements in 2013 which resulted in a gap in CDBG housing experience from 2013 to 2016. However, the influx of NCHFA Disaster Recovery funding as a result of the 2016 Hurricane Matthew and other tropical storms, has resulted in a need for housing program management services. McDavid Associates has remained steady and active in housing programs in spite of the reduced availability of funding.

A complete listing of McDavid Associates’ housing related experience since 2000 is included in the Attachments section as the end of this proposal.
McDavid Associates Inc. will commit a professional, experienced team to complete this project. The team concept will allow availability to project personnel on a continuous basis to address our clients' needs. In-house staff will provide all services and no sub consultants will be needed for management of this project. Key project personnel and their various areas of responsibility are listed below.

Milton D. Barnette, Jr., P.E.  
Program Manager

Lori Oxendine & Prince Barnette  
Administrative Assistants

Brian Hall  
Housing Specialist

Jordan Kearney  
Housing Specialist
Project Management Plan

McDavid Associates, Inc. approaches each project with a design philosophy of maximizing benefit to the program and the client on a cost conscious basis. ESFRLP programs must be coordinated with the overall program to insure the total grant program is successful. Our staff professionalism and experience allow us to maximize local benefit, develop cost effective designs and still meet all project requirements.

McDavid Associates, Inc. has a policy of utilizing extensive photograph documentation of construction projects. This process has proven invaluable in eliminating frivolous complaints, reducing dispute claims from contractors, and protecting our clients from liability.

McDavid Associates, Inc. has the size and experience to address a wide range of the client’s local needs. Through our experience in eastern North Carolina, we are familiar with local conditions and have familiarized ourselves with local facilities and utilities. We are a broad base firm and will not require sub-consultants to complete this program. All services will be provided through in-house experienced staff. McDavid Associates, Inc. is one of the most successful firms in North Carolina in preparing successful ESFRLP and CDBG applications. We routinely keep our clients in a position to reapply for additional funding. Our application success and awareness of what is needed to continually obtain funding, has resulted in long term CDBG success for our clients.

McDavid Associates, Inc. works diligently to develop designs to keep costs in balance with available funds. Recent observation of the housing construction market indicates a slight upswing in construction costs. McDavid Associates, Inc. has been able to develop balanced budgets on all projects that have had construction bids awarded to date. Once in construction, fiscal management philosophy of McDavid Associates, Inc. insures that project costs remain within budget of available funds. Our staff size and staff availability is such that we can immediately proceed with the development of program activities. We promote a program of project implementation that exceeds grant agreement schedule dates to best protect our clients’ interests.
Project Schedule

This program will initially affect 5 properties and hopefully additional units with Loan Pool funding. The time allotted to complete units is 36 months with minor extensions given as needed. This program will take approximately 36 months and will be affected by the limited pool of contractors participating in LMI housing rehabilitation work and especially the requirements resulting from the use of NCHFA funding.

Scope of Services

The proposed scope of services shall include the standard tasks necessary for project implementation in conformance with the following CDBG compliance areas.

- Post Approval Documentation and Policies
- Outreach assistance and evaluation of units for prioritization
- Environmental Review in the online Portal
- Pre-rehabilitation inspection to include scope of work investigation
- Loan Closing and recording of NCHFA provided loan documents
- Development of a work write-up suitable to use for receipt of bids
- Cost Estimate based on the work write-up
- Project and Construction Management
- Post Rehabilitation value determination
- Radon testing with a commercial radon test kit

McDavid Associates will provide all Program Management and Technical Housing Services as needed for turn-key completion of these services with Albemarle Commission Personnel providing oversight, review and approval activities, and financial management. Our firm is a full service consulting firm and will not require any sub-consultants to complete our proposed program activities.
Fee Proposal

Listed below is the hourly rate schedule McDavid Associates, Inc. will apply to this project. Prices listed include overhead, travel expenses, etc.

- Program Manager: $140.00
- Housing Specialist: $60.00
- Intake Specialist: $40.00

We anticipate soft costs for the housing activities to be consistent with the soft costs for prior NCHFA housing programs of $10,000 as listed in the PAD submission. Activities directly attributable to the Technical Housing Services activity include:
  - Outreach and qualification
  - Environmental review
  - Loan processing
  - Loan closing
  - Pre-Rehab inspection
  - Scope of Work
  - Work Write-up
  - Cost Estimate
  - Post Rehab Value determination
  - Construction Management
  - Program Management

Other soft cost items will be provided by others outside of Technical Housing Services include:
  - Title Opinions
  - Asbestos Testing
  - Lead Based Paint Testing
  - Lead Based Paint Clearance
  - First year premium flood insurance

McDavid Associates fees will be per unit based on the allowable Soft Cost total less the cost of the outside testing and services listed above. Other miscellaneous general administrative and assistance provided to the Albemarle Commission will be provided at no cost.
Appendix

1. Certification of Eligibility
2. Historical CDBG Project Summary

**CONTRACTOR'S CERTIFICATION OF ELIGIBILITY**

By entering into this contract, the contractor certifies that neither he (nor she or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a) (1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.


