ALBEMARLE COMMISSION
BOARD OF DELEGATES MEETING
Thursday, September 19, 2019
TIME: 6:00 p.m. Board Meeting
LOCATION: Albemarle Commission Offices
A LIGHT DINNER WILL BE PROVIDED AT 5:30 PRIOR TO THE MEETING

Item 1. Opening  Page 02
Item 2. Invocation  Page 02
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Item 13. Chairperson & Board Delegates Comments  Page
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To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
Item 15. ADJOURNMENT  Page

ATTACHMENT: BOARD TRAVEL REIMBURSEMENT SHEET

NEXT MEETING: October 17th, 2019 @ 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 AUGUST 2019 meeting – VOTE
Minutes of the
Albemarle Commission Board of
Delegates August 15, 2019
6:00 PM

Opening
Chairwoman Tracey A. Johnson called the meeting to order at 6:00 p.m.

Chairwoman Johnson made the following changes to the Agenda, moving the Invocation before the Pledge and moving Item 9-A to 6-A.

Invocation
Board Member Fondella Leigh led the Board in the Invocation.

Pledge of Allegiance
Board Member Jordan Davis led the Board in the Pledge of Allegiance.

Determination of Quorum
The presence of a quorum was determined by Clerk and Administrative Benefits Coordinator, Ashley Stallings, with eleven (11) Members present.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Clayton Riggs</td>
<td>Camden</td>
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<td>Harriett DeHart</td>
<td>Chowan</td>
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<td>Paul Beaumont</td>
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<td>Elizabeth White</td>
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<td>Howard Swain</td>
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<td>Wallace Nelson (Alternante, Not Voting)</td>
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<td>Jordan Davis</td>
<td>Tyrrell</td>
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<td>Tracey A. Johnson</td>
<td>Washington</td>
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<td>Marion Gilbert</td>
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Absent Members
Sandara Duckwall              Camden
Robert Kirby                  Chowan
Linda Hofler                  Gates
Earl Pugh                     Hyde

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

Staff members:
Melody Wilkins, Executive Director
Jeri Hansen, Finance Officer
Angela Welsh, RPO Director
Ashley Stallings, Administrative & Benefits Coordinator

Guests and Partners
Guest speaker C. Ruffin Poole of Aqua
Agenda (VOTE):
Chairwoman Johnson amended the agenda by moving the Invocation before the Pledge of Allegiance and moving item 9-A to 6-A. Board Member Lloyd Griffin made a Motion to adopt the Agenda with approved changes. His Motion was seconded by Jordan Davis. With no further discussion, the Motion carried unanimously.

Approval of July 2019 Minutes (VOTE):
Chairwoman Johnson requested to change the position she is running for at the Commissioners state-wide conference in August as she is running for Second Vice President, not President. Board Member Jordan Davis made the Motion to approve as amended. His Motion was seconded by Board Member Fondella Leigh. With no further discussion, the Motion carried unanimously.

Public Comment:
None.

Presentation on Water/Sewer Infostructure, C. Ruffin Poole, Aqua
Executive Director Melody Wilkins introduced C. Ruffin Poole with Aqua.

Ruffin Poole, Director of Corporate Development for Aqua, NC, thanked the Board for allowing him the opportunity to present at the meeting. He stated that water infrastructure is a big challenge. He discussed how Aqua is one of the largest regulated water and waste water utilities in North Carolina. They operate in 51 Counties across the state; however, they don’t have much of a presence in the Northeast and Albemarle Region. Carolina Water does have operations in Currituck and Dare County. He spoke of them operating 59 waste water treatment plants across 17 counties and 750 water systems across 51 counties. He mentioned the size of their systems and the size range of their waste water treatment plans.

Aqua has regional offices in Hampstead, main office in Cary, with other offices in Kernersville, Denver and Fayetteville. Every year the American Water Works Association does a study on what is impacting people and what is impacting both regulated and non-regulated government systems across the state.

The biggest issue facing folks is the renewal of waste water and water infostructure. That is the pipes that have been in the ground over 50 plus years and plants that have been in operation for 40 plus years. He went on to discuss the value of water noting the cost of water increases every year because of chemicals, electricity, and labor.

He talked about what the government can provide and what other industries like Aqua can provide. He stated the analysis shows $26 billion of water and waste water infostructure is needed over the next 20 years.

Board Member Rob Ross asked if we would be needing $26 billion over the next 20 years, where would the money come from? Ruffin Poole responded by stating the challenge is identifying funding sources. It is a mix of money from the Federal, State, and Local government. Board Member Rob Ross asked how much money had been spent in the last 10 years. Ruffin Poole responded by stating you will see a gradually incline.

He spoke about Aqua being a member of the National Water Association Company. Some of the biggest challenges are financial resources, expertise, and compliance.

He talked about two proposals tied up in the state budget with one being the system viability grant loan. The Local Government Commission (LGC) and DEQ have been working together on a protocol for what distress systems are. Finally, systems resiliency grants and loans have been pushed due to
the hurricanes we have had the past couple of cycles and sea rising coastal issues. Board Member Howard Swain asked Ruffin Poole to put the distress systems in a context for them? He spoke of Flint, Michigan having terrible water problems. He asked if we had water systems that bad? And does distress get to that point or is that beyond distress that you are talking about just aging systems that eventually need repair? Ruffin Pool stated he was correct. Flint wouldn't qualify because they have over 10,000 customers. This mainly addresses aged infrastructure and communities of a smaller size. He stated one of the questions asked is what happens if you are classified as distressed? As part of the budget language, there will have to be an asset assessment to figure out where the deficiencies are as well as a rate study to figure out how to address the rate deficiencies. Then a short-term and long-term action plan is required to put together along with a financial plan.

He discussed fair market value, which is a voluntary opportunity to sell water and waste water systems to a regulated utility. The regulated utility can purchase the system based on the fair market value. He noted the fair market value system is just over a year old, being adopted by the General Assembly in 2018. It allows a set of rules that provide a transparency process of how a system will be sold between buyer and seller. Benefits of this is addressing aging systems, a commitment to deliver safe drinking water services to the community, and it provides rules and regulations that DEQ are bound by both regulated utility companies and local government. He discussed the process of selling the water and sewer system.

Board Member Howard Swain asked if there was any loss of jobs? Ruffin Poole responded by stating no. He spoke of bringing over the employees because they have the knowledge of the system and the day-to-day operations.

