

Minutes of the Albemarle Commission

Board of Delegates

November 15, 2018 6:00PM

Opening

Chairwoman Marion Gilbert called the meeting to order at 6:00 p.m.

Pledge of Allegiance

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

Invocation

Vice Chairman Leroy Spivey led the Board in the Invocation.

Determination of Quorum

The presence of a quorum was determined by Clerk and Program Administrative Coordinator Laura Rollinson with ten (10) Members present.

<u>Name</u>	<u>County</u>
Clayton Riggs	Camden
Marion Gilbert	Currituck
Elizabeth White	Currituck
Rob Ross	Dare
Linda Hofler	Gates
Earl Pugh	Hyde
Lloyd Griffin	Pasquotank
Fondella Leigh	Perquimans
Leroy Spivey	Tyrrell
Tracey Johnson	Washington

<u>Absent Members</u>	<u>County</u>
Sandra Duckwall	Camden

Partners, guests, and staff present:

Albemarle Commission Attorney John Leidy of Hornthal, Riley, Ellis and Malland was present. Staff members:

Robert Murphy, Interim Executive Director

David Whitmer, NWDB Director

Emily Nicholson, Assistant NWDB Director

Laura Alvarico, AAA and Nutrition Director

Angela Welsh, RPO Director

Carolyn LaDow, Finance Officer
Laura Rollinson
Guests and Partners
Revolving Loan Fund Committee member Gary Jordan
Mr. and Mrs. Daughtry' owners of Atlantic Craft Beer and Specialty Wine Distributors in Powell's Point.

Agenda (VOTE):

Board member Linda Hofler made a motion to amend the agenda by moving Item 9a (Closed Session in accordance with NCGS 143-318 (11) (1) (6) Personnel Matter) until the end of the meeting (Item 13a). Her motion was seconded by Vice Chair Leroy Spivey, with no further discussion, the motion carried unanimously.

Approval of October, 2018 Minutes (VOTE):

Chairwoman Marion Gilbert presented the October 18, 2018 Albemarle Commission Board Meeting minutes. Board Member Rob Ross made a motion to approve the minutes as written. His motion was seconded by Board Member Earl Pugh, and with no further discussion, the motion carried unanimously.

Public Comments:

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

Unfinished Business:

a. Personnel Policy (VOTE)

Chairwoman Gilbert opened the floor to unfinished business. She explained that the Board had tabled the discussion of the Personnel Policy Manual at the last meeting.

Board member Rob Ross noted the following: Page 65, Item 10, should read "The panel, by majority vote, may (instead of my); Page 69, last paragraph should read "No Board member or employee shall engage in any other conduct that or activity that creates a conflict There was discussion on Page 63, Step 3 where it reads that the Executive Director's decision shall be the final decision, with Board member Ross asking if that is in conflict with Page 64, Section 6, Panel Hearing Alternative. Mr. Leidy explained that there are two alternatives for hearing a grievance; appeal it to the Executive Director or, appeal it to the Grievance Panel for a hearing. In both cases, by law the Executive Director determines the final action to be taken. He referred the Board to Page 66, Item D. which details the Scope of the Decision made by the Grievance Panel indicating the Grievance Panel serves in an advisory rather than a decision-making capacity. Mr. Leidy explained that the Grievance process gives an employee an opportunity to "have their day in court", which can avoid further legal proceedings regarding the grievance. Board delegate Lloyd Griffin suggested this item remain open for discussion.

Board member Elizabeth White noted the following: Page 61, 4th paragraph should be section 4 below (instead of above). There was discussion by the board about whether there should be more consistency in the number of days that each step needs to be addressed. There was also discussion on whether it refers to calendar or business days. Mr. Leidy said the timeline can be extended by agreement of both parties. Board member Lloyd Griffin noted the following:

Page 63, Step 3 should read "The Executive Director shall (instead of may) conduct such review." Discussion ensued on how employees would go about reporting a grievance against the Executive Director and how best to handle sexual harassment issues.

There was significant discussion on the use of compensatory time (Page 34), asking whether to have a cap on the amount of time that can be earned, and whether exempt employees should continue to receive this benefit. Executive Director Murphy said that he would take a look at the policy. Mr. Leidy commented that giving compensatory time to exempt employees a benefit as it is not required by law.