Milton O. Barnett
(Signature)

McDavid Associates, Inc.
(Name of Firm)

PO Drawer 49
(Street Address or P.O. Box)

Farmville, NC 27828
(City, State, Zip)

56-1012114
(Identification or Social Security No.)
To: Albemarle Commission
Board of Delegates

From: Jeri Hansen
Finance Officer

RE: Area Agency on Aging Checking Account

Date: January 7, 2020

The Area Agency on Aging (AAA) maintains a checking account with Atlantic Union Bank. When deposits are made into the account, a check is written from the account to Albemarle Commission to move the funds to the General Fund account. The AAA would like to close the checking account at Atlantic Union Bank and open a new checking account at Wells Fargo Bank.

**Staff Recommendation:** In an effort to streamline processes, it is recommended the AAA close the checking account at Atlantic Union Bank and open a new checking account at Wells Fargo Bank, where Albemarle Commission’s accounts are currently. This will provide Albemarle Regional Health Services (ARHS) the ability to move funds electronically, at the Commission’s direction, from AAA’s checking account to the General Fund account. Additionally, all bank accounts can be reconciled in a timelier manner, as all bank statements will arrive at the same time. Currently, bank statements from Atlantic Union Bank arrive much later in the month than Wells Fargo Bank Statements.
RESOLVED, by the Board of Delegates of the Albemarle Commission, that

WHEAREAS, the Commission needs to close the Area Agency on Aging’s checking account at Atlantic Union Bank and open a new checking account at Wells Fargo Bank;

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

1. Closing the Area Agency on Aging’s checking account at Atlantic Union Bank
2. Opening a new checking account at Wells Fargo Bank

This Resolution is adopted pursuant to the provisions of North Carolina General Statute 159-31(a). This Resolution shall become effective upon adoption.

Adopted this 16th day of January, 2020.

________________________________________________________________________
Chairperson

ATTEST:

________________________________________________________________________
Ashley Stallings, Program Administrative and Benefits Coordinator
10. Staff Reports
AAA Highlights:

- The AAA is in the beginning phase of planning for our 2021-2024 Area Plan. This plan outlines the goals and objectives of the AAA over the next four years. Regional meetings and surveys will be distributed in November-February to gain input from older adults, caregivers and other stakeholders throughout the region. For more information on the Area Plan, contact Laura Alvarico at 252-404-7078 or lalvarico@accog.org.
- AAA staff provided assistance to many local counties needing help with Medicare Open Enrollment. In November and December AAA staff counseled over 150 beneficiaries, with a cost savings of over $60,000 on prescription drug costs.
- The AAA staff continue to work with UNC Ashville and the Piedmont Triad Council of Government to work towards becoming an accredited Medicare provider for the Diabetes Self-Management Training (DSMT). This is a lengthy process but will allow us to bill Medicare for conducting DSMT classes for approved individuals in the future.
- The AAA is in the beginning stages of planning for our 36th Annual Albemarle Senior Games. Over 400 applications were distributed to past participants in December. Application deadline is February 15, 2020. Games begin in March. We are looking forward to another successful year in 2020.

Home and Community Care Block Grant Services

In December 2019, the AAA provided the following services to older adults, 60+, in our 10-county region through the Home and Community Care Block Grant (HCCBG):

- 3,125 hours of in-home aide services
- 821 general and medical transportation trips in nine counties, (not including Dare County).
- 173 full days of adult day health care in five counties, including Camden, Chowan, Currituck, Pasquotank and Perquimans.
- Information and Referrals services were provided to approximately 110 individuals.
Senior Nutrition Program (SNP)

Highlights

- The Senior Nutrition partnered with the American Red Cross to install over 40 smoke detectors in the homes of our home-bound clients in Camden and Currituck Counties.
- The AAA provided over 370 Christmas gift bags to home-bound seniors on the Home Delivered Meals program in December. Gifts were also distributed at various local congregate sites.
- The 4th annual Santa for Seniors project was a great success. We provided 31 older adults with personalized Christmas gifts and visits from staff. These clients were identified as having no family in the area to spend the holidays with.
- The Senior Nutrition Program has assembled a Home Delivered Meals Volunteer Committee, comprised of current volunteers from each county, to serve as an advisory group to help grow and improve our volunteer program. The first meeting will be held on January 16 at the Camden County Senior Center.