Board Member Rob Ross asked if they were absent from the Northeastern part of the state by design or a matter of no opportunities? Ruffin Poole responded by stating historically they have not had opportunities to be able to close any transactions.

Board Member Clayton Riggs spoke about the new water and sewer plant Camden has installed.

Board Member Lloyd Griffin asked what is happening with Bogue Watch in Cannonsgate? He also asked if they are treating it and putting in Bogue Sound or putting in the land application? Ruffin Poole responded stating it’s a land application.

Ruffin Poole thanked the Board for letting him present.

**Old Business:**
Executive Director Wilkins stated that during the July board meeting, the Board requested staff to review the March board meeting audio regarding of the Safe Routes to School discussion for clarification. Staff reviewed the audio and prepared a transcript for the Board.

During the March meeting, Board Member Earl Pugh made a Motion that we apply for $100,000 a year with a 20% administrative fee. The Motion was seconded. From there, the discussion ensued about whether it was a $100,000 grant or $120,000 grant. This is important because if it became a $120,000, it impacts the 20% Commission match as well as the 20% administrative fee.

Board Member Clayton Riggs discussed Board Member Earl Pugh stating charge 20% that way we get our 20% back. He recalled somewhere in the March conversation it was discussed that it was not truly 20%. When the calculations were done, we needed $25,000 not $20,000.

Board Member Lloyd Griffin discussed the actual application for the grant was $100,000. He discussed if we would have done $80,000 for the grant with a 20% match or whatever the match would have been. If we would have started at the $80,000, we would have been at the $120,000
as we anticipated. However, we started at $100,000 with the $20,000 administration and the percentage match put it at $140,000. He felt we made the right Motion and made the right decision; however, it should have been at $80,000 not $100,000.

Board Member Clayton Riggs stated we did not need to be paying the State in order to be their agent. Board Member Lloyd Griffin stated he didn’t believe we are being the agent but thought we are getting a grant for $100,000 plus administration fees with a 20% match.

RPO Director Angela stated the grant could not be $80,000 because we already budgeted the work at $100,000.

Board Member Rob Ross asked if this was a $4,000 debate? Board Member Clayton Riggs stated we are in a deficit of the $4,000. Board Member Rob Ross stated it is a deficit going in to our 10-county region. Director Welsh discussed it is actually $11,000 due to the grant being over 3 years. She discussed the full grant amount is $357,000.

Board Member Lloyd Griffin suggested Director Welsh give a report after 6 months once she gets a system in place to see how the money is being spent.

Director Welsh informed the Board our Attorney looked over the agreement and suggested different language for the “Failure to Comply” section. Director Welsh forwarded to the DOT; however, they did not recommend changing it to stay consistent.

Board Member Clayton Riggs made a Motion to continue with the contract at its current presented documentation. Attorney John Leidy suggested the Motion to be authorize the Executive Director to sign the agreement. Board Member Clayton Riggs made a Motion to authorize the Executive Director to execute the contract in agreeance with our original Motion. Board Member Lloyd Griffin asked what he meant by “original Motion”? Attorney Leidy suggested to use the number of the grant. Director Welsh advised the grant amount was essentially $120,000 a year. She noted one year is $119,000 and another is $118,000. Chairwoman Johnson stated basically the Board is authorizing the Executive Director to sign the Safe Routes to Schools grant that we have received. She asked Board Member Clayton Riggs if that was the Motion he made. Board Member Clayton Riggs stated yes. His Motion was seconded by Board Member Harriett DeHart. With no further discussion, the Motion carried unanimously.

New Business:

a. **Presentation on Water/Sewer Infrastructure C Ruffin Poole, Aqua**
   Moved to 6-A.

b. **Resolution for Managed Care Ombudsman Funding Through the NC Association of**
   Executive Director Wilkins stated Chairwoman Johnson and she attended a meeting with the area Council of Government (COG) Directors who have already responded to this Request for Proposal. The COG Association is asking for support from Albemarle Commission. She spoke of the State DHHS put out a requested proposal for people that are interested in responding to a Medicaid Ombudsman. Essentially, this is a North Carolina Medicaid Management Program which was directed by the General Assembly. The intended result is that State Medicaid Agencies have an Ombudsman to support the goals of the North Carolina Medicaid Management Care.

Chairwoman Johnson spoke of this not being necessary meaning we are getting in the mental health business but trying to help the best we can.
Board Member Rob Ross asked what the impact would be of voting yes to this Resolution? He asked if this was just a Resolution of support to the Regional COGs. Chairwoman Johnson responded by stating yes, we are supporting the COGs.

Board Member Jordan Davis made a Motion to accept the Resolution. His Motion was seconded by Clayton Riggs. With no further discussion, the Motion carried unanimously.

c. Consideration of the Revolving Loan Fund Program VOTE

Executive Director Wilkins discussed the proposed Staff recommendation to voluntarily terminate the Revolving Loan Fund Program (RLF). She listed the reasons why the Staff made this recommendation. Albemarle Commission has been out of compliance with the past two corrective action plans with the Economic Development Administration (EDA). The Commission agreed to close four loans per year. The Commission on average has only closed one loan every other year for the past 25 years. EDA will take action on the program by December 31st. Her goal is do something more proactive, to find a way retain as much of the Commission match funds as possible. She spoke of not having staff with the expertise to lend money, collect debts, and accrue interest. Also mentioned the legal cost associated with the operation of an RLF program.

Board Member Clayton Riggs spoke of the Commission not having the success rate or the expertise to be in the loan business. He felt we could better serve our community trying to help them get other resources.

Director Wilkins spoke of the RLF being a high-risk program to the Commission. If the Commission decided to voluntarily terminate the program, the Commission would keep $12,771 and the three existing loans with an approximate total principal balance of $71,373. This would result in the Commission keeping about $84,000 total.

Ex Officio Marion Gilbert asked if we resolved the RLF, would the current notes be called and serviced through the EDA vs the Commission? Director Wilkins stated the Commission would continue to collect the existing notes. Ex Officio Marion Gilbert stated they would be grandfathered in until they are paid. Director Wilkins responded that money from open loans could go into the General Operating account at the pleasure of the Board. Ex Officio then asked if there would be any financial repercussions of dissolving the program? Director Wilkins responded saying if any remaining loans became uncollectible, the Commission would have to absorb the entire loss. However, some of the alternatives offered by EDA/RLF included the transfer of good standing loans. She discussed option 4 kept the Commission owning the three outstanding loans.