Board member Lloyd Griffin referred to Page 36, Section 9, asking if there was a safety manual. Executive Director Murphy said he would look into it. Board member Lloyd Griffin referred to Page 37, Section 10. Substance Abuse Policy, asking what would trigger an investigation for drug abuse as the policy as written only defines a drug free workplace. Shouldn't there be something in writing about the process of investigating potential drug use? He directed the board to Page 38, Section 12 Computer Usage Policy stating that he understands employees will use their personal computers to check e-mail or work from home and asked what we are doing to prevent a virus from infecting our systems?

The board then discussed the cell phone usage policy, asking for the \$25 stipend be re-evaluated as it may need to be adjusted. It was also requested by the board that the Voluntary Shared Leave Policy be reviewed.

Board member Lloyd Griffin made a motion to table the passage of the personnel policy until corrections and clarification can be considered. His motion was seconded by Vice Chair Leroy Spivey, the motion was carried unanimously.

b. Signatory Agent Information (VOTE):

Carolyn stated that after surveying other organizations and Councils of Government on their checking signing policy, she reported that the finance officer and either the ED or someone from the board should sign checks. Signatures are digital, manual or a combination of both. Wants the board to consider by resolution to change the check writing policy to designate positions rather than people be authorized to sign checks.

Board member Tracey Johnson, made a motion to designate the positions of Finance Officer and an Executive Board member be designated to sign checks, with the alternate being the Executive Director. Her motion was seconded by Board member Lloyd Griffin, the motion was carried unanimously.

New Business-(moved to Item 13 a.)

Reports of Staff

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

Transportation:

Chairwoman Gilbert opened the floor to RPO Director Angela Welsh. Director Welsh referred the board to her submitted report and proceeded to share that she visited 3 airports with Deputy Secretary Julie White during her visit to the region. Some of the highlights of the tour included Dare County's efforts to increase the airport's runway length, which will entail an Economic Impact Study which they are working on. They have also applied for an FAA grant to purchase an additional 4.5 acres for the project. Director Welsh reported that in Plymouth they discussed plans for a multi-use airport. The airport in Plymouth has been used as a staging area by FEMA and the Red Cross for the region's most recent hurricanes. They have received a 7-million-dollar grant for airport improvements. The tour also included Elizabeth City and Edenton. The Deputy Secretary also discussed pedestrian projects and bridge projects in Currituck. She spoke to Deputy Director Welsh about pedestrian projects and bridge projects in Currituck.

Employment:

Chairwoman Gilbert opened the floor to Northeastern Workforce Development Board Director David Whitmer. Director Whitmer reported success in filling the position of Assistant Manager at the Elizabeth City Career Center and after finishing a third round of interviews for the Manager of Elizabeth City and Chowan County career centers, have settled on a strong candidate and have sent it off to the State for review. Director Whitmer updated the board on the Cost Sharing project, explaining that Federal law requires all partners of the career centers share in the infrastructure cost of the centers. There was an agreement in place until June 30, 2018 but since most negotiations occur on a statewide level, we had not been provided the information we needed to move forward with local agreements until very recently, so we are working on that now. He reported that we have received applications for the Finish Line grant with COA and we are working with Beaufort Community College to submit an application with them as well. Director Whitmer distributed the new Employer and Job Seeker Resource Guides to the Board members.

AAA& Senior Nutrition:

Chairwoman Gilbert opened the floor to Area Agency on Aging and Senior Nutrition Director Laura Alvarico. Director Alvarico referred the board to her submitted report. Director Alvarico reported that the Nutrition program will be closed as usual, the week of Christmas (12/24/18-1/1/19) to allow volunteers and Volunteer coordinators a break. All clients will receive 7 days of shelf stable meals and those alone at Christmas will be called and checked on by designated volunteer staff. Director Alvarico reported there are currently 37 on the waiting list for home delivered meals in Pasquotank, Chowan, and Washington counties due to a lack of space on an available route. Work is ensuing to expand routes. She reported that we received a \$2,500 grant from the North Carolina Community Foundation to provide additional meals in Currituck and Dare counties and hope to start a Nags Head route. Director Alvarico said there are still Project Care vouchers available for respite care of individuals who are caring for dementia patients. She also noted that there have been two retirements, Faith Long and Audrey Holland. Director Alvarico reported that Project Care Vouchers are available. Respite for individual who is caring for dementia patients.