Senior Nutrition Program Totals:

- During the month of December, 7 clients were added to the Home Delivered Meals Program throughout the region.
- Staff completed 13 new referrals and 31 reassessments for eligibility.
- There are currently 43 individuals receiving Mom’s Meals. This program is designed to serve individuals in dire need that reside outside of a current route or who are on waiting list.
- 6 clients received nutritional supplements, such as Ensure.
- We continue to have a waiting list for Home Delivered Meals in the following counties: Chowan (15), Pasquotank (13), Washington (2).
- In December we had 972 volunteers that spent a total of 630 hours delivering meals to homebound clients throughout the region.

The following are service totals for the month of December:

<table>
<thead>
<tr>
<th>County</th>
<th>Congregate Meals</th>
<th>Home Delivered Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2020</td>
<td>FY 2019</td>
</tr>
<tr>
<td>Camden</td>
<td>165</td>
<td>176</td>
</tr>
<tr>
<td>Chowan</td>
<td>356</td>
<td>215</td>
</tr>
<tr>
<td>Currituck</td>
<td>242</td>
<td>161</td>
</tr>
<tr>
<td>Dare</td>
<td>396</td>
<td>334</td>
</tr>
<tr>
<td>Gates</td>
<td>147</td>
<td>149</td>
</tr>
<tr>
<td>Hyde</td>
<td>97</td>
<td>98</td>
</tr>
<tr>
<td>Pasquotank</td>
<td>423</td>
<td>324</td>
</tr>
<tr>
<td>Perquimans</td>
<td>498</td>
<td>506</td>
</tr>
<tr>
<td>Tyrrell</td>
<td>180</td>
<td>211</td>
</tr>
<tr>
<td>Washington</td>
<td>278</td>
<td>281</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>2,694</td>
<td>2,455</td>
</tr>
</tbody>
</table>

**2 less serving day(s) in FY 20 compared to FY 19**
Family Caregiver Support Program:

The Family Caregiver Support Program will be administering the state funded Project CARE (Caregivers Alternatives to Running on Empty) respite program for SY 19-20. This funding provides respite for individuals caring for loved ones with dementia.

During the month of December, the Family Caregiver Support Program provided the following services to caregivers throughout the region:

- 5 home/office assessments and counseling sessions were conducted for caregivers needing respite, supplemental services and/or case management.
- Staff facilitated Alzheimer’s Support Group in Perquimans- 12 in attendance
- 132 Hours of In-Home Respite services were provided to families across the region.
- Supplemental Services: Incontinent Supplies-13 units, and Ensure Nutritional supplement-24 units, were provided to several families throughout the region on an as needed basis.

For more information on the Family Caregiver Support Program or Project CARE, or to refer someone for services, please contact Lynne Raisor at 252-404-7090 or lraisor@accog.org.

Regional Long-Term Care Ombudsman Program:

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

- 7 Resident complaint cases were opened
- 11 Resident complaint cases were closed
- 0 monitoring visits were made to local Nursing Homes
- 3 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), Gates (5), Pasquotank (4), Perquimans (2), Tyrrell (1), and Washington (2).

Other Staff Updates & Initiatives:

- Staff continue to work with local Counties to explore and create Dementia Friendly Communities throughout the region. Staff attended DFC meetings in Chowan and Dare Counties.
- Staff continue to provide technical assistance to local senior centers that are seeking State SCOPE Certification and Title III-D funding.
The Albemarle Commission Area Agency on Aging is soliciting proposals from food service vendors to provide Title III-C Nutritional Services for the 10 counties located within the Region R Planning and Service Area. The purpose of the Title III-C Nutritional Program is to provide one hot nutritious mid-day meal with the 1/3 Recommended Daily Allowance (RDA) for Older Adults. The meals are to be provided five days (Monday through Friday) per week except for holidays as indicated in the bid specifications. A mandatory bidder’s conference (for new vendors) will be held on Friday, January 24, 2020 at the Albemarle Commission, located at 512 South Church St., Hertford, NC 27944. The bid specifications and packet can be found on the Albemarle Commission’s webpage at www.albemarlecommission.org. For more information on this opportunity to provide senior nutrition services for FY 2021-2023, please contact Laura Alvarico at 252-404-7078 or at lalvarico@accog.org
Albemarle Rural Planning Organization project highlights for the Albemarle Commission Board of Delegates

ARPO RTCC and RTAC meetings

Following is the ARPO RTCC and RTAC meeting schedule for 2020:

February 19, 2020, May 20, 2020 and October 21, 2020

All meetings will be held at the Albemarle Commission in Hertford and will begin at 10:00 am. The ARPO Boards typically meet four times per year except during the SPOT project scoring process. During that time, we meet three times per year in coordination with SPOT deadlines.