Board Member Rob Ross discussed option 4 on page 16 of the package. Board Member Lloyd Griffin stated the recommendation for option 4 was already on the Resolution on page 18 in the package.

Board Member Rob Ross made a Motion to adopt the Resolution. His Motion was seconded by Board Member Howard Swain.

Director Wilkins stated this will require the Commission to refund the RLF-EDA program approximately $252,000 of their capital. She asked Finance Officer Jeri Hansen to confirm the money is available once we sign the agreement with the RLF-EDA as it will be due them within 30 days of program termination. Finance Officer Hansen didn’t have the account information in front of her to confirm. Director Wilkins assured the Board staff could confirm prior to signing any agreement with them until we make sure we have that money available. Finance Officer Hansen stated as of June 30 we were short of the $252,000. Board Member Rob Ross spoke of the
numbers given from Finance Officer were not on scenario 4.

Director Wilkins stated the numbers given on the options are accurate as the numbers came directly from EDA-RLF.

Board Member Howard Swain asked if the $252,000 was in an account?

Director Wilkins responded by stating yes. She was questioning the liquidity and availability of the funds. Finance Officer Hansen stated as of June 30, the EDA bank statement had $210,528 in that particular account.

Board Member Rob Ross asked Finance Officer Hansen if she was saying those numbers are incorrect, therefore, do not represent what we just made a Motion to do? Finance Officer Hansen responded stating she was not saying they are incorrect but she needed to get verification of the account dollars on page 28. Board Member Rob Ross discussed he wasn’t challenging or debating the cash availability, he was simply determining was item number 4 the correct representation of our $12,000 that we keep with future prospects of another $71,000 as these loans pay off and mature. Finance Officer Hansen responded stating yes. Board Member Rob Ross then stated he stood by his Motion.

Chairwoman Johnson asked Board Member Howard Swain if he stood by his second to the Motion. Board Member Howard Swain discussed needing to send EDA $252,000, but yet we think there may be only $210,000 in that account. Finance Officer Hansen responded by stating she needed to go back and check. It was her understanding the EDA account was the RLF account, but she may be incorrect. She needed to verify. Board Member Howard Swain discussed we are prepared to adopt the Resolution but seems making payment there will be a short fall.

Ex Officio Marion Gilbert asked in this process the account does have $210,000, where would we pull the other money from?

Board Member Rob Ross stated by definition it can’t be correct at $252,000, he stated it’s one or none. He was assured it was correct at $252,000. Director Wilkins stated it’s correct what we owe them, now we are moving on to where is the money being held. Board Member Rob Ross discussed it reads existing cash in the RLF $265,000. Director Wilkins stated that is taken directly off of the report we just gave RLF. She wasn’t sure if some of this money brought in was run through the General Operating Account. The question now is where’s the money at. However, the figures are correct. Finance Officer Hansen explained part of their capital is still outstanding in loans, we are paying them back all of their capital in full upfront. We will then spend the next several years, until these loans are paid back, collecting the money back.

Board Member Rob Ross stated she used the term EDA account and the documents stated the RLF. He was wondering are these two different things or have we used the terms interchangeably. Finance Officer Hansen stated the EDA-Economic Development, it’s the RLF program under the Economic Development Program. Board Member Rob Ross asked if the cash in the program $265,000 under the EDA Program? Finance Officer Hansen responded it’s $252,500. Board Member Rob Ross stated attached in the RLF states $265,000, he read that as we would then pay the $252,000 out of that. Now Marion raises the question we are short $42,000, where would that come from?

Board Member Howard Swain asked if he properly understood the loans in the portfolio of $71,000, we would still have future obligation to repay some of that? Finance Officer Hansen stated, no. We would keep it all, then explained the EDA would look for 100% of their capital back within 30 days. We would still have a portion of their capital outstanding on the loans that
haven't been paid. We would be paying them back in full for their full investments, meanwhile, we are recouping that on our payments in the back end. We would not send any more money to the EDA after we pay them their initial investment. Right now, with the outstanding loans if we were to continue, 75% would be EDA capital. The difference between $210,000 and the $252,000 is that we still have capital principle balances outstanding that we will be collecting on but we have to pay that upfront to the EDA to get out of the RLF program.

Board Member Rob Ross asked if everyone understood the difference between $252,000 and $210,000. Board Member Lloyd Griffin stated $42,000.

Board Member Lloyd Griffin stated the $42,000 could come out of the Fund Balance until the money came back from the repaying loans. Board Member Rob Ross stated he had no objection if that was the case. However, he was still struggling with existing cash in RLF $265,207. Board Member Lloyd Griffin asked is the account EDA or RLF? He discussed there are two funding accounts. A portion EDA account, at one time the Directors salary came from. Then the RLF was monies set aside to loan out, which was a bank account you loaned out money and it came back into it. Board Member Rob Ross asked there is not $265,207 cash in any RLF account? Board Member Elizabeth White responded by stating there is $210,000. Board Member Rob Ross then asked if the $265,000 in item 4 is an incorrect number? Board Member Elizabeth White explained it is correct and explained the difference.

Chairwoman Johnson asked if the $265,000 was a receivable and not cash is that correct? Director Wilkins explained the figures came straight from EDA-RLF and that is their terminology. They are probably looking at our cash and theirs. Board Member Howard Swain asked if there was only one account for this? Finance Officer Hansen responded by stating as far as she knew. She stated she would need to do a little research to see if there were any incorrect allocations made at some point.

Board Member Rob Ross discussed the numbers under item 4, due to them not being our numbers and they have not been reconciled to our numbers he then withdraws his Motion.

Ex Officio Marion Gilbert discussed the amount that the Commission would pay out to dissolve the RLF was a small amount compared to what has been lost over the years. If we have the means in our Fund Balance, she felt we should get this done and behind us.

Board Member Howard Swain asked if we had time to postpone until September meeting? Director Wilkins responded by stating there is a plan due August 31, however she could ask for an extension. Board Member Rob Ross discussed he didn’t think anyone was arguing to stay in the RLF, he was not arguing to proceed even if it meant to front the $42,000 and collect it later. He would like to see the numbers and make sure they are correct and know what he was voting on.

Board Member Lloyd Griffin made a suggestion for staff to resolve this matter in the next day or two. Once staff gets the information, generate a survey with the information and send it out to the Board for a vote via email. This way it would not stop Director Wilkins with her opportunity to close out the program.