Money:

Chairwoman Gilbert opened the floor to Finance Officer Carolyn LaDow. Finance Officer LaDow reported that the Health Department was not able to get a financial report this month for the board due to timing and computer issues so she will bring it to the January meeting.

Report of the Interim Executive Director:

Chairwoman Gilbert opened the floor to Albemarle Commission Interim Executive Director Robert Murphy. Director Murphy advised the board that he will be working Mondays, Wednesdays and Fridays.

Report of Committees

a. Chairperson Nomination Committee (VOTE)

Chairwoman Gilbert opened the floor to Chairwoman Tracey Johnson of the Nomination committee. Chairwoman Johnson ask Mr. Leidy to give the background. Mr. Liedy explained the procedures that apply for nominations. He noted that the board is governed by the Bylaws and by the Charter that formed the Albemarle Commission. The Charter provides for the formation and organization of the board of delegates. Each County has an appointee and four additional non-elected members. The Charter and Bylaws both state that to be an officer you have to be a member of an elected body. Bylaws do provide that in the event the Vice-Chair can't serve, the Secretary can serve in his/her place. Nominations are to be provided to the Executive Director 14 days in advance of the notice sent to Board. Elections are to be held at January meeting. The Charter states that all members of the board serve only one-year terms while the Bylaws are for longer terms. The Charter also states that all officers need to have appointing authority repeated each year. The Charter has not been changed since 1997 and any changes have to be adopted by all member counties. Mr. Leidy suggested the Charter and the Bylaws at the January meeting.

Nomination Committee Chairwoman Tracey Johnson announced the slate of delegates to the board. For Chair: Lloyd Griffin and Tracey Johnson; Vice-Chair; Clayton Riggs and Rob Ross; Secretary Linda Hofler. Chairwoman Johnson announced that if anyone else wishes to be nominated, they can so at the January 17, 2019 meeting.

Board Member Comments:

Chairwoman Gilbert thanked all the members and the staff for supporting her during her tenure as the Chairwoman of the Commission. Vice-chair Leroy Spivey said he served 6 years on the Commission, 2 years as Chair, thanking the staff for their hard work. Secretary Linda Hofler thanked the staff for their stability in serving our communities and also thanked Chair Gilbert and Vice-chair Spivey for their service. Board member Rob Ross stated Chairwoman Gilbert and Vice-Chair Leroy Spivey will be missed. Board member Fondella Leigh agreed that both Chairwomen Gilbert and Vice-Chair Spivey will be missed and thanked the staff for their work. Board member Elizabeth White thanked Chair Gilbert and Vice-Chair Spivey. Board member Lloyd Griffin presented Vice-Chair Spivey with a plaque from the RPO for his service. Board member Earl Pugh added his thanks. Board member Tracey Johnson thanked the Chair, Vice-Chair and staff and commented that she truly enjoy volunteering for Meals on Wheels.

Closed Session NCSS 143-318 (11) (1) (6):

Board member Lloyd Griffin made a motion to enter into a closed session in accordance with North Carolina General Statute 143-318. (11) (1) (6) for a specific personnel matter. Motion was seconded by Leroy Spivey and with no further discussion the motion was carried. Board entered into closed session at 8:15 pm.

Open Session:

Board member Rob Ross made a motion to return to open session. His motion was seconded by Board member Linda Hofler and with no further discussion, the motion was carried unanimously.

Chairwoman Marion Gilbert returned the Board to open session at 8:47 pm.

Adjournment

Board member Elizabeth White made a motion to adjourn the Board meeting. Her motion was seconded by Board member Linda Hofler and with no further discussion, the motion was carried unanimously. The meeting adjourned at 8:50 pm.

Tracey A. Johnson

Chairperson of the Board

Tracey A Johnson

Attested by:

Laura Rollinson

Clerk to the Board

Laura Rollinson