Drone Workshop

I have spoken with the NCDOT UAS Division to host another Drone workshop in our region. I had previously reported, they would be able to come back out to our region in the early fall of 2019 but after more discussion, they will not be able to host the workshop until the summer. The NCDOT has a robust Drone program and other states are very interested in it. The two employees, who head the program, often travel to give presentations out of state and their schedule is too tight to do the workshop in the spring. The workshop will focus on drone operator’s rules and regulations from an airport stand point.

East Coast Greenway

I attended an ECG coastal route meeting in New Bern on November 6, 2019. This meeting was regarding the “coastal” route of the East Coast Greenway. RPO and COG Directors from Eastern Carolina and Mid-East commission were in attendance. There has not been any further discussion on the “coastal” route but I will be attending the statewide meeting in February where we will discuss it again.
Safe Routes to Schools Non-Infrastructure grant

At their November 2019 meeting, the Albemarle Board of Delegates unanimously approved the selection of NC State/ ITRE as our partner for the Safe Routes to Schools non-infrastructure grant. We received the draft contract shortly before the Christmas holiday and it was reviewed by Will Norell of Horenthal, Riley, Ellis and Mayland. Will recommended no changes and the contract has been forwarded to the Albemarle Commission Executive Director for her signature. We will begin this project in February of 2020.

ENC Freight Plan

We were provided the draft of the ENC Freight plan in October and asked to provide comments. I asked that a part of the plan include discussion about inlets given the importance of dredging for both passenger (ferry) and freight (fishing, barges, bridge repairs, etc.) operations and my comments will be incorporated into the plan. We have not been provided a final draft of the plan for additional review yet.

P6.0

Staff has been completing the project data sheets required for the SPOT 6.0 process. This is a new requirement of RPO’s. Once complete, staff will forward them to the NCDOT Division 1 office for their review, and approval, before staff submits them to the SPOT office.

Documents Committee

The NCRPO Documents committee is currently working with the NCDOT TPD on revising LPA agreements. These agreements were reviewed and approved by COG’s when funds were provided to them to establish and oversee RPO programs throughout the state. The TPD is revising the agreements because they are out of date. Once the NCRPO Documents committee reviews the final draft, we will be forwarding the draft agreements to COG Directors for their review at one of their monthly meetings. Once all revisions are made, COG directors will bring the revised and updated LPA’s to their Boards for approval.

NC Moves 2050

I am still participating in the NC Moves 2050 plan and attended a workshop on October 29, 2019. The NC Moves 2050 surveys have also been provided in my Transportation updates that go out to my Boards as well as posted on the ARPO Facebook page. We will meet again in the early spring.
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 November 30, 2019

<table>
<thead>
<tr>
<th>Program Accounts</th>
<th>Budget</th>
<th>YTD Expenditures</th>
<th>MTD Expenditures</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>210 - Indirect Fund</td>
<td>$452,997.00</td>
<td>$167,227.00</td>
<td>$18,264.00</td>
<td>$285,770.00</td>
</tr>
<tr>
<td>320 - Economic Development Admin</td>
<td>$100,000.00</td>
<td>$44,831.00</td>
<td>$14,573.00</td>
<td>$55,169.00</td>
</tr>
<tr>
<td>365 - Dept. of Transportation (RPO)</td>
<td>$144,531.00</td>
<td>$51,162.00</td>
<td>$10,280.00</td>
<td>$93,369.00</td>
</tr>
<tr>
<td>520 - Aging Program</td>
<td>$2,912,132.00</td>
<td>$944,193.00</td>
<td>$275,663.00</td>
<td>$1,967,939.00</td>
</tr>
</tbody>
</table>

Workforce Development

<table>
<thead>
<tr>
<th>Program Accounts</th>
<th>Budget</th>
<th>YTD Expenditures</th>
<th>MTD Expenditures</th>
<th>Available Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>735 - WD-Adult</td>
<td>$1,039,292.00</td>
<td>$286,017.00</td>
<td>$48,011.00</td>
<td>$753,275.00</td>
</tr>
<tr>
<td>735 - WD-Dislocated Worker</td>
<td>$624,730.00</td>
<td>$99,214.00</td>
<td>$20,637.00</td>
<td>$525,516.00</td>
</tr>
<tr>
<td>790 - WD Administrative Fund</td>
<td>$227,379.00</td>
<td>$40,794.00</td>
<td>$8,803.00</td>
<td>$186,585.00</td>
</tr>
<tr>
<td>810 - Youth</td>
<td>$1,029,541.00</td>
<td>$243,280.00</td>
<td>$50,862.00</td>
<td>$786,261.00</td>
</tr>
<tr>
<td>814 - WD - Special Grants/Projects</td>
<td>$263,812.00</td>
<td>$54,479.00</td>
<td>$11,375.00</td>
<td>$209,333.00</td>
</tr>
<tr>
<td>Total</td>
<td>$3,184,754.00</td>
<td>$723,784.00</td>
<td>$139,688.00</td>
<td>$2,460,970.00</td>
</tr>
</tbody>
</table>

NOTE: MTD amounts are included in the YTD amounts.