Chairwoman Johnson asked the pleasure of the Board on Board Member Lloyd Griffin’s suggestion. Board Member Howard Swain asked Director Wilkins if this would work for her. Director Wilkins stated she believed they could get this information fairly quickly.

Chairwoman Johnson stated Board Member Rob Ross rescinded his Motion and the Board will await the information.
d. Closed Session
Board Member Lloyd Griffin discussed moving the Closed Session at the end of the Agenda. Chairwoman Johnson stated she was okay with moving the Closed Session at the end if that is the pleasure of the Board. Attorney Leidy suggested to make a Motion to have this moved.

Board Member Lloyd Griffin made a Motion to defer the Closed Session to the end of the Agenda after Item 13- Chairperson & Board. His Motion was seconded by Board Member Paul Beaumont. With no further discussion, the Motion carried unanimously.

Board Member Lloyd Griffin suggested to place the Closed Session at the end of the Agenda going forward.

Staff Reports

NWDB:
Board Member Lloyd Griffin spoke about NCWorks having a Ribbon Cutting Ceremony at COA on August 6, 2019. He spoke about NCWorks moving into a space at COA as a Career Center Partner. Their hopes are to move this into other locations in the future.

Chairwoman Johnson reminded the Board anytime they would like to hear something from staff let her know beforehand so they can ask them to come speak.

Finance:
Board Member Rob Ross had some questions on page 28. He asked about line item 320-Economic Development Admin. He asked if there was in intentional by design underspending or did we not find enough opportunity to spend the $71,000? If not, why not? Director Wilkins stated this figure goes towards her salary, she stated they would need to look to see if her time sheet is being done properly. She stated she would make sure it is expended. Board Member Rob Ross ask when it is investigated will the $71,000 currently as an excess under budget in EDA be moved in a year to day expenditure indirect fund, department of transportation, Aging Program, or Workforce Development? Director Wilkins stated no. Board Member Lloyd Griffin stated this was done before the idea of terminating the RLF. Director Wilkins stated we are not eliminating the EDA Planning Grant.

Board Member Rob Ross asked going forward to add talking points to state the reasoning to the differences in the budgets. He gave an example of NWDB’s budget, as it appears the budget is underspent by $2.4 million, however, that is not the case. He stated it makes it difficult to make a judgement on how well they are doing. Director Wilkins asked if the Board would like to have Workforce Director Dave Whitmer at the next meeting. Board Member Lloyd Griffin asked if he could also bring Workforce Finance person, Cynthia Gossage.

Report of the Executive Director:
Director Wilkins discussed her plans to visit the member Counties. On September 3rd, she is planning to visit Tyrrell and Perquimans County. She has also asked to meet with the Town Manager of Edenton and she has an appointment with the Town of Hertford to talk about what the Commission does. She talked about potentially going to Hyde and Dare in October.

Report of Committees
None
Chairperson Comments:
None.

Ashley Stallings asked the Board for their thoughts on hosting a Holiday gathering for the Board and Staff. Chairperson Johnson spoke of a discussion between the Executive Committee and Director Wilkins had about this gathering. The Board discussed a location for this gathering. Board Member Clayton Riggs suggested to not make the employees travel to far. It was suggested to host this in November for Staff and Board.

Ashley Stallings asked the Board their thoughts on the retaining the audio for each meeting. After some discussion and direction from Attorney Leidy, it was determined to save the recordings.

Board Member Comments:
Board Member Rob Ross spoke of his trip to Washington DC. He mentioned Board Member Paul Beaumont also attended. If anyone received an invitation next year, he encouraged them to attend.

Board Member Paul Beaumont discussed an issue he raised with Army Corp of Engineers and how they are no one’s friends around this area. He discussed having two follow-up appointments with them.

Closed Session
Board Member Jordan Davis made a Motion to enter into closed session in accordance with North Carolina General Statue 143-318. (11) (I)(6) for a specific personnel matter. His Motion was seconded by Board Member Harriett DeHart. With no further discussion, the Motion was carried unanimously. The Board entered into closed session at 7:47 PM.

Adjournment
Chairwoman Johnson adjourned the meeting at 8:00 p.m.

Chairwoman of the Board, Tracey A. Johnson

Attested by:

Clerk to the Board Ashley Stallings
7. PUBLIC COMMENTS
8. Old Business

a. Consideration of the Revolving Loan Fund Program (RLF) **VOTE**
To: Albemarle Commission Board of Delegates

From: Melody Wilkins, Executive Director

Date: September 11, 2019

RE: Staff Recommendation on Revolving Loan Fund (RLF)

Attached to this Recommendation are five options regarding Albemarle Commission’s RLF program each detailing the estimated dollar impact of alternatives. Figures were compiled by EDA RLF, are as of 6/30/2019, and will need a complete review and update of calculations by EDA RLF Staff once a decision is made by the Albemarle Commission Board of Delegates.

**Staff Recommends:** Option 4: Full Voluntary Termination of the Albemarle Commission RLF by Agreement with US Economic Development, RLF Program, which necessitates the refund of an approximate amount of $252,436* representing EDA RLF capital base and due to EDA RLF within 30 days of agreement with EDA.

Albemarle Commission still owns and services the three remaining loans with proceeds going to the Albemarle Commission for an estimated total principal amount of $71,373*. Remaining active loan portions are not subject to EDA regulations if Termination of RLF is accepted by the Board of Delegates. Also, Albemarle Commission keeps an approximate $12,772* in cash not subject to EDA regulations.

*Amounts subject to change due to loan payments coming in and expenses going out.
Estimated dollar impact of alternatives for Albemarle RLF - INDICATIVE ONLY - Will need complete review
Pro forma for writeoff

Capital as of 6/30/2019
EDA portion $252,435.54
Albemarle portion $84,145.18
Total RLF capital base $336,580.72

Previous capital of $373,640.82 minus $37,060.10

1. Enter into an agreement with another organization to operate the RLF on behalf of Albemarle
   Operating organization must operate in accordance with RLF Plan
   (may amend Plan with EDA approval)
   RLF stays on Albemarle's balance sheet, admin costs? Zero impact on balance sheet
   Albemarle is responsible for semi-annual reporting and audit

2. Transfer to a recipient organization that does not have an existing RLF
   Replacement grant per DOC Grants Manual 16.V.1
   Recipient organization must submit application to EDA for the grant dollars
   Must confirm the RLF is still needed
   Recipient organization may or may not be able to consolidate
   Need MOU for how lending area would be treated and other topics such as liability
   Entire capital base moves to the recipient organization $336,580.72

3. Transfer to a recipient organization that has an existing RLF
   Treated as a merger under CFR 307.18
   Must confirm the RLF is still needed
   Recipient can consolidate with existing RLF as part of the transaction
   Need MOU for how lending area would be treated and other topics such as liability
   Entire capital base moves to the recipient organization $336,580.72

4. Full termination for convenience
   EDA recovers the Federal share of funds
   Funds go to US Treasury and are not available for re-use in EDA programs
   Cash payment within 30 days of agreement with EDA $252,435.54
   Albemarle retains match share of capital (unrestricted) $84,145.18
   Existing cash in RLF $265,207.37
   Cash to Albemarle or (shortfall to pay to government) $12,771.83
   Loans in portfolio $71,373.35

   Albemarle keeps
   Cash $12,771.83
   Loans in portfolio (not subject to EDA regulations) $71,373.35
   Total $84,145.18

5. Partial termination
   EDA recovers the Federal share of funds (grant rate times amount terminated)
   Funds go to US Treasury and are not available for re-use in EDA programs
   Cash payment within 30 days of agreement with EDA

16
A RESOLUTION
APPROVING THE TERMINATION OF THE ALBEMARLE COMMISSION
REVOLVING LOAN FUND PROGRAM

September 19th, 2019

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

WHEREAS, a resolution accepting report of Albemarle Commission Revolving Loan Fund Program re U.S. Department of Commerce Economic Development Revolving Loan Fund ("EDA RLF") Program,

WHEREAS, Albemarle Commission has presented its report on the EDA-RLF Program regarding the performance of the loan portfolio; and

WHEREAS, it is in the best interest of Albemarle Commission that the Albemarle Commission terminate by agreement the EDA RLF Program,

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

SECTION 1. The Albemarle Commission Executive Director is authorized to expend up to $252,500 of the remaining monies in the EDA-RLF Program to end the Albemarle Commission's EDA-RLF Program. Said recipient of the $252,500 may only be the Revolving Loan Fund Program, US Department of Commerce Economic Development for payment of federal share of funds owed upon RLF Termination.

WHEREAS, if monies from loans written off are recovered within three years of the executed agreement, EDA's pro rata share of seventy-five (75%) percent will be returned to the U.S. Department of Commerce (EDA-RLF).

SECTION 2. The Albemarle Commission Executive Director is authorized to execute on behalf of Albemarle Commission whatever documents she deems necessary to carry out termination of the EDA-RLF Program.

SECTION 3. All resolutions, or parts of resolutions, in conflict herewith are repealed.

This Resolution is adopted pursuant to the provision of the Grant Agreement with the U.S. Department of Commerce's Economic Development Administration. This Resolution shall become effective upon adoption.

Adopted this 19th day of September, 2019.

____________________________________
Tracey A. Johnson, Chairperson

ATTEST:

____________________________________
Ashley Stallings, Program Administrative and Benefits Coordinator
9. NEW BUSINESS
10. Staff Reports
AAA Highlights:

- The AAA will be hosting 3 Scam Jams throughout the region in partnership with the Attorney General’s Office, Secretary of State’s Office and Department of Insurance. Events are scheduled to take place in Hyde County on October 3 and Chowan County on October 4. The Currituck County Scam Jam, which was scheduled for September 6, will be rescheduled for October 8 due to Hurricane Dorian.

- The AAA will be hosting an Advocacy Training for local Senior Tar Heel Legislative Delegates, Community Advisory Council members, Senior Center Directors and Regional Advisory Council members on October 14 at the Albemarle Commission. Presenters include Mary Bethel, Executive Director for the North Carolina Association on Aging; Suzanne Lafollett-Black, Associate Director with AARP; and Tiffany Gladney, Policy and Government Affairs Manager for the NC Rural Center. For more information, contact Laura Alvarico at 252-404-7078 or lalvarico@accog.org.

- The annual Aging Conference will be held on November 8, 2019 at Edenton United Methodist Church in Edenton. This year’s theme is Active Aging and Empowerment. Topics include nutrition, physical fitness, brain health, spiritual health and self-advocacy. For more information or to register contact Ashley Lamb at 252-404-7088 or alamb@accog.org.

- The AAA Family Caregiver Program will be partnering with author and dementia expert, Mary Ann Drummond, to provide several trainings throughout the region October 8-10. Mary Ann will be providing a caregiver workshop on October 8 at the Dare County Library. She will also be providing a children’s sensitivity/ educational training for 4th and 5th graders at New Life Academy and Albemarle School in Elizabeth City on October 9. For more information, contact Lynne Raisor at 252-404-7090 or lraisor@accog.org.

Home and Community Care Block Grant Services

In August 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):

- 2,543 hours of in-home aide services
- 231 general and medical transportation trips in nine counties, (not including Dare County).
- 216 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 135 individuals.
Senior Nutrition Program (SNP)

Highlights

- Three of the Senior Nutrition Program staff attended the annual Meals on Wheels American conference in Dallas, TX to learn more about national initiatives to combat senior hunger and isolation in rural communities. They brought back many great ideas about how to better serve seniors in our region.
- The Senior Nutrition will be partnering with The American Red Cross in October to provide fire safety education and smoke detectors in our client’s homes in Camden and Currituck Counties.
- The Senior Nutrition Program is partnering with Meals on Wheels, North Carolina, to offer a regional training to all local providers and nutrition site staff throughout northeast NC. This event will be held at the Albemarle Commission on October 16.

Senior Nutrition Program Totals:

- During the month of August, 22 clients were added to the Home Delivered Meals Program throughout the region.
- Staff completed 28 new referrals and 47 reassessments for eligibility.
- There are currently 31 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.
- 4 clients received nutritional supplements, such as Ensure.
- We continue to have a waiting list for Home Delivered Meals in the following counties: Chowan (8), Pasquotank (14).