Bank Accounts

<table>
<thead>
<tr>
<th>Program Accounts</th>
<th>Ending Balance as of 11-30-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo - Commercial Checking Public Funds</td>
<td>$331,851.28</td>
</tr>
<tr>
<td>Wells Fargo - Money Market</td>
<td>$342,345.93</td>
</tr>
<tr>
<td>NC Cash Management</td>
<td>$1,645,529.56</td>
</tr>
<tr>
<td>NC Cash Management - EDA Acct</td>
<td>$273,368.15</td>
</tr>
<tr>
<td>Atlantic Union-AAA Senior Nutrition</td>
<td>$3,452.20</td>
</tr>
</tbody>
</table>
Area Agency on Aging (AAA)

The AAA was established to address the growing needs of older and disabled adults & their caregivers in our 10 county region through a variety of community based services enabling them to remain independent and in their own homes.

Revenue for AAA comes from annual Federal and State grants, county dues and donations.

AAA covers the salaries and fringe benefits for the following individuals:

- AAA Director
- Aging Specialists
- Regional Long Term Care Ombudsman
- Family Caregiver Support Specialist
- Home Delivered Meals Coordinators
- Administrative and Volunteer Coordinator
- Financial Support Specialist
- Nutrition Site Managers

AAA focuses on 5 core services:

Supportive Services - Supportive Services provided by the AAA include the administration and management of various grants used to provide services and support for older adults throughout the community. The Home and Community Care Block Grant (HCCBG) provides a variety of community based services that are intended to assist older adults to safely remain in their homes and independent. Such services include In-Home Aide Services, General and Medical Transportation, Adult Day Health Care & Legal Services. The AAA also administers other various State and Federal grants to include the Local Contact Agency (LCA) Grant, Medicare Information for Patients and Providers Act (MIPPA) Grant, Senior Medicare Patrol (SMP) Grant, and Senior Center General Purpose Grant. Additionally, the AAA applies for and administers various local grants used to extend services to older adults in need.

Nutrition - The Nutrition Program consists of the Home Delivered Meals Program and the Congregate Nutrition Program. The AAA offers both of these programs as a direct service, as approved by the Division of Aging and Adult Services. Through these programs, the AAA provides nutritious mid-day meals to older adults, 60+. The Home Delivered Meals program serves over 350 clients that are homebound and physically or mentally unable to obtain their own nutrition. Meals are delivered to the clients by local volunteers. This program also serves as a friendly visit and wellness check for clients who live alone. The congregate program is held at 13 local sites throughout the region, primarily at Senior Centers and Senior Housing complexes. The congregate program is intended to promote socialization among older adults who are physically able to come to a site. Meals for both programs are served Monday- Friday, except holidays.

Elder Rights - The Long Term Care Ombudsman serves as an advocate for Resident Rights and is responsible for investigating complaints made by, or on behalf of, long-term care residents. Ombudsmen work with residents, family members, concerned citizens, facilities, as well as public and private agencies to enhance the quality of care and quality of life for residents in long-term care facilities. Another responsibility of the AAA that falls into the Elder Rights service is Elder Abuse awareness and education. This is done throughout the year by providing educational and advocacy events throughout the region for older adults, professionals and the general public.

Caregiver Support - The Caregiver Support program provides services and support for caregivers that are caring for loved ones in the community. Services provided include information and counseling services, education and training, respite care and various supplemental services. There are two different respite
programs available through the family caregiver support program, including in-home respite and institutional respite. The Family Caregiver Support Specialist also administers the State funded Project CARE (Caregiver Alternatives to Running on Empty). This program is aimed specifically at caregivers caring for individuals with Alzheimer’s or related dementias.

Health & Wellness - The AAA provides a variety of programs to promote and enhance the health and wellbeing of older adults throughout the region. In addition to the grants that are given to local senior centers to provide such services, the AAA also provides Evidenced Based Health Promotion Programs (EBHP) including Living Healthy, Living Healthy with Diabetes, Matter of Balance, Powerful Tools for Caregivers, Healthy IDEAS and Home Meds. The AAA also provides fall prevention education and programs throughout the region. The AAA also funds and coordinates the Albemarle Senior Games, a program sanctioned by the North Carolina Senior Games, which promotes fun, fitness and fellowship throughout the year.

As of November 30, 2019, AAA has expended 32% of their total annual budget. Although the AAA is on target for this time of year, reimbursements to local provider agencies and contracted nutrition caterers is a month behind due to reporting schedules. Therefore the November 30, 2019 financial report, does not include any expenditures for services provided in November (or thereafter).

Additionally, there are several funding sources that are utilized for specific programs that are not expected to take place until later this FY. These programs include Operation Fan Heat Relief, Elder Abuse Awareness and Senior Games.

The AAA is on target to utilize all of its funding for FY 2019-2020.
Northeastern Workforce Development Board Report to Albemarle Commission Board:
January 2020 (November – December 2019)
Dave Whitmer, NWDB Director

I. Organization Structure/staffing:
We are currently fully staffed.

II. Counts
Below are numbers from our three NCWorks Career Centers for November and December:

<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>48</td>
<td>338</td>
<td>1,106</td>
</tr>
<tr>
<td>NCWorks Career Center, Dare County</td>
<td>69</td>
<td>556</td>
<td>2,989</td>
</tr>
<tr>
<td>NCWorks Career Center, Elizabeth City</td>
<td>169</td>
<td>1,054</td>
<td>4,931</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>286</strong></td>
<td><strong>1,948</strong></td>
<td><strong>9026</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:

**106 Adults**

**7 Dislocated Workers**

III. Board Organization and Updates
Board Membership: The Consortium appointed 4 new members to the NWDB as follows:
- Brandon Shuler, Dare County – Business Rep, Guy C. Lee Building Materials
- Diane White, Washington County – Business Rep, Domtar Company
- Sandi Brickhouse Smith, Tyrrell County – Business Rep, Cherry Farms Seed Company
- Larry Lombardi – Economic Development Representative

We are now short just two members. We need an apprenticeship representative and a Title II (Adult Education) representative. The Title II position will be filled when COA hires a new Adult Education Director.
IV. Updates

- Career Centers:
  - Our live broadcast on ECSU’s radio station (WRVS FM – 89.9), NCWorks Career Center Corner, resumed in September. The show airs at 7:30am on the fourth Tuesday each month.

  - The Career Centers continue to conduct hiring events for employers. Hiring events held at the Centers in October are as follows:

    ▪ Mediacom (Elizabeth City 1 event)
    ▪ US Census (Elizabeth City 1 event; Dare 2 events)
    ▪ Telephonics* (1 event at COA in EC)
    ▪ Department of Public Safety (Dare 1 event)

  * Approximately 170 job seekers attended the Telephonics event which was done in partnership with COA. Please see the attached letter from Secretary of Commerce, Tony Copeland, recognizing this event.

  - Center staff participated/will participate in the following community events:

    ▪ First Flight High School Career Day: Nov 19
    ▪ Currituck Co. High School Career Forum: Nov 22
    ▪ Northeastern High School Trade Show: Dec 9

  - Starting in February, the Center in Edenton will be open three days a week. It previously had been open only 2 days a week.

  - The Department of Commerce has released a new NCWorks Logo:

    ![NCWorks Logo](image)

    A proud partner of the American Job Center* network

- Career Pathways: We continue our regional career pathway work. We have created four pathways, three 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 submitted our Business Support Services career pathways application (in partnership with COA, Perquimans Co Schools, Edenton-Chowan School District, EC/Pasquotank Co Schools, Dare Co Schools, and Currituck Co Schools) for local implementation certification. Local implementation basically means that the Community College, High Schools, and NCWorks Career Centers are working together seamlessness to promote and support careers within the Business Support Services pathway.
We continue to partner with Elizabeth Standafer (Youth Apprenticeship Coordinator, NC Colleges System Office) on the Partnership to Advance Youth Apprenticeship (PAYA). This is a multi-year initiative that will support efforts in states and cities to expand access to high-quality apprenticeship opportunities for high school age youth. North Carolina was awarded $150,000. Eastern North Carolina will be participating in a regional project to implement youth apprenticeship within the Agriculture industry sector.

Beaufort County Community College has identified an employer “Champion” (Griffin Farms, Inc) and are working to add more employers. We are hopeful that Career and Technical Education (CTE) teachers from Washington, Tyrrell, and Hyde will join in this effort as well.

We continue to partner with the Governor’s Office and the Research Triangle Institute (RTI) to develop a Career Pathway for teachers. We were chosen by the Governor’s office and RTI to assist with this pilot project due to our leadership throughout NC with Career Pathways. The ultimate goal of the pathway is to help recruit and retain teachers. We will be meeting with the superintendents in the Northeast Prosperity Zone in December to gauge their support and interest in creating this pathway.