The following are service totals for the month of August:

<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>201</td>
<td>241</td>
</tr>
<tr>
<td>Chowan</td>
<td>389</td>
<td>293</td>
</tr>
<tr>
<td>Currituck</td>
<td>291</td>
<td>304</td>
</tr>
<tr>
<td>Dare</td>
<td>542</td>
<td>471</td>
</tr>
<tr>
<td>Gates</td>
<td>206</td>
<td>238</td>
</tr>
<tr>
<td>Hyde</td>
<td>220</td>
<td>154</td>
</tr>
<tr>
<td>Pasquotank</td>
<td>495</td>
<td>526</td>
</tr>
<tr>
<td>Perquimans</td>
<td>682</td>
<td>667</td>
</tr>
<tr>
<td>Tyrrell</td>
<td>215</td>
<td>298</td>
</tr>
<tr>
<td>Washington</td>
<td>214</td>
<td>458</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3,455</td>
<td>3,650</td>
</tr>
</tbody>
</table>

**1 less serving day 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 August, the Family Caregiver Support Program provided the following services to caregivers throughout the region:

- 6 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 - 11 in attendance
- 82 Hours of In-Home Respite services were provided to families across the region.
- Supplemental Services: Incontinent Supplies-9 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 August, the Regional Long-Term Care Ombudsman program provided the following services to residents of long-term care facilities throughout the region:

- 22 Resident complaint cases were opened
- 11 Resident complaint cases were closed
- 43.5 Hours were invested in complaint/case management
- 1 monitoring visits were made to local Nursing Homes
- 1 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), Dare (2), Gates (5), Pasquotank (4) and Tyrrell (1).

Other Staff Updates & Initiatives:

- Staff provided 3 educational events throughout the region including, Senior Medicare Patrol, Fall Prevention, Dementia Friends Elder Abuse and Neglect Reporting and AAA services.
- Staff continue to work with local Counties to explore and create Dementia Friendly Communities throughout the region. Staff recently met with Washington County to provide guidance and support for their efforts to become a dementia friendly community.
- A Senior Center Directors meeting was held on September 13 at the Albemarle Commission Building in Hertford. Training and technical assistance was provided to senior center directors on a variety of issues including Senior Center General Purpose Grants and Health Promotion and Disease Prevention Grants. These grants will be available to local senior centers in September.
Eastern North Carolina Regional Freight Plan

On August 21, 2019, the Eastern NC Public Sector Stakeholder Focus group met in New Bern. Cambridge Systematics and Baseline Mobility staff presented findings from the Logistics Market Assessment, Needs Assessment and draft strategies for review and a SWOT analysis was also completed by the group.

Drone Workshop

I have spoken with the NCDOT UAS Division to host another Drone workshop in our region. I have previously reported, they will be able to come back out to our region in the early fall but after more discussion, they will not be able to host the workshop until the spring. The workshop will focus on drone operator’s rules and regulations from an airport stand point.

East Coast Greenway

I attended the NC ECG committee meeting on August 13 in Clayton. Sarah Sanford is the new Regional Coordinator and she began work at the end of May. I have spoken with her and she has asked that we begin work, again, on this project in the late fall or winter of this year.

Safe Routes to Schools Non-Infrastructure grant

The agreement was signed and required copies were sent to Ed Johnson the state Safe Routes to School Coordinator. In late August, I forwarded the draft RFP to Ed for review and I am waiting on his approval of it. We have not be given the notice to proceed yet as it takes the FHWA several weeks to approve them. Once we receive the notice to proceed, we will inform the media about the grant and advertise the RFP.
I have participated in several meetings with Division 1 and the SPOT office regarding changes in the P6.0 cycle. Final approval of the ARPO project list and Methodology will take place at the ARPO RTCC and RTAC meetings in October. I will then have to complete a new process completing “identified needs” form for each project before they can be entered into SPOT On!ne system.

Passenger Ferry

The Ferry Division had asked to be placed on the ARPOs September meeting agenda to provide an update to the RTAC Board regarding ridership numbers for the new passenger ferry. In late August, I was informed they would like to provide this information at our January meeting instead.

Walk to School day

Walk to School day is October 2, 2019. I have sent registration information to the RTCC and RTAC Boards through my Friday e-mail Transportation updates. I have also participated in a couple of webinars that have been offered and provided the webinar information in my Friday e-mails as well.

NCDOT Budget Management Process

The N.C. Department of Transportation released a review conducted by McKinsey & Company of how NCDOT manages multiple funding accounts and expenditures. Key findings of the review include:

- NCDOT is facing great changes and uncertainty in revenue streams and costs facing the department:
- Revenue streams for infrastructure construction are at risk as gas prices remain low and drivers are less dependent on gas-powered vehicles;
- The increased frequency of natural disasters dramatically and unpredictably increases costs and impacts the department’s cash reserves; and
- Greater complexity of construction projects and threats of litigation makes projecting costs more difficult.

While multiple factors contributed to the cash variance, one-third was directly attributed to natural disasters. Recommendations include:

- Continuing to refine forecasting methodology to reduce budget overruns on increasingly complex construction projects;
- Improving contracting practices to provide more project and budget flexibility;
- Enhancing organizational performance metrics and governance to ensure budget accountability across departmental divisions; and
- Increased use of data to improve organizational agility and strengthen controls for budget accountability.

NCDOT to suspend “preliminary engineering” projects

From the NCDOT: “Effective immediately NCDOT will temporarily suspend ‘preliminary engineering’ on the majority of projects that do not receive funding from GARVEE bonds, BUILD NC bonds or Federal grants. This action does not impact projects currently awarded for construction, scheduled to be awarded for construction within the next 12 months, or are currently under construction. NCDOT is forced to take these steps due to the impact of recovery efforts from Hurricanes Florence and
Michael, rockslides, snowstorms and isolated flash floods as well as settlement expenses related to Map Act cases. NCDOT will strategically resume preliminary engineering on the suspended projects as the Department’s cash balance stabilizes. The Department is still committed to the goal of $375MM in preliminary engineering for FY 2020.”