Our Career Pathways Facilitator met with superintendents from 13 of the northeastern NC counties. They agreed to have RTI conduct a roundtable event so we can gather more information.

**ACT Certified Work Ready Communities:** Below is an update on where we are at with Work Ready Certification in our region.

- Tyrrell County has earned their Work Ready Community Certification!!
- Gates, Chowan, Perquimans, Washington, and Hyde Counties have been certified.

**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.

- **“NCWorks For Job Seekers” Workshops Conducted by our NCWorks Outreach Coordinator as follows:**
  - Dare County Library/KDH: Nov 12
  - Dare County Library/Hatteras: Nov 14
  - Tyrrell County Library: Nov 19; Dec 18
  - Hyde County Library: Nov 20; Dec 18

NWDB Report to Albemarle Commission Board – January 2020
- Camden County Library: Nov 25
- Gates County Library: Dec 12

- **Career Development Workshops conducted in Highs Schools as follows (in partnership with NextGen/NCWorks staff):**
  - Dare County Alternative School: Nov 6
  - Perquimans Co HS: Nov 20
  - Camden Co HS: Nov 21
  - Northeast Academy for Aerospace and Advanced Technologies (NEAAT), 8th grade: Dec 2
  - Camden Co HS Career Mgt: Dec 4
  - NEAAT, 9th grade: Dec 9
  - NEAAT, 12th grade: Dec 10

- **#worklocal:** 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.

  **We are now expanding this into Washington County.**

- **Career Essentials:** NWDB has partnered with COA Edenton, Edenton-Chowan Public Schools, and local employers (Albemarle Boats, Regulator Marine, Colony Tire, Jimbos Jumbos/Hampton Farms) to begin implementation of a "Career Essentials" Curriculum. Beginning in the Spring 2020 semester, a cohort of high school seniors will take this series of courses. The goal of the Career Essentials program is to offer a short term (6 weeks) program that students can use to acquire local positions. The current curriculum design of the Career Essentials program includes the following: Workspace Success and Characteristics of a Good Employee, Problem Solving and Critical Thinking, Ins/Outs of a Business, Nuts/Bolts of Manufacturing, Quality Assurance, Blueprint Reading, Basic Electricity, and Basic Hydraulics and Pneumatics. Students will also get a Forklift Certification, OSHA 10, a White Belt Certification and a Yellow Belt Certification.

  **This course starts on Feb 3rd, 2020. Those who complete the course will receive interview preference with the partnering employers listed above.**

- **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 63 grant applications. The recipients received tires, money to cover rent, tuition, money for gas, etc.**

NWDB Report to Albemarle Commission Board – January 2020
- **Cost Sharing (Career Center Infrastructure Costs):** All Career Center partners (as mandated by WIOA) are required by federal law to share the infrastructure costs of the career centers. We have obtained all 23 required signatures on the Career Center Infrastructure Agreement (IFA) and it has been approved by the Division of Workforce Solutions.

- **Albemarle Overdose Prevention Coalition (AOPC):** Albemarle Regional Health Services (ARHS) has created the Albemarle Overdose Prevention Coalition to help bring together community partners to create a streamline approach to get individuals into systems of care for substance abuse issues. We are participating in this and have provided a letter of support for a grant they are applying for.

I am excited to report that ARHS has been awarded the $275,000 NCDHHS Community Linkages to Care grant to help the AOPC with their efforts to implement community based strategies to prevent fatal and non-fatal opioid overdoses, increase access and linkages to care services for the most vulnerable populations, and build local capacity to responds to the overdose crisis.

- **NextGen (Youth) Updates:** The NWDB NextGen program is planning several new events/programs for this coming spring/summer as follows:
  - Summer Work Experience for NextGen participants
  - Annual Achievement Banquet for NextGen participants
  - Trip to Washington DC for NextGen participants

- **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/)
November 21, 2019

Mr. Kevin McSweeney
President
Telephonics Corporation
815 Broad Hollow Road
Farmingdale, NY 11735

Dear Kevin,

It was a pleasure to meet with you and Steve at the AUSA Convention in Washington, DC last month. It was good to hear about your high regard for North Carolina and that you will be keeping the state in mind for future expansion opportunities.

You indicated when we met that hiring qualified candidates and providing them with customized training would be key components to ensuring the success of your recently announced expansion in Pasquotank County.

I understand that our team sponsored a large hiring event for the company in Elizabeth City just yesterday and that nearly 170 people attended. We were pleased to assist with this event and understand your team was very pleased with the turnout. Clearly, the local NC Works Career Center and College of the Albemarle team are already engaged and working well with your team on the ground.