Merger team and other meetings

- R-2576 agency meeting
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 July 31, 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>$32,236.05</td>
<td>$32,236.05</td>
<td>$420,760.95</td>
</tr>
<tr>
<td>320 - Economic Development Admin</td>
<td>$112,125.00</td>
<td>$5,023.61</td>
<td>$5,023.51</td>
<td>$107,101.39</td>
</tr>
<tr>
<td>820 - Revolving Loan Fund</td>
<td>$31,500.00</td>
<td>-</td>
<td>0.00</td>
<td>$31,500.00</td>
</tr>
<tr>
<td>365 - Dept. of Transportation (RPO)</td>
<td>$144,531.00</td>
<td>$10,058.22</td>
<td>$10,058.22</td>
<td>$134,472.78</td>
</tr>
<tr>
<td>520 - Aging Program</td>
<td>$2,912,132.00</td>
<td>$83,174.27</td>
<td>$83,174.27</td>
<td>$2,828,957.73</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/Dislocated Worker</td>
<td>$1,664,022.00</td>
<td>$59,770.63</td>
<td>$59,770.63</td>
<td>$1,604,251.37</td>
</tr>
<tr>
<td>790 - WD Administrative Fund</td>
<td>$227,379.00</td>
<td>$8,667.40</td>
<td>$8,667.40</td>
<td>$218,711.60</td>
</tr>
<tr>
<td>810 - Youth</td>
<td>$1,029,541.00</td>
<td>$34,374.06</td>
<td>$34,374.06</td>
<td>$995,166.94</td>
</tr>
<tr>
<td>814 - WD - Special Grants/Projects</td>
<td>$263,812.00</td>
<td>$8,479.66</td>
<td>$8,479.66</td>
<td>$255,332.34</td>
</tr>
<tr>
<td>Total</td>
<td>$3,184,754.00</td>
<td>$111,291.75</td>
<td>$111,291.75</td>
<td>$3,073,462.25</td>
</tr>
</tbody>
</table>

**NOTE:** MTD amounts are included in the YTD amounts.

<table>
<thead>
<tr>
<th>Bank Accounts</th>
<th>Ending Balance as of 07-31-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo - Commercial Checking</td>
<td>$220,150.28</td>
</tr>
<tr>
<td>Public Funds</td>
<td></td>
</tr>
<tr>
<td>Wells Fargo - Money Market</td>
<td>$342,345.93</td>
</tr>
<tr>
<td>NC Cash Management</td>
<td>$1,423,060.96</td>
</tr>
<tr>
<td>NC Cash Management - EDA Acct</td>
<td>$210,925.90</td>
</tr>
<tr>
<td>Xenith Bank - AAA Senior Nutrition</td>
<td>$1,724.80</td>
</tr>
</tbody>
</table>
Northeastern Workforce Development Board Report to Albemarle Commission Board:
September 2019
Dave Whitmer, NWDB Director

I. Organization Structure/staffing:
We are currently recruiting for a Career Advisor.

II. Counts
Below are numbers from our three NCWorks Career Centers for July:

<table>
<thead>
<tr>
<th>Service Provider</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>26</td>
<td>284</td>
<td>877</td>
</tr>
<tr>
<td>NCWorks Career Center, Dare County</td>
<td>9</td>
<td>132</td>
<td>562</td>
</tr>
<tr>
<td>NCWorks Career Center, Elizabeth City</td>
<td>55</td>
<td>631</td>
<td>2,391</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>90</strong></td>
<td><strong>1,047</strong></td>
<td><strong>3,830</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:

98 Adults
9 Dislocated Workers

III. Board Organization
Board Membership: Both Andy Pollard (apprenticeship) and Phillip Stovall (business representative) have accepted jobs out of state and have had to resign from the board. We will work to fill these seats.

NWDB Finance Committee: The newly formed NWDB Finance Committee is up and running. Members included Board Chairman Zach Bray, Board members JD Williamson (CPA), and Janet Russ, and Elizabeth City Finance Officer Suzanne Tungate. Suzanne previously worked in accounting for Charlotte Works Workforce Development Board. JD Williamson has been appointed Chairman of this committee.
IV. Updates

- **Career Centers:**
  - Our live broadcast on ECSU’s radio station (WRVS FM – 89.9), NCWorks Career Center Corner, will resume on September 24. The show will air at 7:30am on the fourth Tuesday each month.
  
  - Our site visit for our center re-certification has been set for October 15th and 16th. We are working with our Center Managers and Regional Operations Director to make sure that we are prepared for this visit.
  
  - The Center in Dare will hold their bi-monthly partners meeting on September 11. The intent of the partners meeting is to identify and work to find solutions to common challenges and to ensure that services of all partners are available at the Career Centers.
  
  - The Career Centers continue to conduct hiring events for employers. Hiring events for the Department of Public Safety were held at all three centers in August.
  
  - The Center in Edenton hosted a “Back to School Bash” on August 9. This was a recruitment event for our adult and youth programs. The event hosted a total of 29 participants.
  
  - Center staff participated/will participate in the following community events:
    - National Night Out (Dare and Perquimans Counties): August 6
    - Manufacturing Boot Camp with COA: Aug 5 – August 8
    - Edenton United Back to School Bash: Aug 17
    - Scuppernong River Festival, Columbia: Oct 12
  
  - Through our partnership with the Small Business and Technology Development Center (SBTDC), the Center in Dare will be a SBA Business Recovery Center location. This will be a location where businesses affected by Hurricane Dorian will have access to resources such as SBA Disaster Loans and Thread Capital (Rural Center).

- We opened and held a ribbon cutting on August 6 for a NCWorks Career Development Center at COA’s campus in EC. The center is branded as an NCWorks affiliated site and is staffed 5 days a week. There is a Career Advisor from the Elizabeth City Career Center at the COA center two days a week. COA has provided a staff person (who has been trained by NCWorks staff) to work at the center five days a week. The Elizabeth City Center Manager and Assistant Manager will also work at the COA center on occasion.

  Students who come to the COA center are provided many of the same services that can be obtained at any other career center. They are able to access career assessments, career guidance/counseling, resume assistance, interview skills, funding for training, and job search assistance. We will also conduct regularly scheduled workshops at the COA center and our NextGen staff will conduct a monthly Career Café.

- **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 started to work towards local implementation certification for our Business Support Services career pathway. College of the Albemarle will be conducting a training for our Career Center staff in August to ensure they know all of the program offerings and careers related to Business Support Services.

• We are partnering 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.

• We are partnering 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.

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

  - **Gates County has earned their Work Ready Community Certification!!!**
  - Chowan, Perquimans, Washington, and Hyde Counties have been certified.
  - Tyrrell County’s current status reflects “95% of Goals Attained”. Tyrrell needs 3 more transitioning CRCs (Career Readiness Certificates) in order to earn the NC Work Ready Communities certification. All other goals have been met.

• **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:**
    - Washington County Library: Sept 11
    - Tyrrell County Library: August 28
    - Hyde County Library: August 28

  • **#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.

The photos have been printed on large sheets of metal and have been hung at John A. Holmes High School. There was a newspaper article published in the Chowan Herold.

- **Manufacturing Boot Camp**: NWDB and COA held a boot camp for Career and Technical Education (CTE) “influencers” within our local school districts. The boot camp was held August 5-8, 2019, at COA’s Regional Aviation and Technical Training Center in Currituck. Eleven teachers attended from the surrounding school districts representing Camden, Currituck, Dare, Edenton, Chowan, Pasquotank, Perquimans, and Washington counties. The 4-day boot camp allowed teachers to experience firsthand the opportunities offered through manufacturing’s high-tech and high-wage careers. The intent was to expose the teachers to local educational and career opportunities in advanced manufacturing to share with their high school students as they prepare for their future. The teachers worked with COA instructors to experience a day in the life of a students in Computer Aided Drafting and Machining Programs. They also toured local businesses and met with their HR staff and visited the NCWorks Career Center in Elizabeth City.

- **IBM Talent Assessments**: We have procured IBM Pre-employability Assessment software to be used at our career centers and outposts throughout our region. There are over 1,500 assessments available such as Typing, Data Entry, Telephone Etiquette, Cash Handling, QuickBooks, Assembly and Matching, Basic Warehouse Knowledge and many more.

- **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 34 applications. The recipients received tires, money to cover rent, tuition, money for gas, etc. The grants have slowed down a bit due to the summer semester. We expect it to pick back up in the fall.**

- **NCWorks NextGen**: Our NextGen (Youth) program is currently working hard on planning for the 4th annual Real-World Simulation event to take place on Oct 2nd at Camp Cale in Perquimans County. More volunteers are needed, so please let us know if you are interested. NextGen is also currently working on developing a youth mentorship program.

- **Hyde, Washington, Tyrrell Drug Treatment Board**: One of our Career Advisors, Phillip Holloway, serves on the newly formed Hyde, Washington, Tyrrell (HWT) Drug Treatment Board. This Board was recently created by Judge Regina Parker who noticed that a lot of repeat offenders has substance abuse issues. A recovery court is being created through this board with the intent of assisting chemically dependent offenders with their court-ordered treatment plans. NWDB’s role will be to assist with transportation needs, employment/education needs, and appropriate attire for interviews and work.
- **Annual Programmatic Monitoring**: We received the report for our annual programmatic monitoring. The report was very good with zero findings.

- **Annual Programmatic Monitoring**: We have not received the report for our annual financial monitoring. However, I have seen the draft report and it is a very good report with zero findings.

- **Annual Audit**: Each year we are required to submit the Albemarle Commission’s annual audit report to the Division of Workforce Solutions (DWS). DWS has reviewed the audit and determined it to be acceptable.

  - **PY 19 Local Area Plan**: Our Annual Plan has been approved by DWS, so we will receive our allocations (funding) for PY 19 (July 1, 2019 – June 30, 2020).

  - **DOT Highway Construction Training Academy**: We are partnering with College of the Albemarle to support a NC DOT Highway Construction Training Academy. The main goal is to provide minorities, women, and disadvantaged persons with training opportunities and supportive services that lead to a journeyman level status in the highway construction industry and connect them to the 92 contractors that do road work for DOT. We anticipate training approximately 30 students.

  - **NWDB Newsletter**: We released our first quarterly newsletter “News from the Northeast”. We thought this would be a good way to keep people informed of all of the work we do and hopefully to generate new ideas and things we can do.

  - **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/)
11. Executive Director Report
On September 11 and 12, staff of Thompson, Price, Scott, Adams & Co, P.A. will perform the annual financial audit of the Albemarle Commission. The June 30, 2019, fiscal year end audit will likely still be in progress when this report is sent out to the Board. However, we will on September 19th, share with the Board any auditor exit comments.

This past month, I have presented at three county commissioners meetings (Chowan, Tyrrell, Perquimans) and visited one Town (Hertford). The primary purpose was to introduce myself and give a brief overview of the services offered by the Commission.

A Basic Financial Workshop for NC Rural Communities was held on August 13th, at Martin Community College in Williamston. The Workshop was primarily for those involved with the financial matters of utilities such as elected officials, financial managers, town and/or county managers, drinking water and wastewater directors and other persons working in financial matters of utilities. The training was offered by the UNC School of Government. Three staff members of the Commission attended.

Albemarle Commission, Mid-East Commission, East Carolina University (ECU) and NC East Alliance hosted a Disaster Recovery Resilience Funding Forum on August 28, 2019, at ECU, Greenville. This event was for elected officials, managers, planning staff, emergency managers, nonprofits, workforce entities including community colleges, water/sewer operations, and anyone supporting economic recovery in their communities.

The November 21, 2019, board meeting will begin at 5:30 pm in order that board members and staff can attend a Holiday dinner immediately afterwards at 6:30 pm lasting until 9:00 pm. Monteros will be providing dinner and the Holiday gathering will be held at the Perquimans Rec Center, 310 Granby Street, Hertford.

Jeri Hansen, Finance Officer, and I met with several staff members of Pasquotank Health Department on August 20, to review and discuss recurring monthly tasks that they provide to the Albemarle Commission. Subject matters included quarterly reporting, budget prep, audit prep, timesheets, new hire reports, Guardian and Blue Cross reconciliations, process of payroll changes and accounts payable. The primary purpose of the meeting was for new staff to have an opportunity to meet one another and streamline processes.

A Survey Monkey was sent to AC Board members on August 19, regarding the proposed course of action of the Commission’s Revolving Loan Fund Program (RLF). Three responses were received with all three voting to voluntarily terminate the RLF. Staff Recommendation is included in the board packets.
12. Reports from Committees
13. Chairman & Board Delegate Comments
14. Closed Session

To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
Closed Session

To Discuss and prevent the disclosure of information that is confidential by law, pursuant to N.C.G.S. 143-318.11(a)(1); to confer with the Board attorney regarding a matter within the attorney/client privilege and to preserve that privilege pursuant to N.C.G.S. 143-318.11(a)(3); and to discuss one or more confidential personnel matters as allowed by N.C.G.S 143-318.11(a)(6).
15. Adjournment

Delegate Members, please turn in your mileage sheet

NEXT MEETING

Thursday, Ocotober 17TH, 2019
6 p.m.
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Subtotal

Total Reimbursement Due

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