I wanted to be sure you had the contact details for our team member that is responsible for providing this assistance to you. Larry Donley is the NC Works Regional Operations Director for this part of the state. He can be reached at 252.255.9067 or larry.donley@nccommerce.com. He is well aware of your current expansion plans, attended the hiring event, and is available to you if you have any questions or concerns regarding finding the talent you need.

Sincerely,

[Signature]

Anthony M. Copeland

cc: Larry Donley
11. Executive Director Report
• The Albemarle Commission application for the 2020 Partnership Planning Grant funded by Economic Development Administration has been submitted for review and consideration. The Grant would provide $210,000 over the next 3 years and requires a $90,000 non-federal match from the Commission. If funded, the monies would be used to foster collaborative regional economic development efforts. Our Economic Development Administration (EDA) representative has stated that her review of the planning application is complete and sufficient documentation was submitted to move the application forward for legal review at EDA.

• Staff is gearing up for the preparation of the 2020-2021 Albemarle Commission budget. As a first step, a proposed calendar of budget-related duties has been established and is attached to this report for Board review.

• On January 29, 2020, from 10:00 am to 2:00 pm, the Albemarle Commission in conjunction with the NC Department of Information Technology – Broadband Infrastructure Office, will host a workshop on the challenges and opportunities for our region with respect to broadband internet connectivity. Lunch will be provided around noon. An email invite and a follow up reminder were sent to all ten counties in our region with requests that Information Technology staff, Grant Administrators, Planners, and Managers join us for this important workshop titled “Broadband 101”. This same workshop has been held at multiple Council of Governments and received excellent reviews. An announcement with additional details is attached to this report and we ask that you share with your county representatives.

• The Albemarle Commission FYE 06/30/2019 audit is complete and TPSA CPAs reps will present the Audit to the Board of Delegates at the January 16, 2020, board meeting. Hard copies will be distributed to board members during the audit presentation. Alan Thompson, CPA, has been asked to arrive at 6:30 pm to ensure the Board has adequate time to elect 2020 Officers of the Albemarle Commission Board of Delegates.

• On February 11, 2020, from 5:00 pm to 7:30 pm, the County Managers/County Chairs will meet at a location to be determined. Please encourage your county managers and county commission chairpersons to join us. We average 60-80% attendance and would like to have all ten counties at the table.

• We have received inquiries regarding terms of service for the at-large board delegates and asked Attorney Leidy to clarify. Specifically, the at-large delegates appointed as a result of the 2019 Resolution will serve two-year terms meaning the current at-large member terms expire at the end of December, 2020. The next at large delegates will be appointed by each of the following counties: Gates, Hyde, Pasquotank and Perquimans effective 2021. Please direct any follow up questions to Attorney Leidy if needed.
PROPOSED BUDGET CALENDAR
2020-2021

February 14, 2020  Budget Packet to Program Directors
February 28, 2020  Program Directors Budget Requests Due
March 5, 2020  Program Directors Budget Meetings
March 9, 2020  Executive Director & Finance Officer Review
March 13, 2020  Draft Budget Submitted to ARHS

ALBEMARLE COMMISSION BOARD DATES

March 19, 2020  Full Board Budget Review
April 16, 2020  Submission of Budget and Budget Message
May 21, 2020  Public Hearing
June 18, 2020  Adoption of Budget
Agenda topics will include the following:

- Connecting with Provider Partners
- What is Broadband?
- Digital Equity
- Resources and Efforts at the Federal and State Level
- Technical Overview and Barriers to Deployment
- Regional and Community Planning

The Albemarle Commission, in conjunction with the NC Department of Information Technology - Broadband Infrastructure Office, will host a workshop on the challenges and opportunities for our region with respect to broadband internet connectivity.

Lunch will be provided!

January 29, 2020  |  10:00am - 2:00pm

Albemarle Commission
512 S. Church Street
Hertford, NC 27944

For more information about NC DIT, visit their website, https://it.nc.gov/
Visit https://www.albemarlecommission.org/ to learn more information about the Albemarle Commission
12. Reports from Committees
13. Chairman & Board Delegate Comments
15. Adjournment

Delegate Members, please turn in your mileage sheet

NEXT MEETING

Thursday, February 20th, 2020 at 6:00 PM
**ALBEMARLE COMMISSION**  
**TRAVEL REIMBURSEMENT-Board Member Travel**

**Name**:  
**Address**:  

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Miles</th>
<th>Miles X .575</th>
<th># of Meals</th>
<th>Meal Expense</th>
<th>Other</th>
<th>Total By Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

**Total Reimbursement Due**:  
**Vendor #**:  

---

**SIGNATURES**  
**ADMINISTRATION USE ONLY**

**Board Member Signature**

**Date**

**Budget Code**  
52100-523775

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